

Sent 3_11_2013

USC School of Architecture Grant for Innovative Research

Tenured Faculty Research Funding- Supplemental Application

This competitive funding program is intended to stimulate faculty research activities for our tenured faculty each year. While faculty should feel free to submit requests for any type of supplemental funding falling within School Business Office guidelines, it is assumed, based on the need to distribute limited resources to multiple projects, most proposals will be for fairly standard resources (such as appropriate software or hardware, conference registration, travel costs, student assistance on on-going research, etc) which can not be covered by the basic \$2K/year funds available to all full time faculty. A fairly straightforward submission is available for requests under \$3K (see application Type A).

Proposals requesting funds for other successful research initiatives or larger projects will be considered as well. If the amount a faculty member is requesting is above \$3,000, a more detailed discussion/ explanation of the research idea and methodology will be required in most cases and might take multiple review periods to decide on funding outcome (see application Type B)

Deadline: March 27, 2013

1. A tenured faculty member submits a complete application following guidelines to the Chair of the Human Resource Committee (almurphy@usc.edu) and to the Vice Dean (marcs@usc.edu) digitally and in hard copy on or before the date of the deadline.
2. The HR Chair distributes the proposals to the Committee Members.
3. The HR Committee meets to discuss distributed proposals.
4. All reviewed proposals with HRC comments are submitted to the Dean's office.
5. The Dean reviews the proposals and reports to both the PI/faculty and HRC Chair on final status of request (accepting, rejecting, partially funding the proposal, or requesting further clarification) within a two week period.

If approved by the Dean, the faculty resubmits a final copy of the proposal, budget, and timeline to the Business Office via email to Liz Romero (romeroe@usc.edu) to confirm that there are no University unallowable expenses.

The Business Office will have 2 weeks to provide a summary of expenditure guidelines applicable to proposal budget directly to faculty. Please note, no expenditures should be made until this summary is released and a final approved copy of the proposal is filed in the Dean's Office.

Each proposal will be considered independently on its own stated value in regard to how it advances the career of the individual faculty member and the mission of the School and University. There is no limit to: numbers of proposals accepted per faculty member each year, amount of funding approved annually per faculty member or to the entire body of faculty, though proposals with requests over \$10,000 for individuals should be rare due to the limited allocation of resources, and might only be granted if there will be clear and direct benefit the larger mission of the School, not just the individual faculty member.

TYPE A: FOR PROPOSALS REQUESTING UNDER \$3K (2 pages min, 6 pages max):

1. Cover Sheet

Should include the name of faculty member, amount requested, date submitted, 25 to 50 word summary of request, postal address, email, signature of PI/faculty member.

2. Summary

A statement summarizing the importance and relevance of the requested resources or activity and why this activity cannot be covered by the \$2K to which each tenured faculty is entitled (in part or in full). Also describe the anticipated contribution the resource or activity will make to the person, the field, the school of architecture and the university.

3. Statement of Objectives and Outcomes

Specific project objectives should be identified clearly, concisely and completely, demonstrating to one's peers the value of the request. The anticipated outcomes and/or accomplishments should also be defined here, as well as an identified means for the School to appreciate the distribution of funds (a written report, exhibition, faculty talk, website, new course syllabi, conference proceedings etc...).

4. Budget and Timetable

A timetable and line item budget for the project should be prepared. Please refer to Business Office Research Guidelines for expenditure procedures.

No funds can be used to pay salary to a full time non-student employee—faculty or staff. A request for payment to a current part time faculty member may be reviewed on a case-by-case basis, but must be limited to a \$500 stipend. Funds also cannot be used for time release from full-time appointments. If other funds outside of those requested will be devoted to the project please elaborate.

A calendar with a specific beginning and ending dates is essential. Faculty should specify two end-dates: 1. when the resources are spent and 2. when the faculty member will submit some evidence of production to the School (a report, small talk, web link, conference proceeding etc...)

If a proposal is not expected to be complete within the time frame specified, funding may be put at risk. In such cases, the faculty member must submit a formal extension one month prior to the proposal end date- excluding summer months i.e. no extension request will be reviewed during Summer because HR Committee is not in session.

During the normal school year, the Business Office and the HR committee will review the necessary adjustments and new deadlines being requested so the School can plan ahead and remain within the University's guidelines. If within guidelines, Dean's final approval required to proceed.

5. Plans for Follow-up Support or Further Funding

Is there a funding source that could be approached after the completion of this project that could lead to follow-up research?

TYPE B: FOR PROPOSALS REQUESTING OVER \$3K (2 pages min, 20 pages max):

1. Cover Sheet

Should include the name of PI/faculty member, amount requested, date submitted, 25 to 50 word summary of the research project, postal address, email, and signature of PI/faculty member.

Multiple faculty may simultaneously apply for accumulative funds for shared research activities but this must be made clear in the initial cover sheet. Please note: all applying faculty must have tenured status.

2. Summary

A statement summarizing project goals, significance, proposed methods and cost.

3. Project Significance

The importance and relevance of the proposed project should be explained. Included should be background knowledge on the issue(s) to be addressed, and existing knowledge gaps. Also the anticipated contribution the project will make to the person, the field, the school of architecture and the university should be detailed.

4. Statement of Objectives

Specific project objectives should be identified clearly, concisely and completely. The anticipated outcomes and/or accomplishments should also be defined here.

5. Description of Methodology

Describe how you will go about carrying out the research. Will it involve primary or secondary data collection? Will it build on methods and procedures that you have used in the past or on techniques that are original (or borrowed from other researchers)? Will it require university human subjects approval? What methods and procedures will you utilize for gathering and analyzing research information?

6. Dissemination

Describe plans for disseminating project outcomes and findings. Will it involve a written product or an exhibition? Will it be submitted for conference presentation and/or publication? Is there a plan to use the findings in courses that you teach or lectures that you give? Is there a way to connect or donate or share this research with our students and larger School?

7. Budget and Timetable

A timetable and line item budget for the project should be prepared. Please refer to Business Office Research Guidelines for expenditure procedures.

If multiple faculty are assigned, a lead faculty should be designated to submit all approved expenses to the Business Office on behalf of the group of faculty.

A timetable and line item budget for the project should be prepared. No funds can be used to pay salary to a full time non-student employee—faculty or staff. A request for payment to a current part time faculty member may be reviewed on a case by case basis, but must be limited to a \$500 stipend. Funds also cannot be used for time release from full-time appointments. If other funds outside of those requested will be devoted to the project please elaborate.

A calendar with a specific beginning and ending dates is essential. Faculty should specify two end-dates: 1. when the resources are spent and 2. when the faculty member will submit some evidence of production to the School (a report, small talk, web link, conference proceeding etc...)

Sent 3_11_2013

If a proposal is not expected to be complete within the time frame specified, funding may be put at risk. In such cases, the faculty member must submit a formal extension one month prior to the proposal end date- excluding summer months i.e. no extension request will be reviewed during Summer because HR Committee is not in session.

During the normal school year, the Business Office and the HR committee will review the necessary adjustments and new deadlines being requested so the School can plan ahead and remain within the University's guidelines. If within guidelines, Dean's final approval required to proceed.

8. Plans for Follow-up Support

Is there a funding source that could be approached after the completion of this project that could lead to follow-up research?

9. CV

Include the CV of the investigator and any other consultants you plan to use on the project.

Sample Year: 2011

Faculty Basic + Competitive Research Funds					
Fund/Grant Type	First	Last	Appointment	F or PT	Title
N/A	Qingyun	Ma	Tenured	Full Time	Professor
\$2K + T Research Grant	Victor	Regnier	Tenured	Full Time	Professor
\$2K + T Research Grant	Amy	Murphy	Tenured	Full Time	Associate Professor
\$2K + T Research Grant	Kim	Coleman	Tenured	Full Time	Professor
\$2K + T Research Grant	Diane	Ghirardo	Tenured	Full Time	Professor
\$2K + T Research Grant	John V.	Mutlow	Tenured	Full Time	Professor
\$2K + T Research Grant	G.G. (Goetz)	Schierle	Tenured	Full Time	Professor
\$2K + T Research Grant	Marc	Schiler	Tenured	Full Time	Professor
\$2K + T Research Grant	James	Steele	Tenured	Full Time	Professor
\$2K + T Research Grant	Charles A.	Lagrec	Tenured	Full Time	Associate Professor
\$2K + T Research Grant	Graeme	Morland	Tenured	Full Time	Associate Professor
\$2K + T Research Grant	Douglas	Noble	Tenured	Full Time	Associate Professor
\$2K + \$4K TT Fund	Rachel	Berney	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund + \$3K	Gail Peter	Borden	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Ken	Breisch	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Anders	Carlson	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	David	Gerber	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Alvin	Huang	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Victor	Jones	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Karen	Kensek	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Greg	Otto	Tenure Track	Full Time	Assistant Professor
\$2K + \$4K TT Fund	Doris	Sung	Tenure Track	Full Time	Assistant Professor
\$2K	Stefano	de Martino	FT-NTT	Full Time	Professor of Practice
\$2K	Trudi	Sandmeier	FT-NTT	Full Time	Associate Professor of Practice
\$2K	Alice	Kimm	FT-NTT	Full Time	Associate Professor of Practice
\$2K	Lee	Olvera	FT-NTT	Full Time	Associate Professor of Practice
\$2K	Selwyn	Ting	FT-NTT	Full Time	Associate Professor of Practice
\$2K	Lauren	Matchison	FT NTT	Full Time	Assistant Professor of Practice
\$1.5K	Robert S.	Harris	Emeritus- Active	Part Time	Professor Emeriti
\$1.5K	Warren	Techentin	Adjunct	Part Time	Adjunct Associate Professor - 3yr

USC School of Architecture Grant for Innovative Research

Human Resource Committee Review

October 13, 2009

Faculty Member: Jim Steele

Title of Proposal: Copyright Fees for *Art Deco Architecture in Shanghai*

Funding Type: Completion Funding for Publication

Amount Requested: \$4500

Committee Comments:

-Making authors pay for copyright fees is more and more becoming the norm for publishers so the Committee highly supports this type of 'finishing' funding for proposals that will be published in general.

-This particular proposal does represent a research related goal that was valuable to faculty with clear deliverables that will make a contribution to the field.

-It is not clear in Jim's proposal if a contract has been issued by a publisher for this work yet, so it is unique to pay for them before a contract is issued. Nonetheless, the committee recognizes Jim's clear track record for publishing and supports this proposal with some additional clarifications.

-The Committee supports this proposal but suggests that its narrative and argument is not well laid out as written and is very much a proposal for internal use only (the committee hopes that the proposal submission process will lead to further seeking of funding from outside sources and thus feel it is appropriate to note if the proposal is not strong in its presentation). The importance of the body of knowledge is only inferred rather than demonstrated (This will be essential to fix if Jim seeks additional funding support from more competitive granting agencies. The Committee feels the research is highly important and has real academic merit but the proposal itself is not thorough or persuasive enough for external funders to appreciate.

-Jim should apply for additional support through USC's Scholarship in the Arts and Humanities Grant, as this is the type of research and completion funding they state they are open to support.

-As this request is regarding paying a photographer for copyright, it is assumed that this is not a one-time use copyright but a copyright that will be transferred to Jim. As such, the proposal is more interesting to the School if Jim can suggest a way the images and research might become shared with the School for broader effect (perhaps providing the Library with a CD-Rom of the Images and preface for our students to use for their own academic purposes, or using GRS help to set up a website as a resource).

Final Decision on September 2009 Request:

\$3000 will be made available for this image/rights procurement for this publication manuscript. It is assumed Jim can access part of his existing \$2K basic resource fund for the remainder of the request for this purpose as well. Some basic stipulations for this funding: Jim must work within the restrictions of the Budget Office in terms of payment to the photographer. Jim is to provide publishing contract. He must seek further funding or matching grants for this through foundations, USC Advancing Scholarship in the Humanities and Social Sciences or other resources that tend to pay for manuscript completion and image subvention for accepted manuscripts. And lastly, once the rights for academic use are procured, Jim is to make these images available to the students of our school (perhaps as an on-line resource, DVD in the Historic Preservation Library on the Third Floor or in our Architecture Library.

Budget Office Comments:

- * Are we paying individual or company?
- * Is this an overseas expense?
- * Cannot pay in RMB, will need to accept USD payment
- * All photographers must be set up as suppliers and paid via PO
- * May be able to pay individual for providing "images for book" depending on nature of expense