

PART I

General Guidelines and Reporting Requirements for Research Grants
To The Senior Public Colleges
FY 1990-91

(Note: These guidelines are to apply if adequate funds for the Cutting Edge are appropriated.)

1. Eligible institutions include: The Citadel, The College of Charleston, Francis Marion College, Lander College, South Carolina State, USC-Aiken, UCS-Coastal, USC-Spartanburg, and Winthrop College.
2. Joint proposals involving more than one institution are allowed.
3. Each eligible institution may submit a maximum of three new research grant proposals, exclusive of those multi-year projects funded in FY 1989-90, but subject to annual review and reapplication. Included in the total are new joint projects with other institutions.
4. Proposed projects must relate to the continued economic development of South Carolina.
5. Proposed projects must demonstrate a direct, positive impact on education, health, or welfare in the State.
6. Proposed projects must serve to improve the quality of undergraduate and graduate education for South Carolina's citizens and be consistent with the proposing institution's stated mission as defined in the Commission's Master Plan.
7. Proposals must demonstrate existing and sustained institutional strength in and commitment to the research project being proposed, including an existing base in faculty expertise, resources, and facilities.
8. Proposals may be submitted for projects for which funding may be sought for more than one year but not more than three, subject to annual review and reapplication.
9. Funds requested must conform to the following restrictions:
 - a) Funds may not be used for capital improvements;
 - b) Overhead charges or indirect cost recoveries are not allowed;
 - c) Funds may be used to purchase scientific and technical equipment if justified in the proposal. Office equipment will not be funded;
 - d) Funds may be used to hire temporary personnel. If funds are used to hire institutional employees, funding is allowable only to cover the actual cost for temporary replacements. Pro-rata shares of regular annual salaries for the employment of permanent employees during the summer may be considered if justified, but for the fiscal year only.

- 10. The minimum research total requested for one year shall be not less than \$25,000.
- 11. Awards will be made by the South Carolina Commission on Higher Education. The Commission may arrange for an out-of-state panel of experts to evaluate the proposals and to make recommendations to the Commission.
- 12. Proposals must be received by the Commission not later than Thursday, March 1, 1990. The Commission expects to make final awards in July, 1990.
- 13. A final report for projects ending June 30, 1991, must be received by the Commission no later than August 1, 1991. The final report must include a brief description of the findings and research conclusions. It must also include a financial statement of expenditures in the same format as required in the original proposal.
- 14. At the end of each quarter (September 30, December 31, March 31, and June 30), financial statements must be submitted to the Commission. These financial statements must be in the same format as the original proposal. These reports and other budgetary questions must be addressed to:

Dr. Frank E. Kinard
 Senior Associate Commissioner
 for Academic Affairs
 S.C. Commission on Higher Education
 1333 Main Street, Suite 300
 Columbia, SC 29201

Schedule

| | |
|--------------------------|---|
| November 6, 1989 | Request For Proposals Issued (FY 1990-91) |
| March 1, 1990 | Last Day For New and Continuing Project Proposals To Be Received At The Commission. Ten Copies Required. |
| March 1 - April 16, 1990 | Proposals Reviewed By Panel |
| April 30, 1990 | Panel Report Due |
| June, 1990 | Proposals Reviewed By Committee on Academic Affairs |
| July, 1990 | Awards Made by the Commission |
| August 1, 1991 | Final Project Reports Due for Single-Year and Multi-Year Projects Ending June 30, 1991 |

PART II

Required Format For Proposals

The following elements must be included in each proposal, although other elements may be added as circumstances dictate:

1. Each proposal must be accompanied by a transmittal letter signed by the president or chancellor. In the case of joint proposals, both chief executives must sign the same letter.
2. Proposals should not be bound in any type of cover or notebook, but should be stapled in the upper left-hand corner. The proposal should be double-spaced. Ten copies of the proposal must be submitted.
3. Text of the proposals seeking funding for the first-time shall not exceed ten pages, excluding appendices. Text of the proposal seeking continued funding shall not exceed fifteen pages, excluding appendices. Proposals exceeding these limitations will not be considered for funding.
4. Each proposal must contain:
 - a. A cover page, listing the title of the proposed project, the name of the institution(s), the name(s) and signature(s) of the principal investigator(s), and the names and signatures of the campus chief academic and fiscal officers. In the case of proposals involving two or more institutions, a single fiscal agent must be designated.
 - b. A summary, not more than one page in length, describing the purpose of the proposed project as well as its objectives and summarizing the amount requested (by year for multi-year projects).
 - c. A narrative description of the proposed project, describing the problem to be attacked and the methods to be used. This portion shall not exceed five pages in length.
 - d. An outline of the existing institutional strength in and commitment to the proposed project, including an existing base in faculty expertise, resources and facilities. This portion shall not exceed one page in length. A standard C.V. for each principle investigator should be attached in an Appendix. A blank copy is attached.
 - e. Discussion of the proposed project and its relationship to the continued economic development of South Carolina, not to exceed one page.

- f. A description of a direct, positive impact of the project on education, health, or welfare of the State, not to exceed one page.
- g. (Continuation Projects Only) Renewal proposals must also include a description of progress to date in meeting the project's approved goals and objectives, not to exceed five pages. Updated budget projections should be addressed in item "i." (Note: Failure to provide a renewal proposal by the due date will result in exclusion from consideration for continuation funding.)
- h. An outline of the way in which the proposed project will serve to improve the quality of undergraduate and graduate education, not to exceed one page in length.
- i. A table of proposed expenditures from grant funds arranged as follows (except that items for which no funds are requested may be omitted):

FY 90-91⁽¹⁾

| <u>Item</u> | <u>Grant Funds</u> | <u>Institutional or Other Funds</u> | <u>Total</u> |
|--|------------------------|---|--------------|
| <u>Salaries</u> (2) | | | |
| Faculty (No.) | | | |
| Administrators (No.) | | | |
| Other (specify each (No.)) | | | |
| <u>Fringe Benefits</u> (if applicable) | | | |
| <u>Equipment</u> (3) | | | |
| <u>Supplies</u> | | | |
| <u>Travel</u> | | | |
| <u>Other</u> (specify each item separately) | | | |
| <u>Total</u> | | | |

- Notes: (1) Initial awards will be made for FY 90-91, subject to renewal. Fiscal awards in FY 90-91 may not be carried over to FY 91-92. In the case of multi-year proposals projected expenditures must be shown for each year separately. If the principal investigator(s) is not to be the fiscal agent, the name and address of one fiscal agent for the project must be given. Funds may not be used for capital improvements; overhead charges or indirect cost recoveries are not allowed.
- (2) Funds may be used to hire temporary personnel. If funds are used to hire institutional employees, funding is allowable only to cover the actual cost for temporary replacements. Pro-rata shares of regular annual salaries for the employment of permanent employees during the summer may be considered if justified, but for the fiscal year only.
- (3) Funds may be used to purchase scientific and technical equipment if justified in the proposal. Office equipment will not be funded. A list of items whose unit costs exceed \$1000 must be attached.

Revised 10/89

PART I

General Guidelines for Grants for the Improvement of
Undergraduate Instruction, FY 90-91

(Note: These guidelines are to apply if adequate funds for the Cutting Edge are appropriated.

1. All non-proprietary institutions in the State which are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools are eligible to compete for these awards.
2. Proposed projects must be for the purpose of improving undergraduate education at the proposing institution, with primary emphasis on improvement or evaluation, or both, of undergraduate instruction. For FY 90-91, projects which deal with curriculum development within existing programs, instructional methodology, or assessment of undergraduate instruction will be given priority. Projects designed only to plan new degree programs will not be considered.
3. Proposals may be evaluated by a panel of out-of-State educators chosen by the Commission staff. The final decision on the awarding of grants will be made by the S.C. Commission on Higher Education on the recommendation of the Committee on Academic Affairs.
4. No institution may submit more than one proposal. Included in this are those multi-year projects funded in the previous year, but subject to annual review and reapplication. Joint proposals involving two or more institutions are allowed. In the case of joint proposals, the participation of each institution means that no other proposal from that institution is permitted.
5. Proposals may be made for projects for which funding may be sought for more than one year but not for more than three, subject to annual review and reapplication. Initial awards will be made for FY 90-91 only. Fiscal awards in FY 90-91 may not be carried over past June 30, 1991.
6. Funds requested may not include those for capital improvements.
7. Funds for purchase or rental of additional equipment, not including normal office equipment, may be requested if such equipment is essential to execution of the project and such equipment is not otherwise available.
8. Funding requested may include salaries or honoraria for temporary employees (including consultants) if essential for execution of the project. Funding for "release time" for permanent employees of the institution, including faculty, is allowable only to the extent of the actual cost for temporary replacements. Pro-rata shares of annual salaries for regular employees may be allowed for summer employment only.

9. Project awards for FY 90-91 will be made for not more than \$75,000 each nor less than \$25,000 each.
10. Proposals must be submitted so as to reach the Commission office by not later than Thursday, March 1, 1990. The Commission expects to make final awards during July, 1990.

Schedule

| | |
|--------------------------|---|
| November 6, 1989 | Request For Proposals Issued (FY 1990-91) |
| March 7, 1990 | Last Day For New or Continuing Project Proposals (FY 1990-91) To Be Received At The Commission. Ten Copies Required. |
| March 1 - April 16, 1990 | Proposals Reviewed By Panel (FY 1990-91) |
| April 30, 1990 | Panel Report Due (FY 1990-91) |
| June, 1990 | Proposals Reviewed By Committee Academic Affairs (FY 1990-91) |
| July, 1990 | Awards Made By The Commission (FY 1990-91) |
| August 1, 1991 | Final Project Reports Due For Single-year Projects and Multi- Year Projects Ending June 30, 1991. |

PART II

Required Format for Proposals and Reporting Requirements

The following elements must be included in each proposal, although other elements may be added as circumstances dictate:

1. Each proposal must be accompanied by a transmittal letter, addressed to the Commissioner, signed by the chief executive officer or chancellor of the proposing institution. The transmittal letter for joint proposals must be signed by the chief executive officer of each participating institution.
2. Proposals should not be bound in any type of cover or notebook, but should be stapled only in the upper left-hand corner. Proposals should be double-spaced.
3. The text of proposals seeking funding for the first-time shall not exceed ten pages, excluding appendices. The text of proposals seeking continued funding shall not exceed fifteen pages, excluding appendices. Proposals exceeding these limitations will not be considered.
4. Each proposal must be submitted in 10 copies and must contain:
 - a. A cover page, listing the title of the proposed project, the name of the institution(s), the name(s) and signature(s) of the principal investigator(s), and the names and signatures of the campus chief academic and fiscal officers. In the case of proposals involving two or more institutions, a single fiscal agent must be designated.
 - b. A summary, not more than one page in length, describing the purpose of the proposed project as well as its objectives and summarizing the amount requested (by year for multi-year projects).
 - c. A narrative description of the proposed project, including a statement of the specific need to be addressed and an outline of the methods to be employed in addressing it.
 - d. A description of the specific ways in which the proposed project is intended to enhance undergraduate instruction at the proposing institution.
 - e. A table of proposed expenditures from grant funds arranged as follows (except that items for which no funds are requested may be omitted):

FY 90-91⁽¹⁾

| <u>Item</u> | <u>Grant Funds</u> | <u>Institutional or Other Funds</u> | <u>Total</u> |
|---|------------------------|---|--------------|
| <u>Salaries</u> ⁽²⁾ | | | |
| Faculty (No.) | | | |
| Administrators (No.) | | | |
| Other (specify each (No.)) | | | |
| <u>Fringe Benefits</u> (if applicable) | | | |
| <u>Equipment</u> ⁽³⁾ | | | |
| <u>Supplies</u> | | | |
| <u>Travel</u> | | | |
| <u>Other</u> (specify) | | | |
| <u>TOTAL</u> | | | |

- Notes:
- (1) In the case of multi-year proposals projected expenditures must be shown for each year separately. If the principal investigator(s) is not to be the fiscal agent, the name and address of one fiscal agent for the project must be given. Overhead charges, or indirect cost recovery, are not allowed.
 - (2) Salaries for temporary personnel only, at actual cost, including those of temporary hires to allow released time for salaried employees. In the case of multi-year projects, salaries may include pro-rata shares for summer work by salaried employees in FY 91-92 or FY 92-93.
 - (3) For technical equipment necessary for conduct of the project and not otherwise available. Normal office equipment not allowable. Items with a unit cost of \$1000 or more must be listed separately.

- f. As an Appendix, a standard curriculum vitae for the principal investigator or for each of the principal investigators if more than one is designated. A blank copy of the standard form, which may be reproduced as needed, is attached.
5. A final report for projects ending June 30, 1991, must be received by the Commission no later than August 1, 1991. This final report must include a brief description of the project's activities, an evaluation of its effectiveness, and a section containing conclusions and/or recommendations. It must also include a financial statement of expenditures in the same format as that required in the original proposal.

6. All multi-year projects initially funded during FY 1988-89 or FY 1989-90 and resubmitted for funding during FY 1990-91 must include a progress report in their request for renewal funding. This progress report must include a description of progress to date and a table of projected expenditures for FY 1990-91, in the same format as in the originally approved proposal. (Note: Failure to provide interim reports by the due date will result in exclusion from consideration for continuation funding.)
7. Quarterly Financial reports must be submitted to Dr. Frank E. Kinard, Senior Associate Commissioner for Academic Affairs, at the end of each quarter (September 30, December 31, March 31, and June 30).

Revised 10/89