

# **USC Lancaster Research and Productive Scholarship Small Grant Program Application and Guidelines**

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The Small Grants Program is extending the opportunity to apply for Research and Productive Scholarship funds, but in the limited amounts of \$500 to \$2000. The Committee will consider any project proposal supporting faculty and staff scholarship. In such limited amounts, these funds are not intended for full support of projects, but may assist in the development of a new research direction or preparatory work for a larger grant application. Such funds may also be used for small equipment or supply purchases, or may fund attendance at conferences or workshops that will build towards specific scholarly goals.

## **Mission Statement**

The purpose of the Faculty / Staff Research & Productive Scholarship Fund is to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship which will result in publication, presentation, creative exhibition, performance or other formats suitable to the discipline.

For faculty, the Fund may support scholarly activities that facilitate meeting the requirements for tenure, promotion or post-tenure review.

For professional staff, the Fund may support professional development in the applicant's area of responsibility or intellectual interests.

## **Eligibility Requirements**

Full-time faculty and full-time professional staff are eligible to apply for funds. Recipients of this Small Grants Program funding will retain their eligibility to apply for USCL RPS monies in the year following their awards. Those applying for USCL RPS funds in Fall 2008 are ineligible to apply for the Small Grants.

## **Review and Criteria Process**

Applications will be reviewed by a panel consisting of the Research and Productive Scholarship Committee members appointed by the Dean and the previous year's recipients who have made significant progress towards their project goals. Applications should exhibit evidence that the project design is feasible, well planned, accurately budgeted and that it supports the mission of the Fund and the University.

## **Restrictions**

The Fund will not pay tuition and fees for degree programs.

Applicants may submit only one proposal per funding cycle.

Fund recipients are ineligible to apply in the year following their award.

Fund recipients must continue to be employed by USC Lancaster for the duration of the award year.

## **Deadlines**

Proposal packages are due by **5pm on Wednesday, October 31, 2008**, and should be submitted to the Office of the Dean.

## **Awards**

Funds will be available for one year following the date of their award.

## **Required Application Materials**

Applications should include a one-page abstract describing the project goals and projected outcomes, the budget form, and a one-page vitae. Limited relevant supporting material may be included.

**Progress Report** The award recipient must submit a written progress report to the committee at the end of the award year.