

USCeRA Submission Guide

This guide applies to the internal VPR grant programs for faculty including ASPIRE, ASPIRE-AI, and RISE

Create ONE PDF document* of the required application components, following the order listed in the RFP or program guidance.

* **It is helpful to name the PDF file or document:** Your last name_first name-GRANT-PROGRAM-year submitting (ex Smith_Jane-ASPIRE-2026)

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:

SECTION 1: 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.
 - The grant program name can be included at the beginning of the title but is not necessary.
 - Project titles may be posted to the program website or related announcements, if funded.
2. **Primary Awardee Department:**
 - Should fill automatically with your department/campus
 - If a different department will be managing the account if awarded, please change this to the managing department
 - If the department listed is not correct, please email Debbie Kassianos (KASSIANO@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:** See RFP (typically May 1, May 15, or July 1)
6. **End Date:** varies by program (RISE: Dec 31, others max 15 months)
7. **Agency deadline:** select Receipt and enter the program’s application deadline

Click the green “Continue” button

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

SECTION 2: 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 appropriate grant program (if unsure, see RFP)

* if the grant program name is not an option under “Internal Request Type,” please email or call the grant program coordinator listed on the webpage or RFP.

Questions 2-4 Sponsor information should automatically populate

Click the green “Continue” button

SECTION 3: Personnel

1. **If you are requesting funds for salary**, complete the following (a-c) otherwise proceed to “Personnel #2”
 - a. Next to your name, click the “Edit” button.
 - b. In the Effort Commitment box, under “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
 - c. Under Salary, enter the amount of summer salary + fringe you are requesting

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

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

Click the green “Continue” button

SECTION 4: 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

SECTION 5: Questions

Answer yes/no as appropriate. Most should be No. All questions must be answered.

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
- **If you are using contractors, outside consultants, or purchasing major equipment** select yes for question 5.
NOTE: this will generate an additional form that you must complete on the next screen – see below

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: *the screen capture on page 4 may help with the following*

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
 - Use numbers only – no commas, dollar signs, etc.
- 2) Leave all other squares and boxes in this table 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**.

Other possible forms **Under the My Forms section**,

- Administrative Information: if you see this form 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.
- Certification: this form will appear if you selected “yes” to question 5 regarding contractors, outside consultants, or purchasing major equipment. Click on the form name “Certification” to answer the questions and provide the needed information related to your project. A letter of commitment will be required for contractors and consultants. *Reminder: VPR grants are permitted 1 account only.*
- All forms in this section (except Administrative Information) must have a status of **✓Complete** before you can submit your proposal. If you need assistance with this section contact your unit grant administrator or the VPR Grant Program Manager listed on the RFP or program webpage for assistance.

Upload your proposal:

NOTE: **Please submit as one PDF document.** *It is helpful to name this document: Your last name_first name-AI-YEAR (ex. Smith_Jane-AI-2026)*

- 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 “Choose File” or “Browse.” This will open a pop-up. **make sure your browser allows pop-ups for USCeRA.*
- In the pop-up box, select your proposal from where it is saved in your computer, flash drive, etc.
- Click on “Upload” or “Open” or double click on the name of your proposal file.

- The name of the file will appear to the right of “Choose File” or “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 contact Debbie Kassianos (kassiano@sc.edu) or the VPR Grant Program Manager listed on the RFP or program webpage.

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 2) the proposal should be listed under “Uploaded Documents.”

Your project title here

Project Status Not Submitted Type New Dates 05/01/2021 - 07/31/2022 Awardee Department Biological Sciences Internal Request Type ASPIRE AI	Lead PI Dr. Lauren Clark Current & Pending Office Research - General	Tools Audit Trail Add Note Delete This Proposal Post Sponsor Revision Print Cover Page
Start Approval Process		
My Forms Administrative Information ✓ Complete USC/SCRF USC Grant/Contract Grant Proposal/Award Processing Form (PAP) ✓ Complete View Report Internal Commit ✓ Complete	Uploaded Documents Smith_Jane-AI-2025 ✕ Delete Dr. Lauren Clark 30.6 KB 08/19/2020 For external proposal submissions please upload the following documents, as well as any other necessary support documents: • Proposal/Proposal Summary • Budget/Budget Justification Upload Document	

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.
 - This is your confirmation of submission. You will not receive an email from USCeRA indicating submission.
- 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 have any questions or problems,
call the VPR Grant Program Manager listed on the RFP or program webpage.**