SCHOLARLY STUDENT MINI-GRANT PROGRAM

NOTE: Applications are accepted on a rolling basis (no fixed deadline).

I. PURPOSE:

The Scholarly Student Mini-Grant Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program supports faculty members and students in their pursuit of research, scholarship, and creative collaborations. The program allows faculty members to compete for financial support for scholarly and creative projects that include students. The award is to the faculty mentor. Thus, the faculty mentor submits an application for funding to support a project that includes at least one student researcher. It is very important that the faculty member clearly articulates (i) how support from the mini-grant program helps to make the project possible, and (ii) the scholarly/creative outcomes for both the faculty mentor and student(s).

II. AMOUNT:

Faculty mentors can request up to *$500.00* for equipment, supplies, or travel related expenses required to complete the project. *Note*: The Mini-grant program does not fund travel to attend or present at professional meetings/conferences — only travel necessary to conduct the research. Ongoing support for continuation or completion of previously supported projects may be available in future semesters on a competitive basis (see section III below). All funds should be expended by May 30th of each year.

III. ELIGIBILITY:

Full-time faculty members working with full or part-time degree seeking USC Upstate undergraduate or graduate students on scholarly research or creative projects are eligible to apply. Preference will be given to those projects occurring outside normal course activities and to those with the potential to result in external publication, presentation, performance, or exhibition. Faculty and students who have received a previous Mini-Grant may apply for additional support, but must provide evidence of satisfactory progress in their project to be considered for additional funding (see section IV below). *At most one award can be funded per faculty mentor per semester.*

IV. Post Award Requirements:

A. Funded projects must be presented at the Annual SC Upstate Research Symposium by either the faculty mentor or the student.

B. Any external publications, presentations, performances or exhibits resulting from the funded project must acknowledge the Office of Sponsored Awards and Research Support for partial funding of the work. The faculty mentor must notify us if the funded project leads to external publication, presentation, performance, or exhibition.

C. At the end of the semester, the faculty mentor must complete a final report form; a link to the form will be emailed to the faculty mentor and they will have 30 days to complete the report. Faculty mentors will not be eligible to apply for future support through the SARS office if this Final Report Form is not completed.

V. APPLICATION PROCESS:

Faculty mentors must complete the online application form. We suggest developing the application pieces (see below) in word, then copy and paste the application pieces into the appropriate parts of the form. The form will request the following information from you:

1) **Application Formatting**
   Use the following page formatting when entering information into the application:
   a. Standard, single column format for the text
   b. Line spacing (single-spaced)
   c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)
2) **Contact Information**
   a. Student Information
      i. Name (**First Middle Last**)
      ii. Student Status (i.e., undergraduate or graduate)
      iii. Major
      iv. Email address
      v. Phone Number
      vi. Other Students Involved
         1. List All Other Students Involved with Project: (if yes)
   b. Faculty Mentor Information
      i. Name (**Last, First**)
      ii. Title
      iii. Department
      iv. Email Address
      v. Phone Number
   c. Department Information
      i. Chair/Dean Name
      ii. Administrative Assistant Name
   d. IRB or IACUC Approval

   Note: If your project involves human or other vertebrate animal subjects in any way, you will need IRB or IACUC approval. Funding will not be granted for such projects that have not been approved by the IRB or IACUC. You are responsible for compliance issues associated with the use of human or other vertebrate animal subjects consistent with USC IRB & IACUC protocols. *You may apply before approval is secured; however, if your proposal is awarded, funds **cannot** be distributed until the project is approved.*

   See the website of the Office of Research Compliance – https://sc.edu/about/offices_and_divisions/research_compliance/index.php for additional information.
3) **Project Information**
   a. Project Title
   b. Total Amount Requested
   c. Project Summary. (Maximum of 500 words) Briefly describe the project background, importance of the work, and your project objectives.
   d. Budget. (Maximum of 500 words) Provide an itemized budget and budget justification.
   e. Student(s) qualifications. (Maximum of 500 words) For each student involved, at minimum, include how you know the student, why will the student be successful and ***the student's GPA***.
4) **Attachments** – You may add a PDF attachment of any supporting items (e.g., receipts, etc.).

NOTE: *A PDF of the application will be generated and emailed to you once the application is complete and you hit submit.*

VI. APPROVAL CRITERIA:

This is a competitive program. Proposals will be reviewed based on the following criteria: (1) the merit of the project itself; (2) the project's potential to provide real involvement and learning for the student; and (3) the likelihood of the project resulting in external publication, presentation, performance, exhibition, public scholarship or grant submission.

VII. QUESTIONS:

Please direct questions regarding this program and the application process to:
Dr. Melissa Pilgrim, (864) 503-5781, mpilgrim@uscupstate.edu.   *Revised 8/8/2019*