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**SOUTH CAROLINA™**

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Office of Research  
College of Nursing

# **Faculty Research Handbook**

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## I. SPONSORED AWARD SERVICES

### A. Pre-Award

College of Nursing faculty and staff who wish to apply for or participate in a sponsored award are required to prepare and submit a *Notice of Intent to Submit a Sponsored Award Application* form to the Office of Research as soon as possible after the award submission is identified. This form is required when the College of Nursing is either the primary or supporting sponsor for the award application. The *Notice of Intent to Submit a Sponsored Award Application Policy and Procedure*, which includes the form, is available via the Research Policies and Procedures link on the Office of Research web page: <http://www.sc.edu/nursing/research/research-policies.html>.

#### i. Pre-Award Preparation

The Associate Dean for Research and the Office of Research Program Coordinator for Sponsored Awards are available to guide faculty through the award application preparation and submission process. Pre-Award support services offered by the Office of Research to assist faculty and staff with award application development and submission include the following. Once the sponsored award application has been submitted to the University of South Carolina electronic routing system (USCeRA), both the Associate Dean for Research and the Dean provide electronic final approval for submission of the award application.

- Award development consultation.
- Award budget development.
- Preparation of final award drafts.
- Facilitation of receipt of final award consultation and support letters.
- Coordination of sponsored award paper and electronic submissions.
- Liaison activities with funding agencies and the University of South Carolina Sponsored Award Management (SAM) office.
- Assistance with institutional human subjects review process and submission.

#### ii. Mock Reviews

A mock review is required for all external research sponsored award applications prior to submission. The mock review panel is comprised of College of Nursing and external senior scientists who have received external funding and have extensive experience with external research grant submissions. These individuals have a sustained program of research and often have been members of external review panels for NIH and other federal research sponsors, e.g., the Agency for Healthcare Research and Quality (AHRQ). The panel reviews proposals to assess how accurately sponsored award criteria have been addressed, the qualifications of the proposed research team, and human subject protection. The *Mock Review Policy and Procedure*, which includes review forms, is available via the Research Policies and Procedures link on the Office of Research web page: <http://www.sc.edu/nursing/research/research-policies.html>.

#### iii. Literature Searches

One of the first steps in the grant writing process is the time-consuming task of exploring the work of other researchers in order to identify a significant gap in the science for the focus of the award application. Searching the available literature

is key to this process. The Office of Research Program Coordinator for Faculty Development serves as a liaison with the University library system to support faculty literature search activities. Among the services offered by the library are scan and deliver, interlibrary loan, e-and hard copy journals. The URL for the library system is: <http://www.sc.edu/library/>. The Program Coordinator assists faculty with establishing links to reference librarians and other library experts to enhance their literature searching efforts. The PI is accountable for formulating the scientific question and evaluating the search yields for the evolving research plan.

iv. **Additional Pre-Award Information**

The following websites offer additional information about the pre-award process at the University of South Carolina.

- <http://sam.research.sc.edu/preaward.html>
- [http://www.sc.edu/researchdev/investigator\\_toolbox.shtml](http://www.sc.edu/researchdev/investigator_toolbox.shtml)
- <http://www.sc.edu/researchdev/rop.shtml>
- <https://sam.research.sc.edu/uscera/TilesDefinition.do?definition=loginForm>

B. **Post-Award**

Primary accountability for sponsored award project and budget management resides with the award's Principal Investigator (PI). Campus and College of Nursing post-award management services are available to assist PIs in successful implementation of their projects.

i. **Post-Award Management Support**

The University Office of Contract and Grant Accounting (<http://www.cga.sc.edu/>) is responsible for University management of all sponsored awards. College of Nursing (CON) post-award support services are provided by the CON Business Director and the Human Resources Director in the Office of the Dean. The University Office of Contract and Grant Accounting office works closely with the CON Budget Director to ensure that all sponsored awards expenditures comply with financial regulations. Specific services provided by CON post-award support staff include:

- Award liaison activities with Contracts and Grants Accounting.
- Coordinate time and effort compliance reporting processes.
- Coordinate award credit purchasing processes.

ii. **Accounting Information**

Budget management is typically the most challenging aspect of a sponsored award, particularly for new investigators. In addition to the services provided by CON post-award support staff, numerous accounting systems are available to assist PIs and their project teams with budget management. These include the following. PIs are encouraged to become familiar with these resources as soon as possible after receiving award funding to enhance their ability to manage their award.

- Accounting Services Intranet - <https://image.admin.sc.edu/>
- Data Warehouse - <http://datawarehouse.sc.edu/>

- Sponsored Awards Management Dashboard - <https://sam.research.sc.edu/awards.html>

iii. **Training Opportunities**

Various University training classes are offered to assist PIs and project team members develop skills necessary to effective award management. A list of these training opportunities can be found at the following site: <http://hr.sc.edu/profdevp/subject.html>. The management development courses are of particular importance to new PIs. These include Employee Performance Management System (EPMS) courses for Supervisors, as well as other courses which focus on administration services. The Gamecock Research Administrator Network and Training (GRANT) program is an excellent campus resource for junior faculty and sponsored award project managers. Topics covered include budgets, pre- and post-award administration, proposal development, and research compliance. These courses are quite popular and may have a wait list for enrollment. PIs are encouraged to call early to participate in these training opportunities.

iv. **Sponsored Award Closeout**

The Program Coordinator for Sponsored Awards works closely with the PI and CON post-award support staff to closeout completed sponsored awards. A notice is sent to the CON Budget Director and the Program Coordinator ninety days prior to the end date of a sponsored award. This notice ensures that outstanding personnel and travel commitments are satisfied, and that any automatic billing is stopped. The final award report and billing are often due within a specified timeframe, which varies by the award sponsor. Contract and Grant Accounting (CGA) normally completes the final billing, and required fiscal reports. In addition to accounting requirements, the College of Nursing Director of Information Technology receives a list of grant-related equipment prior to award closeout. The award PI and co-investigators have priority ownership for any specialized equipment that can not be used on a widespread basis at the College of Nursing. Equipment that can be used by general College of Nursing faculty, staff, or students is centralized within the College's Instructional Resource Center (IRC).

v. **Research Office Space**

Research office space is allocated by the College of Nursing Dean in collaboration with the Associate Dean for Research. Once the sponsored award is closed out, all research space reverts back to the pool for reassignment. Requests for ongoing use of research office space beyond the award closeout date must be submitted in writing to the Associate Dean for Research. Final disposition of these requests will be made by the Dean.

## II. **RESEARCH DEVELOPMENT**

### A. **Research Core Emphasis Areas**

The College of Nursing supports three core emphasis areas: 1) health promotion and risk reduction; 2) vulnerable populations; and 3) health care systems. All College of Nursing research-intensive faculty and PhD students are encouraged to focus their research

program development in one of the 3 core areas. This focus enables both internal and external recognition of areas of research strength and assists the College with faculty and doctoral student recruitment. It also encourages research team building, particularly in interdisciplinary areas. Details about the core emphasis areas, as well as faculty and PhD student membership within these areas, are available on the Office of Research website <http://www.sc.edu/nursing/research/emphasis.html>. Links are provided to individual faculty web pages for more in-depth detail about faculty research concepts and programs.

**B. Sponsored Award Funding Opportunities**

The University of South Carolina Sponsored Awards Office maintains an updated list of grant deadlines and regularly shares this information with the Office of Research. The Office of Research Program Coordinator for Faculty Development disseminates sponsored award funding opportunities and program announcements to faculty on a weekly basis as well as other opportunities as they are identified.

**C. Electronic Resource Registration**

The Office of Research Program Coordinator for Faculty Development assists faculty with registration for various electronic resources that can assist them with their research program development. These opportunities are particularly important to new researchers who are actively building their research networking and foundational knowledge of funding sources and sponsorship. Listservs are a valuable tool for communicating with others in specialty fields of interest as well as for identification of potential funding sources. Search engines, such as the Community of Science (COS), are also available to faculty to assist in finding funding, promoting their research, identifying experts, managing resources, and collaborating with colleagues. Electronic newsletters from various funding agencies, such as The Robert Wood Johnson Foundation, The Agency for Healthcare Research and Quality, and The National Institutes of Health, also assist faculty to stay abreast of the latest funding trends, news, and information. The Program Coordinator for Faculty Development can assist faculty with registration. The URLs listed below provide additional information.

- <http://www.cos.com/services/>
- <http://www.ahrq.gov/>
- <http://www.nih.gov/>

**D. Curriculum Vitae**

The Office of Research Administrative Assistant maintains current curriculum vitae (CV) for each College of Nursing faculty member. Information from CVs is used for a variety of College of Nursing reports, such as the annual strategic Blueprint, and the Office of Research Annual Report. These documents highlight faculty scholarly productivity and contributions. To enhance reporting accuracy, faculty are required to update their CVs on an annual basis.

**E. Dissemination**

The Office of Research has developed standard templates for paper and poster presentations, the Office of Research web page, and individual faculty web pages. All templates have been designed to facilitate marketing of faculty research in a variety of

venues. They also provide a mechanism for the College of Nursing to gain visibility and name recognition in its efforts to promote faculty research. The Office of Research Program Coordinator for Faculty Development is available to assist faculty with the use of these resources.

**i. Poster/Paper Templates**

The goal of using a poster and paper template is to create a standard look for all College of Nursing dissemination materials to promote ready recognition of University of South Carolina College of Nursing research.

**ii. Office of Research Web Page**

The Office of Research web page provides a window into the College's research activities. The web page is maintained through the coordinated efforts of the Office of Research Program Coordinator for Faculty Development and IT Director. General comments regarding the web page are to be directed to the Program Coordinator.

**iii. Faculty Web Page Template**

Faculty web pages provide an excellent mechanism for faculty to publicize their research activities and achievements. A faculty web page template has been developed to provide a professional and consistent look for faculty web pages to facilitate ease of navigation and information retrieval. The Office of Research Program Coordinator for Faculty Development assists faculty in developing their web page. Once web pages are established all changes or updates are routed through the Program Coordinator. All individual faculty web pages are linked to their core research emphasis area on the Office of Research web page.

**F. Additional Faculty Development Information**

The University of South Carolina provides a wealth of support for researchers. The following links provide additional faculty research development information.

- Research and Economic Development <http://www.sc.edu/research/>
- Research Development <http://www.sc.edu/researchdev/>
- Research Opportunity Program <http://www.sc.edu/researchdev/rop.shtml>
- Gamecock Research Administrators Network and Training <http://grant.sc.edu/>
- Health Sciences Research Core <http://www.sc.edu/hsrc/>
- Innovista Health Sciences [http://innovista.sc.edu/research/health\\_sciences.aspx](http://innovista.sc.edu/research/health_sciences.aspx)
- The South Carolina Clinical and Translational Research Institute <http://www.sctrinstitute.org/>
- USC Research Resources Equipment and Facilities <http://www.sc.edu/rref/>
- Centers of Economic Excellence <http://www.sccoee.org/>

### **III. RESEARCH COUNCIL**

The Research Council is comprised of College of Nursing faculty with a primary interest in research. All tenured and tenure-track faculty are required to be Council members but membership is also open to all other College of Nursing faculty. The purpose of the Council is to bring faculty together to exchange ideas and discuss topics related to their research, and share in administrative decision-making related to implementation of the College's research strategic plan. The Council meets once a month during the academic year. The Associate Dean for Research is the Council administrative liaison. The Office of Research provides administrative support for Council meetings and staff attend meetings to enhance research coordination.

### **IV. RESEARCH PROGRAMS AND ACTIVITIES**

The Office of Research sponsors and/or contributes to diverse programs to enhance faculty research development. These programs and activities are coordinated by the Office of Research Program Coordinator for Faculty Development. Programs and activities vary each year depending on faculty development needs and interests and funding availability. Programs have included research retreats, summer research camps, faculty/student research days, and science fairs.