

2021-2022 Propel Nomination Guide

PROPEL

Research Mentorship Program

Nomination Process Overview

Any UofSC faculty member may nominate any other faculty member(s) who meets the eligibility requirements for the [Propel Research Mentorship Program](#) (self-nominations are not allowed).

Propel nominations are managed through a [nomination system](#) built on UofSC's sponsored awards proposal routing system USCeRA, a familiar interface for most UofSC faculty members. The nominating faculty member will initiate a Propel nomination through the system. After the nomination is initiated, the system generates an email prompting the nominee to complete the nomination package by answering a questionnaire with two simple questions, and uploading the following required materials as PDF documents:

- Cover letter (Letter of Intent) of one to two pages in length, explaining why the nominee is an excellent candidate for Propel
- Curriculum vitae
- NIH or NSF biosketch
- Past three years of completed/current/pending support documentation

The nominee then returns the complete nomination package to the nominator for final review and submission to the Office of the Vice President for Research.

Note: To ensure a smooth nomination process, the Office of the Vice President for Research recommends that nominees prepare the nomination materials ahead of time and have them at the ready when you log in to complete the nomination process.

2022 Propel Nomination Details:

- Complete nomination packages are due by Friday, August 27, 2021
- Refer to the [2021-2022 Propel call for nominations](#) for additional details
- Contact the Office of the Vice President for Research for support with nomination submissions at 803-777-5458.

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Nomination Step 1: Nominator Initiates the Nomination

The nominating faculty member begins the Propel nomination process by logging into the nomination system at <https://vprinitatives.research.sc.edu/>.

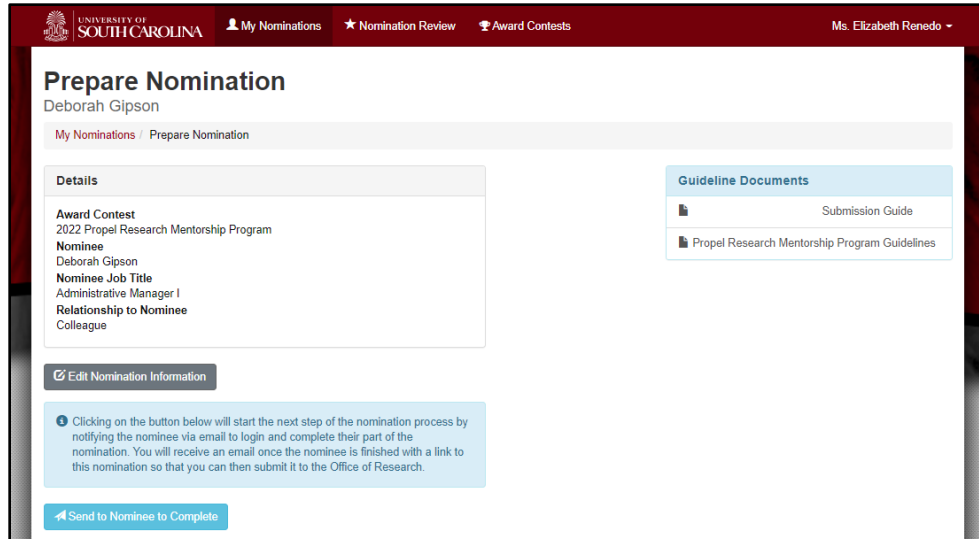
Once logged in, you will see a “Create Nomination” screen where you will select the award contest, look up your nominee, enter your relationship to the nominee and continue.

For the award contest, select “2022 Propel Research Mentorship Program” (this is the only contest shown in the screenshot above, but you may see additional contests listed when you log in to initiate a Propel nomination). To search for the nominee, click the “Lookup” button at the right-hand side of the Nominee text box. This will launch a “Select User” dialog box (shown below) with spaces to enter the first name and last name of your nominee. Once you have entered the name, click the “Search” button to generate a list of results. Click the name of your nominee in the list of results to add them to the nominee field. Then, type in your relationship to the nominee.

Once all three fields are complete, the “Continue” button at the bottom of the screen will turn green; click it to advance to the next screen (Prepare Nomination).

On the “Prepare Nomination” screen, check to ensure you have selected the correct award contest (2022 Propel Research Mentorship Program), and the correct nominee. If you need to make changes, click the grey “Edit Nomination Information” button to go back and revise. If everything is correct, click the blue button labeled “Send to Nominee to Complete” to initiate an email to the nominee prompting him or her to log in and complete the nomination package.

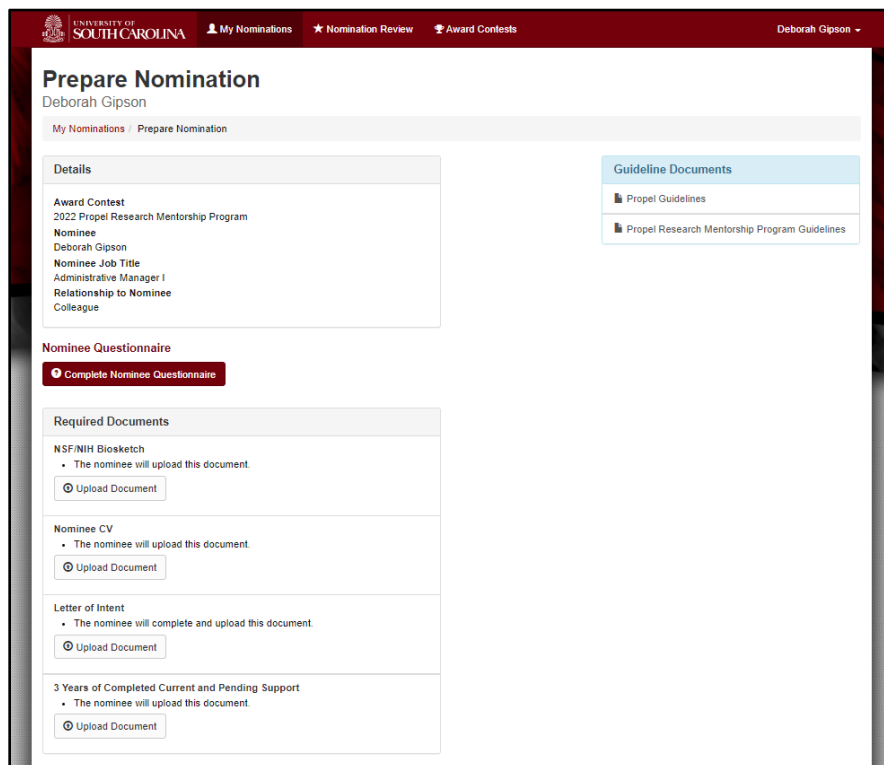
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Nomination Step 2: Nominee Completes the Nomination Materials

The Propel nominee will receive an email prompting them to log into the nomination system (<https://vprinitatives.research.sc.edu/>) and complete the nomination package by answering a questionnaire consisting of two simple questions and uploading the required nomination materials.

When the nominee logs in, they will see the “My Nominations” screen. On the right-hand side, the nominee will see the 2022 Propel nomination under the heading “You have been Nominated.” Click on the nomination to access the “Prepare Nomination” screen.



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On the “Prepare Nomination” screen, click on the garnet button to “Complete Nominee Questionnaire” by typing “Yes” or “No” in response to the two simple questions.

The screenshot shows a web browser window with the University of South Carolina logo and navigation tabs for 'My Nominations', 'Nomination Review', and 'Award Contests'. The user is logged in as 'Deborah Gipson'. The main heading is 'Complete Nominee Questionnaire'. Below the heading is a breadcrumb trail: 'My Nominations / Prepare Nomination / Complete Nominee Questionnaire'. The form contains two questions:

1. I satisfy the following Propel eligibility requirements: I hold the title of assistant or associate professor. I have received relatively small external grant awards (or subawards) in the past. I have not received a large federal grant (such as an NIH R01 or a medium/large NSF award of about \$500,000 or more).
Answer 'Yes' or 'No'.
Text input field: Yes
3 out of 100 characters

2. If selected for Propel, I commit to the following participant requirements: I will attend the seven in-person program sessions held on Fridays from 9:00 a.m. to 1:00 p.m. between September and April. I will meet proactively and often (at least monthly) with my assigned mentor throughout the program life cycle. I will take the lead in scheduling time with my assigned mentor. I will submit deliverables (draft proposal sections) to my assigned mentor and editor on schedule, and implement their feedback from my Propel classmates. I will plan, develop and submit a competitive grant proposal to my targeted funding agency at the end of the program (approximately in June).
Answer 'Yes' or 'No'.
Text input field: Yes
3 out of 100 characters

A green 'Continue' button is located below the second question. At the bottom of the form, the breadcrumb trail is repeated: 'My Nominations / Prepare Nomination / Complete Nominee Questionnaire'.

After typing in “Yes” or “No” in response to the two questions and clicking the green “✓ Continue” button, the nominee will use the “Upload Document” buttons to upload the four required documents as PDF files:

- Cover letter (Letter of Intent) of one to two pages in length, explaining why the nominee is an excellent candidate for Propel
- Curriculum vitae
- NIH or NSF biosketch
- Past three years of completed/current/pending support documentation

The screenshot shows a dialog box titled 'Upload Nominee CV' with a close button (X) in the top right corner. The dialog has a 'File' section with a 'Choose File' button and a text input field containing the filename '2022_propel_materials.pdf'. Below the file selection area are two buttons: a green 'Continue' button with a checkmark and a 'Cancel' button. The background shows a blurred view of the nomination review interface.

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When the nominee has completed the questionnaire and uploaded the four required PDF documents listed above, the nominee should click the green “✓ Submit to Nominator” button to electronically certify the information and return it to the nominator for final review and submission to the Office of Research. (If the button is not green, that indicates that the nomination materials are incomplete.)

The screenshot shows a web interface for the University of South Carolina. At the top, there is a navigation bar with the university logo, the text "UNIVERSITY OF SOUTH CAROLINA", and menu items: "My Nominations", "Nomination Review", and "Award Contests". The user's name, "Deborah Gipson", is displayed in the top right corner. The main content area contains a text box with the following text: "submit deliverables (draft proposal sections) to my assigned mentor and editor on schedule, and implement their feedback from my Propel classmates. I will plan, develop and submit a competitive grant proposal to my targeted funding agency at the end of the program (approximately in June)." Below this text is a "Yes" radio button and an "Edit Nominee Questionnaire" button. A section titled "Required Documents" lists four items, each with a "Revise" button and a "No Revisions" button. The items are: "NSF/NIH Biosketch", "Nominee CV", "Letter of Intent", and "3 Years of Completed Current and Pending Support". Each item includes a bullet point stating "The nominee will upload this document." and the filename "2022_propel_materials.pdf". At the bottom of the form, there is a blue box with the text: "By submitting this form you certify the accuracy of the answers to the questionnaire and the contents of any uploaded documents." Below this is a green "Submit to Nominator" button.

Nomination Step 3: Nominator Submits the Nomination Package

After the nominee has completed and submitted their materials, the nominator will be able to review the nominee’s responses. The nominator cannot edit the nominee’s responses, but he or she can ask the nominee to make revisions (and save them) at any time before the final nomination package is submitted.

The nominator will receive an email notification when the nominee completes their portion of the nomination package, and clicks “✓ Submit to Nominator.” The nominator’s final step is to log in, review the nominee’s materials and ensure that all items are complete and in good shape. Once all items are final, click the green “✓ Submit Nomination to the Office of Research” button to send the package to the Office of Research for consideration.

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UNIVERSITY OF SOUTH CAROLINA | My Nominations | Nomination Review | Award Confests | Ms. Elizabeth Renedo

1. I satisfy the following Propel eligibility requirements: I hold the title of assistant or associate professor. I have received relatively small external grant awards (or subawards) in the past. I have not received a large federal grant (such as an NIH R01 or a medium/large NSF award of about \$500,000 or more).
Yes

2. If selected for Propel, I commit to the following participant requirements: I will attend the seven in-person program sessions held on Fridays from 9:00 a.m. to 1:00 p.m. between September and April. I will meet proactively and often (at least monthly) with my assigned mentor throughout the program life cycle. I will take the lead in scheduling time with my assigned mentor. I will submit deliverables (draft proposal sections) to my assigned mentor and editor on schedule, and implement their feedback from my Propel classmates. I will plan, develop and submit a competitive grant proposal to my targeted funding agency at the end of the program (approximately in June).
Yes

Required Documents

NSF/NIH Biosketch • The nominee will upload this document. 2022_propel_materials.pdf No Revisions	08/17/2021 08:48 AM
Nominee CV • The nominee will upload this document. 2022_propel_materials.pdf No Revisions	08/17/2021 08:48 AM
Letter of Intent • The nominee will complete and upload this document. 2022_propel_materials.pdf No Revisions	08/17/2021 08:48 AM
3 Years of Completed Current and Pending Support • The nominee will upload this document. 2022_propel_materials.pdf No Revisions	08/17/2021 08:48 AM

By submitting this form you certify the accuracy of the answers to the questionnaire and the contents of any uploaded documents.

[✓ Submit Nomination to the Office of Research](#)

Note: The nominator cannot edit the nominee’s questionnaire responses, however, he or she can ask the nominee to make and save changes at any time before the final nomination package is submitted to the Office of Research. The nomination package is not submitted until the nominator clicks the green “✓ Submit Nomination to the Office of Research” button.