

## Magellan Scholar Submission “Cheat Sheet” for Faculty

- 1) Complete the faculty mentor collaboration form: <http://www.sc.edu/our/magellan.shtml>, in gray box at bottom of page. Attach to end of student’s proposal. Please submit as ONE document (Word or PDF is acceptable).
- 2) Login or REGISTER in USCeRA (<https://sam.research.sc.edu/uscera/>). To register:
  - Click on: “USCeRA REGISTRATION” upper left corner of page.
  - Complete the following required fields:
    - Username
    - Password
    - VIP ID (*Don’t have this? Find out more here:* <https://vip.sc.edu/vipid.html>)
    - First Name
    - Last Name
    - Primary Phone
    - Email
    - Vitae Email (*can be left blank*)
    - Institution *select*: UNIVERSITY OF SOUTH CAROLINA (*this is the default*)
    - Home Department *click on* “CHANGE” *button this will bring up list of departments*
      - For USC Columbia: choose appropriate department
      - For non-Columbia campuses: choose your specific campus (e.g. USC Aiken). These are listed near end of list.
  - CLICK ON: Submit
- 3) Submit the PDF or Word document through USCERA as follows:
  - On the left side of the main USCeRA page, select “Proposals” and “Create New Proposal.” This will take you to the “Proposal / Award Processing Form” or PAP. Complete the PAP Form as follows:
    - Title: *MGS: followed by student’s project title – this is the full title of the project not the name given to the student’s proposal file* **Please begin the title with MGS (for Magellan Scholar) – this helps me find the proposals in USCeRA – thanks!!**
    - Institution Co-PI: *click on “ADD/CHANGE” button. A new window will open with a search form. Either enter the student’s last name or choose a department. Click on the “SEARCH” button. To select the desired name, click on “ADD”. This will auto-fill the student’s name and department. Repeat for each student if this is a group project or to add additional Faculty/Staff mentors involved in the project.*

NOTE: if your student’s name is not listed: he/she has not yet registered in USCeRA. Leave the co-PI section blank (I can fix this later). Complete the rest of the PAP form as directed below and type the student’s name into the “REMARKS” box at the very bottom of the PAP form. Finish submitting the proposal and then send me an email at [our@sc.edu](mailto:our@sc.edu) to let me know your student needs to register. I’ll take care of the rest.
    - Other personnel: *leave blank unless there is another FACULTY/STAFF member who will be collaborating on this project – do NOT enter the student’s name here*
    - Primary Awardee Department: *should fill automatically with your department; if not, select “Change”*
    - Total Amt. Requested 1<sup>st</sup> or Current year: *Enter total budget requested (max \$3000)*
    - Project Years: *1*
    - Indirect Cost: *Blank*
    - Total Project Amt Requested (All Years): *Enter total budget requested (max \$3000)*
    - Project Dates: *Enter Start date of Jan. 1 or May 1 (end date can be left blank)*
    - Proposal Type: *New or Revision*
    - USC account number: *Blank*
    - Agency deadline: *Found on Magellan webpage; select - Receipt*
    - Project source: *Private, Foundations, Non-profit*

- Project purpose: *Research*
  - Sponsoring Agency: *USCRF*
  - Address: *Blank*
  - Program Type: *Fellowship / Undergraduate research*
  - Solicitation section: *Blank*
  - Congressional Earmark or Stimulus initiative? *No, leave unchecked*
  - This is a collaboration with: *Blank unless true*
  - Internal Request: **Check** box, **SELECT** "VP for Research" **AND SELECT** "Magellan Scholar" It is **CRITICAL** that you do ALL!!! **Failure to do so will result in improper routing of the proposal – it WILL get lost!**
  - Questions 1-19: *Answer yes/no as appropriate – most should be no; **Please note: if you are using Human Subjects or Vertebrate animals, you MUST say YES** (approval is not required for submission)*
    - If selecting YES for Humans (even if you do not yet have IRB approval): *click on "LOOKUP" button. A new window will open with a search form. Either select the appropriate approved research project OR if not yet approved, select "OTHER" and type in "PENDING". Click on "CHOOSE" to save and close the pop-up window.*
  - Remarks: (last box on PAP form): *Blank unless additional information required OR type in student's name if not found under "co-PI"*
- Once you have successfully saved the PAP form, you will be brought to a page that has multiple boxes. You must complete and save every form that appears under "All Forms" or your proposal will not be processed; forms will include, at minimum, the PAP form and "Internal Commit." Each form must show a status of completed or saved before continuing.
- NOTE: the "Internal Commit" form indicates a proposal REQUESTING funds from USC (internal funding) this includes the Magellan Scholar program. It does NOT indicate a need for cost-sharing from your department or college. **To complete this form**, in the blank square beside Year 1, enter the total amount of funding requested. Scroll to the bottom of the page and click <SAVE>.
- The "Uploads" box is where you will add the student's proposal. Click on "Upload new document." This will bring you to a new page. Click on "Browse." This will open a pop-up, select the student's proposal, and click on "Open." The name of the student's file will appear in the "New Upload" box. Then click on "Upload." This should take you back to the multiple boxes page and the file will now be listed in the "Uploads" box.
- At this point, everything should be ready. Select the "Start approval process" button in the "All Forms" box. A pop-up will appear that says "Are you sure..." Click on OK.

If you do not receive a message on your USCeRA main page in a yellow box stating that the proposal has been successfully submitted with a proposal number – you have NOT submitted the proposal. Something is wrong!

NOTE: The 5pm requirement on the deadline date is for submission of the completed application/proposal through USCeRA (clicking on the "Start approval process" button). Electronic signatures from the chair and dean can occur later.