



Office of Research

UNIVERSITY OF SOUTH CAROLINA

Excel Award Terms and Conditions

Grant Period: The project period is 03/01/2024 - 05/15/2025.

Account Set-Up: These accounts will be established by the Controller's Office as N accounts. If any additional information is required, the Controller's Office will contact departments directly. The accounts/projects will be created, and the project IDs will be provided to the departments. For all requests concerning your Excel account, please provide your project ID.

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, travel, participant incentives, graduate student tuition requirements, and personnel. Should any cost overruns occur, they will be charged to your department/campus. 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.

Excel funds are awards to the PI, not a general award to the department. As such, Excel funds may only be used for the awarded project by the awarded PI(s). If the PI leaves USC during the award period, remaining funds will need to be returned to the Office of Research.

Please note the project period for this grant, especially the end date. Your department business manager will be notified at 90, 60 and 30 days before the end date; please ask to have these notices shared with you. Extension requests must be made to the program manager for this grant in the VPR's office at least 30 days prior to the end of the project period. Once the grant account is closed, it cannot be reopened and no exceptions will be made. Any unspent balances over \$100 will be returned to the VPR's office.

Compliance Issues: If your project includes the use of humans as research subjects, you are responsible for ensuring that the use of these subjects is approved by the IRB. If vertebrate animals are used in your project, you must have a valid IACUC approval number. *You may not expend funds related to human subjects or animal care until you have your IRB or IACUC approval;* please forward your approvals from either the IRB or IACUC to Julie Morris at jmorris@sc.edu. Projects will be audited for compliance with this condition.

Extensions and Budget Revisions: A single no-cost extension will be granted under unusual circumstances only. Requests must be made via e-mail at least 30 days prior to the project end date. Please send requests to Julie Morris at jmorris@sc.edu.

Changes in budget categories of more than 10% and/or changes to key project personnel also must be sent to Julie for approval by the VPR's office or the Excel funds may be forfeited.

Dissemination: Funded faculty are expected to complete a major scholarly or creative work through support from this award. At the conclusion of the project, grant recipients must share their work with a broad audience through a publication, presentation, exhibition, or performance. The VPR website will have a webpage dedicated to showcasing the scholarly and creative work resulting from this grant program, where each recipient can share their work through articles, images, and videos. Please contact Elizabeth Renedo at renedoe@mailbox.sc.edu to coordinate the posting of your work or with related questions.

Publications or Presentations: Any publications produced or presentations given as a result of this award should contain an acknowledgment of support such as, “This work is partially supported by an Excel grant from the Office of the Vice President for Research.”

Grant report: A final report in a format of your choosing must be sent to Julie Morris at jmorris@sc.edu no later than 30 days after the end date of your project. Failure to submit these reports will preclude you from receiving funding from the VPR’s office in the future. The final report should include the following information:

1. A brief summary of activities performed
2. A budget statement describing how funds are being spent/have been spent
3. Any publications and/or other creative or scholarly activities resulting from Excel funding.