



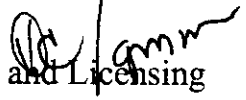
CHE
05/03/01
Agenda item 3.02.d

Rayburn Barton
Executive Director

May 3, 2001

MEMORANDUM

To: Mr. Dalton B. Floyd, Jr., Chairman, and Members, Commission on Higher Education

From: Ms. Dianne Chinnes, Chairman, Committee on Academic Affairs and Licensing 

**Consideration of Guidelines for SC Research Initiative
Grants Program, FY 2001-02**

Background

Please find attached the proposed *Guidelines for SC Research Initiative Grants Program, FY 2001-02*. As you know, there is a great deal of uncertainty about this year's appropriations. However, the better part of valor, it seems to us, is to move forward with *Guidelines* so that should funding be available, we can move expeditiously to issue a call for proposals. Because of the uncertainty concerning the appropriation, we have left blank the total amount expected on page 2.

The proposed *Guidelines* are substantially the same as last year's, which were substantively revised.

Recommendation

The Committee on Academic Affairs recommends approval of the proposed *Guidelines*.

cc: Attachment

**SOUTH CAROLINA COMMISSION ON
HIGHER EDUCATION**

**S.C. RESEARCH INITIATIVE GRANTS
(SCRIG)**

CALL FOR PROPOSALS

ENTRY DEADLINE: MONDAY, SEPTEMBER 24, 2001

5:00 PM

GUIDELINES AND APPLICATION

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PURPOSE

The principal purpose of the South Carolina Research Initiative Grants program (SCRIG) is to promote the economic development of the State of South Carolina by providing support for research projects conducted by public colleges and universities in South Carolina. This support is intended 1) to supply initial "seed money" to beginning researchers, and 2) to provide a mechanism for "leveraging" additional external support for research projects. Basic and applied research are both allowable under this program. Collaboration with other South Carolina public institutions of higher education and with business and industry in South Carolina is encouraged.

CHE PROGRAM CONTACTS

Lynn Kelley, Ph. D., Program Coordinator, Division of Academic Affairs and Licensing,
(803) 737-2247, lkelly@che400.state.sc.us

Gail Morrison, Ph. D., Director, Division of Academic Affairs and Licensing,
(803) 737-2243, gmorriso@che400.state.sc.us

ELIGIBILITY REQUIREMENTS

All public four-year institutions of higher education in South Carolina are eligible to submit proposals under the South Carolina Research Initiative Grants program in accordance with the following criteria:

1. The principal investigator and any co-principal investigator(s) submitting South Carolina Research Initiative Grants proposals must be full-time, tenure-track *or* full-time, permanent research faculty. Consideration will be given to other individuals only under specific, and very special, circumstances.
2. No principal investigator or co-principal investigator shall be funded for the same or similar research project more than once every third year of the SCRIG program. Faculty may submit proposals on different research topics in subsequent years of the SCRIG program.
3. A faculty member who has received competitive grant funds from nationally competitive grant programs sponsored by federal agencies for six of the previous 10 consecutive years (as defined by the official grant initiation and termination dates) while employed in South Carolina's public institutions of higher education is ineligible to apply under the SCRIG program. EPSCoR is considered to be a nationally competitive process for purposes of this grant program. This restriction does not apply, however, to received awards which are either "flow through" federal funds from state agencies or funds awarded only by local or regional competition.

AWARD INFORMATION

- amount of funds available: *approximately \$_____million* which is to be distributed through a competitive grants process with 90% allocated to research institutions and 10% to comprehensive teaching institutions.
- Anticipated date of awards to be announced: November, 2001 - December, 2001
- Projects will commence January 2002. **Maximum award is \$_____.** The award period is for twelve (12) months, beginning January 1, 2002. A 6-month extension is available to those who request it for good and sufficient reasons and are granted the extension by the staff of the Commission.
- Awards will average between \$_____ and \$_____.
- For the comprehensive teaching universities, there are no limitations on the number of proposals that can be submitted. For the research institutions, each institution is required to conduct its own internal review and selection process to ensure submission of a package of proposals judged competitive and responsive to the SCRIG program. The requested funding in each research institution's approved package of proposals cannot exceed three times the institution's funding allocation.

SUBMISSION INSTRUCTIONS

- **Letter of Intent:** To be considered for this year's competition for the South Carolina Research Initiative Grants program, a **Letter of Intent** (along with a list of suggested reviewers) must be received by 5 p.m. Monday, August 20, 2001. (Forms attached; see pp. 18-21.) For the research universities, Letters of Intent should only be submitted by P.I.s whose proposals have undergone their institution's internal review and evaluation process, as verified by the "signature of authorizing individual" on the Letter of Intent form.
- **PROPOSAL DEADLINE:** Proposals must be received at CHE by 5: p.m. on Monday, September 24, 2001
- **Mail or deliver proposal packages to:** Division of Academic Affairs and Licensing, SC Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201
- Only one project for a principal investigator or co-principal investigator will be funded in any given year.
- A single project may be funded by only one grant from CHE.
- Proposals must be prepared and submitted on the forms provided in this Request for Proposals. Copies of the forms can be reproduced, but CHE cannot provide additional copies.

- **What to submit:**

1. Six (6) copies, including the signed original copy, which should be bound with a clip and not stapled; other copies may be stapled in the upper left-hand corner.

2. **All copies of the proposal should be printed only on one side.**

3. Every page of the proposal must be numbered at the bottom center.

4. The font size should be 12 point, double-spaced.

5. One copy of the proposal on 3.5" disk in MS Word must be provided, separated into (1) project summary, and (2) entire proposal.

6. **One copy of the proposal should be transmitted electronically as an e-mail attachment to Dr. Scott Little at little@psc.psc.sc.edu**

SECTIONS OF THE PROPOSAL

1. Cover Page

The title of the proposed project should be brief, informative and intelligible to a literate reader in the discipline and suitable for use in the public press. In consultation with the Principal Investigator, the Commission may edit the title of a project before making an award.

2. Economic Development Description (Limited to 1 page)

The principal mandate of the SCRIG program is to promote the economic development of the State of South Carolina by supporting research at public institutions of higher education in the state. To assist the Commission in determining the merit of the proposed project, *the principal investigator must provide a description of the anticipated economic development benefits of the project.* This description must accompany each copy of the proposal. Proposals not meeting this requirement will be ineligible to compete in the SCRIG program.

3. Table of Contents

A Table of Contents must be provided which includes the location of each section of the proposal.

4. Project Summary (Limited to 1 page)

The proposal must contain a one-page summary of the proposed activity, suitable for publication. This summary must not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary must include a statement of objectives, methods to be employed, and the significance of the proposed activity to the advancement of knowledge and economic development in South Carolina

The summary should be informative to other persons working in the same or a related field and be understandable, insofar as possible, to a literate reader in the discipline.

5 Project Description (Limited to 10 pages)

The main body of the proposal should be a detailed statement of the work to be undertaken and must include:

- general plan of work, including the broad design of activities to be undertaken;
- adequate description of methods and procedures;
- objectives for the period of the proposed work and expected significance or contribution to the field;
- relation to longer-term goals of the investigator's project;
- relation to the present state of knowledge in the field including work in progress by the investigator and work in progress elsewhere;
- description of any substantial collaboration with individuals not referred to in the budget should be described and documentation of the collaboration with a letter from the collaborator's organization should be included in the appendix;
- specific contributions the proposed work will make toward extending or developing the knowledge and technology base and toward developing the economy of the state;
- (for science and engineering proposals only) identification of potential advances or new discoveries that are expected as a result of the research;
- brief description of **results** that the research is expected to use in future proposal submissions to continue the work in subsequent years, and/or (2) to demonstrate how the funds will serve as "seed" monies and will give the investigator a competitive edge when submitting major proposals to federal and other sponsors.

6. Bibliography

A bibliography of pertinent literature is required. Citations should be presented according to the standard format used in the discipline of the proposal.

7. Biographical Sketches (Limited to 2 pages)

Vitae of senior personnel (i.e., the Principal Investigator/Project Director, any Co-Principal Investigator[s], Faculty, and Other Senior Associates) and a list of each investigator's publications during the past five years, including those in process of publication, must be provided. The vitae must list only academic essentials.

8. Budget Information

Proposals must include a budget in the format provided. Funds may be requested under any of the categories listed so long as the item and amount are necessary, reasonable, and allocable to the proposed project. Round all dollar figures to the nearest hundred. ***Indirect costs are not allowed, but may be identified as an institutional contribution to the project.*** Information on budget preparation is provided below. In addition to the budget form, up to two pages of budget justification and explanation may be included.

Salaries and Wages: Requested salaries must be consistent with the institution's regular practices.

- **Senior personnel:** Salaries for faculty release time for up to two months of salary are allowable; extra compensation/supplemental salary is not allowable. Show amount of time and effort of all senior personnel being paid by the grant.
- **Other personnel:** Includes postdoctoral associates, graduate and undergraduate students, other professionals; in the budget justification section, include an explanation of the role in the project of each person listed. Show amount of time each is being paid by the grant.

Fringe Benefits: Fringe benefit amounts and rates of personnel paid on the grant must be consistent with the institution's regular practice.

Equipment: CHE for purposes of these proposals defines equipment as an item of property that has an acquisition cost of \$5,000 or more and an expected service life of more than one year. Items of needed equipment must be listed individually with description and estimated cost, including tax, and adequately justified. Allowable items will ordinarily be limited to scientific equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer-related equipment such as software, general-purpose office equipment will normally not be considered eligible for support. **The research institutions are required to provide 30% institutional cost sharing on requested equipment purchases. There is no cost share required for the comprehensive teaching institutions.**

Travel: The type and extent of travel and its relation to the proposed activities must be specified. Funds may be for related travel (such as field work, attendance at meetings, and conferences directly associated with the project), and specialized training. Travel to meetings and/or conferences and travel out of the continental US must be clearly explained and justified as to relevance to the proposed project.

Participant Support Costs: Costs in this category will be unusual, but if appropriate, include costs of transportation, per diem, stipends, and other related costs. Discuss the relevance to the project in the Budget Justification section.

Other Direct Costs: Other costs necessary to carry out the project may include supplies and materials, consultants, subcontracts, service fees, and computer costs. For the costs in each line item provide a clear explanation in relationship to the project. The following line items require additional information:

- **Consultants:** Information on each consultant must include the expertise, organization affiliation, daily compensation rate, number of days of expected service, and travel expenses. Include in the appendix a letter from the proposed consultant agreeing to the conditions of the work.
- **Subcontracts:** Subcontractors must be identified in the proposal in order to receive the necessary CHE prior approval. Each subcontract must contain a complete budget and scope of work signed by an official authorized to commit the organization. Collaborative work with another institution may be reflected as a subcontract.

9. Facilities and Equipment

Describe briefly the resources that are directly available to the principal investigator and relevant to the proposed project. Identify other facilities that may be used in the performance of the project. This section will assist the reviewers in assessing the adequacy of resources needed to conduct the project.

10. Current and Pending Support

Current project support from any source must be listed showing the project title, the commitment of time of all senior personnel (even if salary is not paid), project dates, annual direct costs, and name of sponsoring organization. Indicate the relationship of each to this SCRIG proposal. Similar information must be provided for any proposals already submitted or planned for the near future.

11. Previous Federal Competitive Grants

On the Federal Competitive Grants form provided, list all federal agency grant awards stemming from national competitive grant programs that the principal investigator(s) has received during the previous ten-year period. (See page 2, eligibility #3.)

12. Appendices

All information necessary for the review of the proposal should be contained in the sections noted above. Other information, such as the Contractor's commitment letter, may be included in an Appendix, but should not be used to circumvent the page limitations.

13. Recommended Reviewers

Proposals may contain a list of five potential reviewers with national prominence and experience who are experts in the field of research appropriate to the proposal. Potential reviewers may not reside or work in the State. Care must be taken to avoid any possible conflict of interest, e.g., co-

publisher in the last five years, dissertation advisor, business or financial partner, and any others with whom the researchers listed in the grant proposal have had a close working relationship. Potential reviewers will be disqualified if they have been contacted by the grant applicants.

Names, complete addresses, telephone numbers, and e-mail addresses of potential reviewers should be provided on a separate page (form provided). At the end of that page, applicants may list the names(s) or any individuals(s) whom they would prefer not to review their proposal.

CHECKLIST for PROPOSAL SUBMISSION

A complete proposal submitted under the South Carolina Research Initiative Grants (SCRIG) program consists of **six (6) copies** of the following materials in the order below: **When completed, staple this Checklist faced reversed as the last page of the ORIGINAL proposal.**

- _____ Cover Page (with required signatures)
- _____ Eligibility Requirement Sheet (form provided)
- _____ Economic Development Description (1 page)
- _____ Table of Contents
- _____ Project Summary (1 page)
- _____ Project Description (maximum 10 pages)
- _____ Bibliography (will not be counted in the 10 page limitation)
- _____ Biographical Sketches (2 pages per investigator)
- _____ Summary Budget (form provided)
- _____ Current and Pending Support (form provided)
- _____ Appendices
- _____ List of recommended reviewers (form provided)
- _____ (Copy of this Checklist page)
- _____ One 3.5 inch computer disk of the entire proposal

DEADLINE to be received at the CHE offices:

MONDAY, SEPTEMBER 24, 2001 - 5:00 pm

Mail or hand deliver to:

**SOUTH CAROLINA RESEARCH INITIATIVE GRANTS (SCRIG) PROGRAM
SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
DIVISION OF ACADEMIC AFFAIRS AND LICENSING
1333 MAIN STREET, SUITE 200
COLUMBIA, SC 29201**

COVER PAGE**SOUTH CAROLINA RESEARCH INITIATIVE GRANTS PROPOSAL****CHE PROPOSAL NUMBER:**

(To be assigned by CHE)

AMOUNT REQUESTED:

(Round to nearest hundred dollars)

SPECIFIC PROJECT FOCUS:**PROJECT START DATE:****PROJECT END DATE:****NAME OF INSTITUTION:****DEPARTMENT:****TITLE OF PROPOSED PROJECT:****PRINCIPAL INVESTIGATOR:** (Name and Title)**SIGNATURE****ADDRESS:****CO-PRINCIPAL INVESTIGATORS:**

(Name and Title)

SIGNATURE

1.

2.

3.

4.

5.

AUTHORIZING SIGNATURE(S)

1.

2.

3.

4.

5.

Proposal: Cover Page

ELIGIBILITY REQUIREMENT SHEET

The following information must be completed in full to comply with Research Grant Eligibility Requirements. One sheet must be completed by the Principal Investigator and each Co-Principal Investigator.

Name of Principal Investigator or Co-Principal Investigator:

Title of Grant Proposal:

I. Are you a full-time tenure-track faculty member or full-time permanent researcher? II. Date Employed by Institution:
Yes ___ No ___

III. List ALL Federal Agency competitive grants received in the last 10 years. (If additional space is needed continue on the reverse side of this page.)

Source of Support (Granting Agency)	Project Title	Amount of Award	Period Covered by Award (Ex. 1/1/01 to 12/31/01)	Award Number
			/ / to / /	
			/ / to / /	
			/ / to / /	
			/ / to / /	
			/ / to / /	
			/ / to / /	
			/ / to / /	
			/ / to / /	
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			/ / to / /	
			/ / to / /	

I certify that all information on this sheet is true and correct to the best of my knowledge.

Investigator Signature: _____

SUMMARY PROPOSAL BUDGET FOR SCRIG

South Carolina Research Initiative Grants
(SCRIG)

NAME OF INSTITUTION

PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR

A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Personnel	Number of Person-months			Funds Requested	Funds Awarded
	CAL	ACAD	SUMB		
1.					
2.					
3.					
4.					
5.					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)					
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POSTDOCTORAL ASSOCIATES					
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. () GRADUATE STUDENTS					
4. () UNDERGRADUATE STUDENTS					
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. () OTHER					
TOTAL SALARIES AND WAGES (A + B)					
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT (Minus 30% cost share if Research Institution)					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS \$					
2. TRAVEL \$					
3. SUBSISTENCE \$					
4. OTHER \$					
TOTAL NUMBER OF PARTICIPANTS ()					
TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBCONTRACTS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					
H. TOTAL DIRECT COSTS (A THROUGH G)				\$	\$
I. CONTRIBUTED INDIRECT COSTS. IF APPLICABLE (RATE X BASE)					
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)				\$	\$

Summary Proposal Budget

CURRENT AND PENDING SUPPORT

The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposal.

Investigator:	Any other agencies to which this proposal has been/will be submitted.		
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support			
Project /Proposal Title:			
Source of Support:			
Total Award Amount: \$	Total Award Period Covered:		
Location of Project:			
Person-Months Per Year Committed to the Project.	Cal:	Acad:	Sumr:
*If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.			

USE ADDITIONAL SHEETS AS NECESSARY

Proposal: Current and Pending Support

LIST OF SUGGESTED REVIEWERS

(attach original proposal only)

List the names and addresses of five potential reviewers. **Do not contact them or they will be disqualified.** These referrals must be experts in your field with national prominence and experience. Only one person per institution/organization will be eligible to serve as a reviewer. Also, those potential reviewers must not reside or work in the State of South Carolina. **Avoid any conflict-of-interest. This would include co-publishers in the last five years, your dissertation advisor, a business or financial partner, and others with whom you have had a close working relationship.** If you are not sure, contact your research office or the CHE staff for clarification. Please include complete address, telephone numbers, and e-mail addresses if available. If there are any individuals that you prefer not review this proposal, please list them at the end of this sheet.

1) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

2) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

3) Name: _____

Institution: _____

Address: _____

4) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

5) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

Proposal: List of Suggested Reviewers pg 1

Reviewers for this proposal should have expertise in the area(s) of :

Individuals you prefer not review this proposal (please list name and institution):

1.

2.

3.

4.

5.

GENERAL INFORMATION

- ❖ **Final Project Report:** Within 60 days after the expiration of the grant, the principal investigator is required to submit a brief (1-3 pages) project report. Include a section that shows how the SCRIG program has been used to achieve or contribute to economic development in South Carolina. For projects which used the SCRIG funds to leverage additional support for continuation of the project in subsequent years, associated accomplishments must be discussed briefly. **Additional instructions and report due dates will be issued toward the conclusion of the 2001 SCRIG grant implementation period.**
- ❖ **Final Expenditure Report:** The researcher, through the institutional office of sponsored programs, must also submit to CHE a final expenditure report within 60 days following the end of the project. This report should accompany the narrative report listed above as "Final Project Report."
- ❖ Any publications that include data obtained with support provided by the SCRIG program must give recognition to the South Carolina Commission on Higher Education.
- ❖ Any inventions, patents, and/or copyrights developed under this program will remain the property of the institution to which the grant has been awarded.
- ❖ It is the responsibility of each investigator and institution to ensure that institutional requirements for the use of humans in research, animals, and/or biohazards in research have been satisfied before activating an award.
- ❖ It is the responsibility of both the researcher and the institutional office of sponsored programs to use both the title of the grant and the CHE-provided identification number for the grant in any correspondence to the Commission on Higher Education.
- ❖ Funded projects are expected to have been completed within one year of the project's start. However, an additional time period of 6 months is able to be granted if this is necessary. Requests for this extension will be entertained if placed in writing with a written explanation, signed by the principal investigator and the institutional sponsored programs' officer. This request must be submitted to CHE thirty days prior to the end date. If approval is granted, both the researcher and the institutional office of sponsored programs will be notified in writing by CHE staff prior to the end date of the normal year-long grant period.

PROPOSAL SELECTION CRITERIA

Proposals submitted under the SCRIG program will first be reviewed to ensure that eligibility requirements have been met, including the principal mandate of the SCRIG program to promote economic development in South Carolina (See page 2, Purpose)

Using the *Excellent, Very Good, Good, Fair, Poor* rating system of evaluation all proposals meeting the test of eligibility will be next reviewed by a panel of external peer reviewers based on the following criteria:

- ❖ Likelihood that the proposal can be accomplished, based on the qualifications/capabilities of the investigators, soundness of the proposed approach, and adequacy and appropriateness of available resources;
- ❖ Merit of the proposal, based on the likelihood the proposed work will lead to new discoveries, new knowledge, technical transfer or fundamental advances in the field;
- ❖ Relevance of the proposed work to extrinsic goals, including economic development, new or improved technology, solutions to societal problems, and enhanced public awareness and appreciation of the field.

These criteria constitute an integral set and will be applied in a balanced way to all SCRIG proposals in accordance with the stated objectives and content of each proposal.

LETTER OF INTENT

COVER SHEET FOR RESEARCH GRANT PROPOSAL

South Carolina Commission on Higher Education

CHE PROPOSAL NUMBER: (To be assigned by CHE)		AMOUNT REQUESTED: (Round to nearest hundred dollars)							
SPECIFIC PROJECT FOCUS:									
PROJECT START DATE:		PROJECT END DATE:							
NAME OF INSTITUTION:		DEPARTMENT:							
TITLE OF PROPOSED PROJECT:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">PRINCIPAL INVESTIGATOR:</td> <td style="width: 35%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">NAME</td> <td style="text-align: center;">TITLE</td> <td style="text-align: center;">SIGNATURE</td> </tr> </table>				PRINCIPAL INVESTIGATOR:			NAME	TITLE	SIGNATURE
PRINCIPAL INVESTIGATOR:									
NAME	TITLE	SIGNATURE							
ADDRESS:									
E-MAIL ADDRESS:		PHONE:							
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">CO-PRINCIPAL INVESTIGATOR(S)</td> <td style="width: 35%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">NAME</td> <td style="text-align: center;">TITLE</td> <td style="text-align: center;">SIGNATURE</td> </tr> </table>				CO-PRINCIPAL INVESTIGATOR(S)			NAME	TITLE	SIGNATURE
CO-PRINCIPAL INVESTIGATOR(S)									
NAME	TITLE	SIGNATURE							
Signature of Authorizing Individual		Title							
<p>The signature of the authorizing individual is required. This signature indicates that the proposed project has been approved internally as one consistent with the mission and objectives of the institution and congruent with the goal of increased economic development.</p> <p>N.B.: At the time it is sent to the CHE, a copy of this Letter of Intent must also be sent by each P.I. to the sponsored programs office on his/her institution (e.g., USC, "SPAR"; MUSC, "ORSP"; Clemson, "SPO", etc.)</p>									

Letter Of Intent- Cover Sheet

LETTER OF INTENT –PROJECT SUMMARY

NAME OF INSTITUTION: _____

DEPARTMENT: _____

TITLE OF PROPOSED PROJECT: _____

SUMMARY:

Letter of Intent-Project Summary

LETTER OF INTENT LIST OF SUGGESTED REVIEWERS

List the names and addresses of five potential reviewers. **Do not contact them or they will be disqualified.** These referrals must be experts in your field with national prominence and experience. Only one person per institution/organization will be eligible to serve as a reviewer. Also, those potential reviewers must not reside or work in the State of South Carolina. **Avoid any conflict-of-interest. This would include co-publishers in the last five years, your dissertation advisor, a business or financial partner, and others with whom you have had a close working relationship.** If you are not sure, contact your research office or the CHE staff for clarification. Please include complete address, telephone numbers, and e-mail addresses if available. If there are any individuals that you prefer not review this proposal, please list them at the end of this sheet.

1) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

4) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

2) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

5) Name: _____

Institution: _____

Address: _____

Phone #: _____

E-Mail: _____

3) Name: _____

Institution: _____

Address: _____

LETTER OF INTENT -LIST OF SUGGESTED REVIEWERS (pg. 2)

**Reviewers for this proposal should
have expertise in the area(s) of :**

**Individuals you prefer not review this
proposal (please list name and institution):**

1.

2.

3.

4.

5.
