Office of Research
UNIVERSITY OF SOUTH CAROLINA

SPARC Graduate Research Grant
2022-2023 Terms and Conditions

Project Period
For 2022-2023 SPARC Graduate Research Grants, the project period is May 1, 2023 through July 31, 2024 (15 months) OR until graduation/degree receipt, whichever is first.

Please note the project period for this grant, especially the end date. Your department business manager will be notified at 90, 60 and 30 days before the end date; please ask to have these notices shared with you. Extension requests must be made to the program manager for this grant in the VPR's office <u>at least 30 days</u> prior to the end of the project period. Once the grant account is closed, it cannot be reopened and no exceptions will be made. Any unspent balances over $100 will be returned to the VPR's office.

Account Setup
For each SPARC project, the Controller's Office will set up individual "N" accounts in consultation with the budget managers in each College or School. Once the accounts/projects are created, the project IDs will be provided to the departments.

Expenditures
You must follow established University procedures in expending the funds for your project. Pay special attention to policies and procedures relating to such items as purchasing, participant incentives, and personnel.
- Expenditures must be in compliance with the listing of allowable and unallowable costs described in the SPARC Application Guidelines.
- E funds are the source of funding for SPARC grants. All expenditures must be compliant with E fund procurement requirements.
- The faculty advisor/SPARC PI must authorize all expenditures.
- A Travel Authorization form must be completed and approved through the awardee's department prior to any SPARC-related travel.
- Financial compensation for faculty is not permitted in any form.
- Should any cost overruns occur, they will be charged to the Faculty Advisor's department.
- Accounting of your expenditures may be requested by the Office of Research at any point during the project period or after completion of the project.
- To be eligible to receive SPARC funds, a graduate student must be enrolled at least one semester after the grant is awarded and be pursuing a doctoral degree, MFA, or MA in Public History from USC.
- Unexpended SPARC funds in your account (of more than $100) must be returned to the Office of Research at the end of the project period, when you graduate, or when you leave UofSC, *whichever is first*. The project period ends upon graduation or leaving the degree program.
- Funds may only be used for the awarded student and project.
- SPARC funds may not be transferred from the SPARC N account to other fund accounts.

Research Compliance

- The student and Faculty Advisor are responsible for maintaining all University, state, and federal research compliance requirements, including but not limited to human subjects, vertebrate animals, radioisotopes, and biohazardous materials.
- Projects involving the use of humans as research subjects, cannot begin until IRB approval has been obtained.
- Projects involving live, vertebrate animals, cannot begin until IACUC approval has been obtained.
- The IRB or IACUC approval (or exempt) letter must be emailed to Julie Morris at jmorris@sc.edu prior to starting the project.
- For questions, contact the Office of Research Compliance at 777-7095.

Intellectual Property

All projects are subject to USC Intellectual Property policies. For further information and questions, please contact the Technology Commercialization Office.

Extension Requests

Under exceptional circumstances, a single no-cost extension may be granted.

- Requests for extensions must be made by email ***at least 30 days*** prior to the project end date to Julie Morris at jmorris@sc.edu. IF the request is submitted by the student, the advisor and department business manager must be copied.
- Extension requests must include both the reason for the request and the new requested end date.

Presentations and Publications

Any presentation or publication produced as a result of this award must contain an acknowledgment of support such as: "This work was partially supported by a SPARC Graduate Research Grant from the Office of the Vice President for Research at the University of South Carolina."

Reporting Requirements

- SPARC recipients are required to present a poster at Discover USC in the year following the grant start date. Registration is NOT automatic - Grant awardees MUST register to present by the deadline on the website sc.edu/DiscoverUSC
- Awardees are required to complete yearly online surveys, which will allow the Office of Research to track your progress and document publications, presentations, and/or awards for three years following the grant period.
- A final report in a format of your choosing must be sent to Julie Morris at jmorris@sc.edu, no later than 30 days after the grant end date of the award, or prior to graduation, *whichever is first*.
  The report should include the following information:
  1) A summary of the research or creative research project, including the activities performed and major research results/outcomes (publications, awards, grants, fellowships, etc.)
  2) An explanation of how SPARC funding enhanced your graduate research/creative experience
  3) A minimum of two photographs (as separate attachments – not embedded in the report), which should include a headshot or yourself and a photo of you working on your creative or research project. Please note these pictures may be used to showcase and/or promote the SPARC Program.