



**Arnold School of
Public Health**

UNIVERSITY OF SOUTH CAROLINA

Fellowship in Aging Application Guidelines

OFFICE FOR THE STUDY OF AGING

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Overview

The Research Fellowship in Aging is designed to support faculty and professional staff in the Arnold School of Public Health (ASPH) to conduct research in the multidisciplinary field of aging. Topics might include healthy aging, caregiving, social gerontology, the built environment, or Alzheimer's disease and related dementias. One award in the amount of \$5,000 will be made annually. This award may be used for research expenses, travel, participant honoraria, software, books, supplies, equipment, and/or summary salary.

This fellowship is available through the generous support of Norman and Gerry Sue Arnold (ASPH). The Research Fellowship in Aging was inaugurated in 2020 and continues to support faculty and staff with a focus on aging research.

Eligibility

- Full-time position in the ASPH
- Early career faculty member OR newly engaged in research focused on aging
- Professional research staff (e.g., research associate)

Funds Available and Project Dates

Applicants are applying for a one-time \$5,000 with a project period of up to/maximum of 12 months. The applicant must provide a detailed justification for the requested funds. Award expenses must follow USC policy. The project date starts at the time of funding is received or no later than 30 days after the award announcement, *whichever is first*. The project end date is 12 months from the date of receiving the funding. Note: The proposed project may exceed the 12-month period; however, the award funding must be spent on the proposed project within the specified project period.

Research Integrity and Authorship

All participants are bound by the Responsible Conduct of Research code of ethics, the Carolinian Creed, and the University's Honor Code. Violations of these codes will result in an immediate decline or withdrawal of funding and referral to the appropriate office for disciplinary measures. The applicant is the primary author of the proposal and is responsible for writing their own proposal. Violations related to plagiarism include, but are not limited to, copying text from previous or same round proposals without proper citations, failure to include references or to cite said references, and any other forms of misconduct or misrepresentation.

Formatting Guidelines

All applications must adhere to the formatting guidelines. Failure to do so will result in automatic rejection of the application without review.

- Title page
- Font must be Aptos or Times New Roman in size 12-point
- Margins of 1.0 inch
- Line spacing of 1.5 inches
- APA citations (in-text and references)
- The proposed project narrative is not to exceed 3 pages. Narratives exceeding this page limit will not be reviewed
- Budget narrative and itemized allow for an additional 2 pages
- References allow for an additional 2 pages

Application Requirements

Title Page

All applicants must include a title page providing the following information:

- Legal Name, as identified in USC systems
- Preferred Name
- Position/ Title
- Department
- School/College
- Proposed project title
- USC email address

Endorsement Letter

All applicants must have a signed endorsement letter from their department chair for the application to be complete. This endorsement letter must be no longer than one page and submitted on department letterhead. Letters that are very general and/or vague are not helpful to the review committee. Each letter should include the following:

- How long the faculty member has known the applicant
- Assess the feasibility of project completion
- Discuss the significance of this funding for the applicant and/or department
- Any other information that the committee should be aware of
- Please give one of the following overall ratings of the student for the fellowship:
 - Very Strongly Recommend
 - Recommend with Confidence
 - Recommend with Reservations
 - Do Not Recommend

Aging Research Experience

All applicants must include examples of work on the topic of aging. This may consist of a publication, conference abstract, or academic paper. If the applicant is new to the field, a statement of intent to conduct research in the field of aging is required.

Proposed Project Narrative

Think of the proposed project narrative as explaining to a non-expert (1) how you plan to answer or solve your research question and (2) how you or others will know that you have successfully answered your question. The proposal narrative must include the following sections with subheadings and is not to exceed 3 pages. All submissions must adhere to the [Formatting Guidelines](#).

Background and Significance

- Clearly state your project topic and research questions or hypothesis.
- Briefly discuss the proposed idea and its context relative to the current state of knowledge in the field.
- This section should explain to the reviewers why the proposed project is important, novel, and exciting, and how it impacts aging research.

Project Description, Design, and Approach

- Provide a detailed description of the project objectives, the proposed methods, and the specific anticipated outcomes. The methods and activities proposed should link directly back to the research question/project topic.
- Clearly describe the project evaluation or assessment plan. Describe how the project will be evaluated, analyzed, or reviewed, and/or how you will determine the project is complete/successful, the objectives met, and/or questions answered.
- Include a timeline for project tasks and expected accomplishments, presented as a table or other clear graphic format.

Significance of Funding

- Explain how this proposed project will advance your research goals and objectives, bridge your funding resources, and/or expand your research, scholarly, or creative direction.

Budget Justification

The applicant is required to submit (1) a budget narrative and (2) an itemized budget with the application. The budget narrative includes how the award would support the applicant's proposed project plan, justifies line items, and is appropriate to the proposed project. The itemized budget clearly provides a cost breakdown. The budget section allows for an additional 2 pages from the proposed project narrative.

Itemized Budget Example

ITEM	QUANTITY	UNIT COST	TOTAL COST
Conference Registration Fee	1	600	600
Airplane Ticket	1 Round Trip	500	500
Hotel Accommodations	4 Nights	300	1,200
Meal per diem	4	50	200
Journal Publication	1	2,500	2,500
TOTAL			5,000

Narrative Budget Example

The above-proposed budget is based on estimates for the 2023 Clinical Aphasiology Conference. This is estimated to total \$2,500 and will include: flight to conference (\$500), hotel expenses (\$300 per night; \$1200 total), registration (\$600), and a meal per diem (\$50 per day; \$200 total). This funding will also support the dissemination of study results through a publication in a high-impact peer-reviewed journal such as *Stroke*. Work from our group typically costs about \$3,000 to publish via an open access source (Elsevier); therefore \$2,500 from this fellowship will support publication fees.

Application Submission

All applications are to be submitted by 11:59PM EST on the deadline through Qualtrics as provided on the [OSA website](#). Proposals received after this time will be declined without review. Incomplete proposals and those that do not adhere to formatting requirements or other guidelines will also be declined without review. Applicants are to fill in the requested information and submit all application requirements in **ONE PDF DOCUMENT** via Qualtrics. If multiple documents are attached or the information is incomplete, the application will be automatically denied without review.

Additional Information

Applicants with any questions or concerns regarding the content or application process is to contact the Office for the Study of Aging (OSA) at OSA@sc.edu or 803-766-1794. A response is not guaranteed within 1 day of the application deadline. Therefore, it is best to review application requirements and to contact the OSA early.

Post-Award Expectations

The person awarded the Research Fellowship in Aging is expected to provide a presentation at the spring semester OSA meeting. The presentation will provide an overview of the awardee's proposal and any progress made with the research project since it was awarded.