

USCeRA Submission Guide:

Excel Funding Program for Liberal Arts, Humanities, and Social Sciences

Create ONE PDF document* of the required application components and in the following order:

* **It is helpful to name the PDF file or document:** Your last name_first name-Excel-YEAR (ex Smith_Jane-Excel-2024)

1. Title Page
2. *If applicable:* Resubmission narrative/response page (only if resubmitting; max 1 page)
3. Proposal Narrative (3-page max; if not a resubmission, this will be directly after Title page)
4. Bibliography (no page limit)
5. CV/Resume (max 2 pages for each faculty member)
6. Current and pending support form (for each faculty member)
7. Budget form and justification
8. Appendices, *only if applicable or relevant including:*
 - a. Letter(s) of support
 - b. For Resubmissions, include a copy of the reviewer comments

Login to USCeRA (<https://sam.research.sc.edu/uscera/>)

Use your university username and password to log into USCeRA.

Create New Proposal - Proposal / Award Processing Form (PAP)

- At the top of the USCeRA homepage, in the garnet area, select “Proposals”
- From the dropdown menu, click on “+Create New Proposal.” This will take you to the “Create New Proposal” page.
- Complete the fields as follows:

Basic Information

1. **Title:** type in your project title (**Please do not write the title in all caps**)
Guidance regarding titles:
 - Please use a title descriptive of your project, rather than the grant program name.
 - Your title may be posted to the program website or related announcements, if funded.
2. **Primary Awardee Department:** should fill automatically with your department/campus; if there is a problem, please email Julie Morris (jmorris@sc.edu)
3. **Type:** Select New (if a new proposal) or Revision (if the proposal is a resubmission)
4. **Grants.gov Workspace ID:** leave this blank
5. **Start Date:** May 1
6. **End Date:** varies by your project needs; max of 15 months (July 31 of the year after start)
7. **Agency deadline:** *select Receipt and enter this program’s application deadline*

Click the green “Continue” button

New Proposal: “Title of proposal” is now at top of page

Source of Project and Sponsor

****This section is critical. If not completed properly, the proposal will not be categorized under the correct grant program in USCeRA and will NOT be reviewed.**

1. Is this an internal Request?

Select "Yes"

a. Internal Request Office

Select Vice President for Research

i. Internal Request Type

select "Excel Funding Program"

* if the grant program name is not an option under "Internal Request Type," please contact me immediately as you will be unable to submit: jmorris@sc.edu or 803-563-8376.

Questions 2-4 Sponsor information should automatically populate

Click the green "Continue" button

Personnel

1. If you are requesting funds for salary or course release, complete the following (a-c) otherwise proceed to "Personnel #2"

- Next to your name, click the "Edit" button.
- In the Effort Commitment box, under ONE of the options (Calendar, Academic, or Summer), type in or use the up/down buttons in the months or percent box to indicate the amount of time you are dedicating to this project
- Under Salary,
 - If you are requesting salary: Enter the amount of summer salary + fringe you are requesting
 - If you are requesting course release funds, leave as 0

Click the green "Continue" button this will take you back to the Personnel page

- +Add Personnel:** leave blank unless there are USC faculty/staff who will be collaborating on this project
- The following may or may not appear on your screen: If awarded,* will this project require more than one account to be set up?
 - If this does appear, select **No**
 - If not, ignore this and please continue

Click the green "Continue" button

Costs

1. Amount Requested for First or Current Year

Enter the total amount you are requesting from this program

2. Project Years

Enter "1" (this field only allows whole numbers. Please enter 1 regardless of total project months.)

3. Total Amount Requested for All Project Years

Enter the total amount you are requesting from this program

Click green "Continue" button

? Questions

Answer yes/no as appropriate - you must answer all questions.

Special situations:

- **Does this proposal involve cost sharing? Typically = No.**
- **Human Subjects? If TRUE, select YES (approval is not required for submission)**
 - Select YES even if you do not yet have IRB approval.
 - An Approval # text box will appear.
 - If you have a number already for this project, enter the number.
 - Otherwise type in “pending”
- **Vertebrate animals? If TRUE, select YES (approval is not required for submission)**
 - Select Yes even if you do not yet have Animal Use Approval.
 - An Approval # text box will appear.
 - If you have a number already for this project, enter the number and Approval Date as prompted.
 - Otherwise type in “pending” and leave Approval Date blank

Click green “Continue” button

Congratulations, the Proposal/Award Processing Form (PAP) form is saved and complete. You should now be brought to a page title “Proposal Summary.” Next step...

Completing the Internal Commit Form:

On the Proposal Summary page, scroll down, under the section My Forms (left side of page), click on **Internal Commit**
This will open a new form.

NOTE: This form indicates a proposal is REQUESTING funds from USC (an internal funding source), which includes this program. It does not indicate a need for cost-sharing.


- 1) **In the text box beside Year 1**, enter the total amount you are requesting for this project
- 2) Leave all other squares and boxes blank. The total will auto-fill after step #4.
- 3) The rest of this document should be left blank – no further information needed.
- 4) At this point, either click <ENTER/RETURN> on your keyboard or scroll to the bottom of the page and click <SAVE/UPDATE>.

This will bring you back to the “Proposal Summary” page and the Internal Commit form under My Forms will now have a status of **✓ Complete**.

NOTE: Under the My Forms section, if you see “Administrative Information,” please leave as is – do not change or edit. This may not be present, but if so, it may be listed as complete or incomplete. A status of incomplete will NOT affect the submission.

Upload your proposal:

NOTE: Please submit as one PDF document. *It is helpful to name this document: Your last name_first name-Excel-YEAR* (ex. Smith_Jane-Excel-2024)












- On the lower right side of the “Proposal Summary” page, there is an “Uploaded Documents” section (to the right of “All Forms”)
- Click on “ Upload Document.” This will bring you to a new page.
- **Under “Category,” select “Proposal/Proposal Summary”** This allows you to upload the proposal as one document. **Do not upload the budget or any other parts of the proposal separately.*
- Under “New Upload,” Click on “Browse.” This will open a pop-up.
- In the pop-up box, select your proposal from where it is saved in your computer, USB drive, etc.
- Click on “Open” or double click on the name of your proposal file.
- The name of the file will appear to the right of “Browse.”
- Click on the red “Upload” button.
- This should take you back to the Proposal Summary page and the file will now be listed under “Uploaded Documents.”

NOTE: If the upload takes longer than a minute to process – something is wrong, try again or call me (803-563-8376). I will ask you to email the proposal to me at jmorris@sc.edu and will upload it for you.

Start the approval process:

At this point, everything should be ready (*See screen capture below*): 1) under My Forms, both the Proposal Award Processing and Internal Commit Forms should have a status of “Complete;” and 3) the proposal should be listed under “Uploaded Documents.”

Your project title here

<p>Project</p> <p>Status Not Submitted</p> <p>Type New</p> <p>Dates 05/01/2021 - 07/31/2022</p> <p>Awardee Department Biological Sciences</p> <p>Internal Request Type Excel Funding Program</p>	<p>Lead PI</p> <p> Dr. Lauren Clark Current & Pending Office Research - General</p>	<p>Tools</p> <ul style="list-style-type: none">  Audit Trail  Add Note  Delete This Proposal  Post Sponsor Revision  Print Cover Page
<p> Start Approval Process</p>		
<p>My Forms</p> <p>Administrative Information Complete</p> <p>USC/SCRF USC Grant/Contract Grant</p> <p>Proposal/Award Processing Form (PAP) Complete </p> <p>Internal Commit Complete </p>	<p>Uploaded Documents</p> <p>Smith_Jane-Excel-2023 Delete 30.6 KB 08/19/2020</p> <p>Dr. Lauren Clark</p>	<p> For external proposal submissions please upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none"> • Proposal/Proposal Summary • Budget/Budget Justification
<p> Upload Document</p>		

Select the garnet “Start Approval Process” button above the “My Forms” box.

- A Confirm Proposal Submission pop-up will appear that says “Are you sure...”
 - Click on “Submit Proposal.”
 - A note will appear at the top of your USCeRA main page stating that the proposal has been successfully submitted with a proposal number listed.
- Please note that the 5pm requirement on the deadline date is for submission of the completed application/proposal INTO USCeRA (=clicking on the “Start approval process” button).
- Electronic signatures from the Chair and Dean can occur later. They are notified automatically by the system of pending applications.

If you do not receive a proposal number from USCeRA, please call Julie Morris at 803-563-8376.