

# Creative and Performing Arts Grant Program

## Program Guidelines

---

Announcement Release Date:	August 15, 2011
----------------------------	-----------------

Application Receipt Date:	<b>November 1, 2011</b>
---------------------------	-------------------------

Award Announcement Date:	March 31, 2012
--------------------------	----------------

---

### Description

The **Creative and Performing Arts** grant program promotes and nurtures the creative and performing arts by faculty on the Columbia and Regional Campuses of the University of South Carolina. These competitive grants will provide support for creative activities, including but not limited to, creative writing, composition, art, performing, commissioning and recording of musical works, theatre, acting, production, dance, performance, or exhibition of creative work as well as other creative areas in which external funding for such activity is generally limited. The purpose of this program is to provide funding to assist faculty in the creative and performing arts in achieving their scholarship goals, with particular emphasis on those activities that support work needed for tenure, promotion, completion of an ongoing project, and/or in exploring new areas of scholarship and/or creative work.

### Eligibility

Eligible applicants include all full-time tenured or tenure-track faculty on the USC Columbia and USC Regional Campuses. Proposals may be submitted to more than one internal program; however, principal investigators are only eligible to be funded by one program. Prior Provost Grant Program award recipients are not eligible to submit a proposal until they have submitted the final report for their current award.

### Funds Available and Project Timeframe

Projects are eligible for funding of up to \$20,000 per project period. An applicant may request a project period of up to twenty-four (24) months, beginning May 16, 2012 and ending May 15, 2014. The number of awards will be contingent on the number and quality of funding applications received and approved as well as the amount requested and allocated per application. The review committee reserves the right to alter the amount requested for funding.

### Application Procedure

1. Title page
  - a. Title of proposal
  - b. Amount of money requested
  - c. List the name, title, department, college, and phone number of each investigator, beginning with the principal investigator
2. Page Formatting
  - a. Stand, single column format for the text
  - b. Line spacing (single-spaced or double-spaced)
  - c. Font Size: 12 points (except for mathematical formulas, equations or special characters)
  - d. Margins: 1 inch, in all directions

3. Develop a three-page proposal narrative that provides:
  - a. A brief discussion of the background of the proposed creative work or creative activity
  - b. A detailed narrative of the project that includes the
    1. Objectives
    2. Significance of the creative work or creative activity
    3. Timeline with expected accomplishments during the course of the grant
    4. Specific outcomes of the project
4. Attach the following supporting documentation to the end of the proposal narrative (not included in the three pages):
  - a. References: works cited, bibliography, notes
  - b. Two-page biographical sketch of the principal investigator and also of the co-principal investigator(s), if any, that includes
    1. Education
    2. Professional experience
    3. Evidence of creative achievement: most significant creative writing, description of juried exhibits, performances, compositions, recordings, etc.
    4. Significant accomplishments and contributions
    5. Other information as appropriate
  - c. Current and pending support. Include current grant funding and pending grant funding using the form given on the Provost Grant Program web site.
  - d. A detailed budget for total project costs and a budget justification, which clearly justifies each cost, consistent with the list of allowable costs shown below. Please see the information regarding the budget justification provided on the Provost Grant Program web site.

#### Allowable Costs\*

- Salary and fringe benefits of undergraduate students, graduate students, research assistants, and technicians
- Faculty salary support for summer compensation in compliance with university policy as governed by HR 1.81
- Buy-out of teaching classes for one semester (check with your department Human Resources' liaison to determine amount)
- Equipment
- Computers (Requests for computers must demonstrate that computers are essential to the project and not otherwise available to the project)
- Project costs and supplies (such as completing a book or article, developing or producing an exhibit, film, compact disc or dvd, pursuit of new work, etc)
- Contractual Services
- Travel essential to conduct the project
- Graduate student tuition supplements

***\*Note: All expenditures must be made in accordance with University policies.***

#### Unallowable Costs

- Costs in connection with faculty degree requirements
- Travel to professional meetings
- Undergraduate tuition and fees

## USCeRA Submission Instructions

- You must submit your completed proposal packet through USCeRA (<https://sam.research.sc.edu/uscera>) and get APPROVAL from your chair, dean and/or chancellor before 5:00 pm on the deadline date.
- **Application receipt date: November 1, 2011**
- Select “Create New Proposal” in USCeRA. Begin by filling out the information on the Proposal/Award Processing Form (PAP). The top part of the form includes information such as your project title, dates of performance, and your total requested budget.
- **IMPORTANT:** Under “Internal Requests,” you must select “yes.” Then you must check the box next to the word “Provost,” and select the appropriate Provost’s funding opportunity from the drop-down menu. Failure to do this may cause your proposal to be misrouted or not routed at all.
- Make sure you answer all of the “Yes/No” questions on the PAP form.
- For Question #9, if you are working with a consultant or purchasing a piece of equipment over \$5,000, check “yes.”
- For Question #12, “Does your project involve human subjects?,” if your project involves human subjects and you do not have IRB approval, hit the “Lookup” button, click the “select” button, and type the word “pending” in the box that says “Other.”
- Hit “Save” on the PAP form when you have entered all of the information. The system will alert you if you have failed to complete any required information.
- On the next page, select “Internal Commit Form.” The Internal Commit Form should be used to list the amount that you are requesting from the Provost’s Office. Do not enter an amount in the Start-Up box. Enter in the amount that you are requesting for each year in the corresponding box. The total will calculate automatically for you. Do NOT use this form to enter cost share.
- If you checked “yes” to Question #9, and you are working with a consultant or purchasing a piece of equipment, you need to fill out a certification form. Under “Forms,” select “Certification,” and fill out the form. If you have multiple pieces of equipment or consultants, under “Tools,” select “Add Certification Form.”
- Upload your proposal as ONE file using Adobe PDF format; use your surname as the file name.
- **DO NOT FORGET TO HIT THE SUBMIT BUTTON!** You will receive e-mails from USCeRA indicating when your proposal has been approved by your department chair, dean, etc. You always can log-on to the system to check on the status of your proposal.
- Questions about submission materials? Contact: Derlene Lowder, Office of the Provost, [lowderd@mailbox.sc.edu](mailto:lowderd@mailbox.sc.edu), 777-5315

## Review Process

Applications that are complete and responsive to this announcement will be evaluated for merit by a committee of faculty from the creative and performing arts, chaired by Vice Provost Chris Plyler. Reviewers will not provide feedback on individual proposals. The committee will make recommendations for funding to the Provost based on the quality of the proposals in accordance with the following review criteria:

### **A. Scholarly and/or Creative Merit:**

- Does the proposal provide a compelling argument for the creative work and/or creative activity?
- Does the proposed project represent a significant contribution to the field of study? If so, how?
- Is there a probability of a performance, exhibit, recording, juried showing, artwork, compositions, creative writing, publication, or other public dissemination?

**B. Nature of Proposal:**

- Does the proposal provide a clear statement of overall project objectives?
- Is the proposed methodology appropriate and realistic?
- Does the proposal provide a sound justification with clear and specific budget information?
- What is the likelihood the project goals, timeline, and budget will be accomplished?

**C. Leverage:**

- Will the project lead to further creative work or creative activities?
- Does the project help build creative and/or scholarly networks and/or academic reputation for the individual and/or the university?
- Is it likely that the proposal will lead to extramural funding and/or external reputation?
- Will this project impact the community?

**Reporting**

A final report is required within two months of the grant completion date.

**For more information, contact:**

Derlene Lowder, Office of the Provost, [lowderd@mailbox.sc.edu](mailto:lowderd@mailbox.sc.edu), 777-5315

The Creative and Performing Arts Grant Program  
is sponsored by  
the Office of the Vice President for Academic Affairs and Provost  
and  
the Office of the Vice President for Research and Graduate Education