

Institute for Visiting Scholars

Program Guidelines

Announcement Release Date:	August 15, 2011
Application Receipt Date:	Nov. 1, 2011; Feb. 1, 2012; May 1, 2012
Award Announcement Date:	Jan. 31, 2012; Apr. 30, 2012; June 30, 2012

Description

The **Institute for Visiting Scholars** is an initiative to support short visits from distinguished scholars engaged in innovative pedagogy or research. This initiative is dedicated to the enrichment of the intellectual and research endeavors necessary for faculty development by introducing leading research practices through workshops, seminars, and mentoring to increase the capacity of faculty. Working with teams of faculty or individual researchers and graduate students, these visiting scholars will assist in developing innovative practices to enhance knowledge and collaboration.

Eligibility

Eligible applicants include all full-time tenured or tenure-track faculty on the USC Columbia Campus. Prior award recipients from the Provost Grant Program 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 \$25,000 per project period. An applicant may request a project period of a minimum of two (2) weeks up to a maximum of six (6) months. Although the review committee intends to fund projects as closely as possible to the requested amount, it reserves the right to revise the amount of the award.

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. Standard, 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 five-page proposal narrative that provides:
 - a. A brief discussion of the background of the proposed visit and the benefits that will be gained from interactions with the visiting scholar.
 - b. A two page biographical sketch of the visiting scholar(s) that includes but is not necessarily limited to:
 1. Education
 2. Professional experience
 3. Evidence of scholarship: most significant refereed journal articles, books, and book chapters, etc
 4. Significant accomplishments and contributions
 5. Other information as appropriate
 - c. A detailed narrative of the project that includes the:
 1. Objectives
 2. Significance of the interaction with visiting scholar
 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 each of the principal investigator and of the co-principal investigator(s) that includes
 1. Education
 2. Professional experience
 3. Evidence of scholarship: most significant refereed journal articles, books, and book chapters, 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 on the form provided on the Provost Grant Program web site and budget justification for total project costs 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*

- Travel for visiting scholar(s)
- Housing/lodging (Housing location must be stated and approved by the Office of the Provost)
- Subsistence for visiting scholar(s)
- Seminar/workshop/reception costs
- Honorarium (if applicable)

****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: Proposals submitted by Nov. 1, 2011 will be announced January 31, 2012; Proposals submitted by Feb. 1, 2012 will be announced April 30, 2012; Proposals submitted by May 1, 2012 will be announced June 30, 2012.

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? Contact: Derlene Lowder, Office of the Provost,
lowderd@mailbox.sc.edu, 777-5315

Review Process

The purpose of the Visiting Scholars Program is to bring an exceptional senior scholar who can contribute to intellectual and/or research endeavors through lectures, faculty seminars, formal or

informal discussions with graduate or postgraduate research students, or collaborative research with faculty.

Applications that are complete and responsive to this announcement will be evaluated for merit by a committee of faculty, chaired by Senior Vice Provost Christine Curtis. 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. Intellectual Merit:

- Does the proposal provide a compelling argument for advancing knowledge and understanding within its own field or across different fields?
- How well conceived and organized is the proposed activity?
- How well qualified is the invited scholar to conduct the project?
- Does the proposed project represent a significant contribution to the field of study or a significant advance of the expertise of USC faculty? If so, how?
- Is there a probability of continued collaboration, publication, or other public dissemination?

B. Nature of Proposal:

- Does the proposal provide a clear statement of overall project objectives?
- 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 scholarly or research activities?
- Does the project help build scholarly networks and/or academic reputation for the individual and/or the university?
- How well does the activity advance discovery and understanding while promoting mentoring of junior faculty and graduate students?
- Will the project lead to an enhanced reputation of the corresponding USC program?

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, 777-5315

The Institute for Visiting Scholars Program
is sponsored by the
Office of the Vice President for Academic Affairs and Provost