Office of Research
UNIVERSITY OF SOUTH CAROLINA

Excel Award Terms and Conditions

Grant Period: The project period is 05/01/2025 - 08/31/2026.

Account Set-Up: The following is required within one week* of award notification, the department/unit business administrator must email the following to Gina Hambrick at hambricg@mailbox.sc.edu:

- Dept Number & operating unit number for the department that will be managing the award account (this may be different than the PIs primary department)
- PI name, USCID, and Network ID
- Level 1 Account Approver name(s), USCID(s), and Network IDs – *up to 3 approvers permitted*
- Level 2 Account Approver name(s), USCID(s), and Network IDs – *up to 3 approvers permitted*

*any delay in sending this information significantly impacts account setup *for all awards*. Expenditures are not possible until the account is established. Accounts will be set up centrally by the Controller's office and account information/project IDs will be shared with the unit administrators. Be mindful that you cannot spend funds related to human subjects or animal care until you have secured IRB or IACUC approvals.

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, unit, and/or 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, grant 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.

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 IRB or IACUC approval*. Projects may be audited for compliance with this condition.

End dates, Extensions, and Budget Revisions: **Please note the project period for this grant above, especially the end date**. You and your unit business manager will be notified at 90, 60 and 30 days before the end date. 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.

No more than one no-cost extension will be granted. Requests must be made via e-mail at least 30 days prior to the project end date. Send requests to Julie Morris at jmorris@sc.edu and include: the account Project ID#, new enddate requested (*max of one year*), brief project status update, and justification for extension.

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.

Publications or Presentations: Publications or presentations resulting from 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 is due 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. List of all publications, presentations, and/or other creative or scholarly activities resulting from this award
4. *If applicable*, a list of external funding requests (i.e. proposals) developed and submitted (or pending submission) as well as those that received funding as a result of this work