



## **SPARC Graduate Research Grant**

### **2021-2022 Terms and Conditions**

#### **Project Period**

For 2021-2022 SPARC Graduate Research Grants, the project period is May 1, 2022 through July 31, 2023 (15 months).

#### **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 2021-2022 SPARC Application Guidelines.
- E funds are the source of funding for SPARC grants. All expenditures must be compliant with E fund procurement requirements.
- A Travel Authorization form must be completed and approved prior to any SPARC-related travel.
- The faculty advisor/SPARC PI must authorize all expenditures.
- Financial compensation for faculty is not permitted in any form.
- Should any cost overruns occur, they will be charged to your 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.
- In order 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 (or MFA or MA in Public History) from UofSC.
- Unexpended SPARC funds in your account (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 UofSC.
- 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**

- If your project includes the use of humans as research subjects, the project cannot begin until IRB approval has been obtained.
- Likewise, if vertebrate animals are used in your project, you must have a valid IACUC approval number before you start the project.
- You must email the IRB or IACUC approval (or exempt) letter to Lauren Clark at [lauren.clark@sc.edu](mailto:lauren.clark@sc.edu) prior to starting your project.
- You are also responsible for compliance with University, state and federal requirements relating to the use of radioisotopes and biohazardous materials.
- For questions, contact the Office of Research Compliance at 777-7095.

### **Intellectual Property**

All projects are subject to the USC Intellectual Property Policy:

<http://www.sc.edu/policies/acaf133.html>

Questions regarding this policy should be directed to the Office of Technology Commercialization at 777-9515.

### **Extension Requests**

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

- Requests for extensions must be made in writing at least 30 days prior to the project end date. The student should email the extension request (with advisor copied) to Lauren Clark at [lauren.clark@sc.edu](mailto:lauren.clark@sc.edu) .
- Extension requests should include both the reason for the request and the new requested end date.

### **Presentations and Publications**

Any presentations or publications 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**

- 2021-2022 SPARC recipients are required to give a presentation at Discover UofSC in Spring 2023: [www.sc.edu/discoverusc](http://www.sc.edu/discoverusc)
- You are also required to complete yearly online surveys, which will allow the Office of Research to track your progress and document any publications, presentations and/or awards for three years following the award.
- A final report in a format of your choosing must be sent to Lauren Clark ([lauren.clark@sc.edu](mailto:lauren.clark@sc.edu)) 30 days after the end date of your project, or prior to graduation, *whichever is first*. The report will be submitted to Lauren Clark at [lauren.clark@sc.edu](mailto:lauren.clark@sc.edu)

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 the SPARC funding enhanced your graduate research/creative experience
- 3) A minimum of two photographs, which should include a headshot or yourself and a photo of you working on your creative or research project, which may be used to promote the SPARC Program.