

## Office of the Provost

### Horry County Higher Education Commission (HCHEC) Request for Project Funding

#### Guidelines

This funding is intended to support projects with activities that will benefit long-range plans that result in the enhancement of the University and also benefit the citizens of Horry County. Examples could include support for business planning services, Horry County teacher workshops, cultural or educational events that are open to the public or research on coastal land protections.

For Center support, preference may be given to seed money requests over ongoing maintenance requests.

The HCHEC may or may not review the appendices of an application. Applicants are advised that appendices are not to be used to provide projects details outside of the application guidelines. Appendices provided as attachments should **only** include supplementary information or documentation, such as IRB forms, letters of support or non-text materials.

Applicants must submit the proposal and all attachments to the college dean electronically using the form provided.

❖ **Applicants should address questions regarding preparation of their proposal to their college dean or contact Stephanie Cassavaugh in the *Office of Sponsored Programs and Research Services* (OSPRS) at [scassavau@coastal.edu](mailto:scassavau@coastal.edu) or 843-349-5030 for assistance.**

**\*NEW FOR FY2025 PROPOSALS\*** Applicants must complete the university's [Notice of Intent to Submit a Funding Proposal](#) form by noon on Friday, March 22, 2024.

Deans must submit the complete application and appendices as attachments to the OSPRS ([OSPRS@coastal.edu](mailto:OSPRS@coastal.edu)) by 5:00 pm on Friday, April 12, 2024.

NOTE: Applications must include a determination of dean support, and this may require the establishment of earlier internal deadlines with the colleges.

#### Submission and Review Process

1. Download this application form, save it to your computer, open, complete the form, and then save the document. **You must download the application form to your computer.**
2. Respond to questions 1 – 4; 5 and 6, if applicable.
3. Forward the application and all appendix attachments (if applicable) via email to your dean (please note any internal deadlines they may have).
4. Deans will indicate on the application their support of the proposal, pledge their financial support (if applicable), and comment on the merit of the proposal.
5. **Deans will submit the complete application, including all attachments, to the OSPRS at: [OSPRS@coastal.edu](mailto:OSPRS@coastal.edu) by 5:00 pm on Friday, April 12, 2024.**
6. The OSPRS will review the application for completeness and compliance with the guidelines and work with applicants to make any needed edits prior to submission.
7. The OSPRS will submit the final application to the Provost for review and approval.
8. The Provost will forward applications to the HCHEC's College Support Committee.

You MUST download and save this application to your computer to complete.

## HCHEC Request for Project Funding

Applicant Full Name:

Co-Applicant(s):

Home College:

Dean Name:

Home Department:

Applicant Email:

Applicant Phone:

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**Center Name or Project Title:**

**Total HCHEC Funds Requested:**

\$

**The applicant is responsible for submitting a complete application\*, including all appendices as attachments, to their approving dean by the internal deadline established for their college.**

**Once reviewed, deans will complete *Dean Support* page and forward the application\*\*, with all attachments, to the *Office of Sponsored Programs and Research Services* at: [OSPRS@coastal.edu](mailto:OSPRS@coastal.edu) by 5:00 pm on Friday, April 12, 2024.**

*\*Proposals will only be accepted using this electronic application form. Appendices or supporting documents must be submitted as email attachments in addition to the completed application form.*

*\*\*All applications submitted to deans must be forwarded to the OSPRS on or before the submission deadline.*

- 1. Description of the work or activity plan for the proposed project (5,000-character limit):** Describe the work of the project to be funded. Funds are provided for a fiscal year beginning on July 1 and ending on June 30.

- 2. Benefit to the citizenry (5,000-character limit):** Describe how the proposed project activities will be of benefit to the citizens of Horry County.

3. **Budget:** Itemize the spending required for the proposed activity in a tabular form. Justify each of the itemized expenses with respect to the proposed activity in the Budget Narrative section. Price quotes or other cost support documentation may be placed in the Appendix.

**Budget requests may include funds for:**

- a. Equipment, materials, and supplies: All equipment purchased should be considered permanent property of the university. Include any taxes, freight and shipping charges in the budget request. **Food expenses for meetings, conferences or events will not be considered.**
- b. Student assistant wages: Students must be working on activities related to their academic experience. No requests for funding to support students who are serving in an administrative assistance role will be considered. Justification should include (# of students x # of hours x hourly wage). See additional information regarding hiring student workers under [Student Worker Guidelines](#). **Faculty/staff compensation will not be considered.**
- c. Student fringe: Students should be working no more than 20 hours per week during the academic year and have a fringe rate of .7% of total wages. Students working in the summer may work additional hours; the OSPRS will assist with summer fringe calculation.
- d. Travel directly related to the project: Justification should include documentation of estimated transportation, lodging and per diem costs.
- e. Other operational costs: Funding requested for expenses not covered by categories a – d.

**Budget Table**

Item	Amount Requested
Equipment, materials, and supplies	
Student Assistant(s)	
Student Fringe	
Travel	
Other	
<b>TOTAL</b>	

- 4. Budget Narrative (5,000-character limit):** Provide details on how the funds will be used, including requested equipment, materials and/or supplies; travel details; etc. If applicable, please attach supporting documentation.

- 5. Other Funding (if applicable, 5,000-character limit):** If applicable, describe the source and amount of other funding (from university, grants or gift funds) currently used to support the proposed project.

- 6. Report on previous funding (if applicable, 3,000-character limit):** If this project has received funding from the HCHEC in the past, provide an annual or status report on the previous year's funding.

**As THE APPLICANT, by checking this box, I acknowledge that I have read and understand the Proposal Guidelines, including all instructions for proposal preparation, the submission process, and applicable deadlines.**

*Please note that only those proposals supported by both the Dean and the Provost will be eligible for funding, but all applications will be shared with the HCHEC for informational purposes.*



**Dean Support**

**Do you support this application?**

Yes

No

**If you are providing funds in support of this center or project, please provide the following: Amount**

Funded: \$ \_\_\_\_\_

Account GL Number: \_\_\_\_\_ - \_\_\_\_\_ *(Fund and Activity code only - note that 10 funds may not be used)*

**Is there a specific budget item for which you are providing funds?**

Any area(s) of applicant choosing

Equipment, materials, supplies

Student assistant compensation & fringe

Travel

Other

**Please provide any comments regarding your decision on support of this application.  
(2,000-character limit):**

**DEANS MUST SUBMIT THIS FORM WITH ALL  
ATTACHMENTS BY 5:00 PM ON FRIDAY, APRIL 12, 2024,  
TO: [OSPRS@COASTAL.EDU](mailto:OSPRS@COASTAL.EDU).**

**Provost Support**

**Do you support this application?**

Yes

No