

USCeRA Approval Process for Course and Degree Program Contracts:

1. A new **Proposal/Award Processing (PAP)** form for any Course or Degree Program Contract will be initiated within USCeRA (<https://sam.research.sc.edu/uscera>) by the Department Chair of the unit offering the course or degree. Contracts involving departments within the College of Education will be initiated by the Office of Grants and Contracts. Contracts involving other USC units should be initiated by faculty or staff from that unit or with assistance from OEO.

2. The PAP form items will include:
 - The **Title** will be the course name as it appears in the syllabus or the degree program title as well as a descriptor for the contracting group (e.g. Teaching High School English/Richland District 1 or MEd in Language and Literacy/Darlington County Schools).
 - The **Principal Investigator** will typically be the USC Department Chair offering the course or degree program.
 - The instructor or faculty member(s) leading the contract effort should be listed as **Institution Co-PI**.
 - The **Total Amt. Requested for 1st or Current Year** will be the established contract price for the services.
 - **Project Start** and **End Dates** will be the first and last date of the course or the effective dates for the degree contract.
 - **Proposal type** will typically be **New**.
 - **Agency Deadline Date** can be specified or checked as **No Specific Deadline**
 - **Project Source** will be selected from the options.
 - **Project Purpose** will typically be **Course Degree/Contract**.
 - Provide detailed contact information for the **Sponsoring Agency** (the individual or group responsible for paying the contract amount).
 - **Program Type** is **N/A – Not Applicable**
 - Check **Yes** or **No** for the **19 questions or items** that follow.

3. **Uploads** for:
 - a. Contract Course Proposals must include:
 - i. **Course Approval Form** and **Syllabus** (pdf or scanned)
 - ii. **Memorandum of Contract Course Approval and Instructor Compensation** from OEO Director documenting adherence to all course specification requirements and agreement on compensation.
 - b. Degree Program Proposals must include the Degree Program Contract

4. Click on **Start Approval Process**.

5. The appropriate **Dean** (or designee) will review and approve the academic and contractual specifications to ensure academic and fiscal integrity.
6. **Final approval** will be granted by the USC designated authority for outreach contracts with USC's Sponsored Awards Management office.
7. A contract between USC and the client listed in **Sponsoring Agency** will be finalized.
8. An L-account for the College or Department established for contract courses or degree programs will be credited in the amount approved for the contract course or based on the payment schedule for the degree program. If the Sponsoring Agency for a course is an internally funded USC grant with an existing account created to USCeRA, funds from the grant account will be transferred to an approved A-account of the College or Department offering the course.
9. When the contract is approved by both parties, the PI (Department Chair) will receive confirmation via e-mail with a memo attached from the Director of the Office of Educational Outreach. The memo will also serve as notice to the Department Chair to initiate salary payment for the instructor or address any other instructional cost using the College or Department's L-account for course/degree contracts. For courses contracted by USC grants, the memo will refer to the College or Department A-account.

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