

Magellan Scholar Grant administration FAQ

Office of Undergraduate Research = OUR

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Do I need to do anything to get the money?

- It depends...it's always a good idea to ask your mentor.
- For many of you, your mentor will be familiar with the Magellan Scholar grant process or grant accounts in general and you will not need to get involved with the money part, particularly those of you working on a faculty mentor established project - but ASK.
- For the rest of you, especially those of you who proposed projects based on your own ideas, you will need to take a more active role in the grant process, so continue reading.

How does the Magellan Scholar grant work?

- The grant account is established by the Office of Research Sponsored Awards Management. It happens automatically and the number can be found in USCeRA.
- The grant is established under the faculty mentor's name under his/her department for the student and project specified in the proposal. If this is a group project, there is one account for the whole group.
- NO account information is sent to the student.
- The account will be active 2-3 weeks after the announce date with a start date of Jan 1 (for Spring projects) and May 1 (for summer/fall projects).
- You can NOT pay for any materials, travel, or work that took place BEFORE the grant start dates.
- All the money awarded is in this account and the department is responsible for the management and disbursement of funds. This means that you need to find out who in your mentor's department is responsible for: hiring of students, travel approval, reimbursement for supplies, and purchasing. This may be a single person or multiple people. You can contact OUR with questions, but the department is the one that actually handles the money.
- IF your project required human or animal subject approval, the money can be used automatically upon approval. You do NOT need to activate anything or submit paperwork to anyone to make this happen.

How do I find my account number?

- 1) login to USCeRA: <https://sam.research.sc.edu/uscera/> (using the ID and password you created prior to submitting grant proposal)
- 2) In red box on left, select "Awards/Expenditures," then "View Award"
- 3) Under PI name, enter the last name of your faculty mentor
- 4) Under Report type, select "All projects"
- 5) Click on "Submit"

The account number can be found in the first column. It will be a 5 digit number followed by KA and two more numbers (00000-KA00). You may have to search through a long list of proposals to find your title but your title should start with MGS. You may also narrow things down by scanning through column 8, "Grant Number" – Magellan awards are listed as MAG+year+number (MAG2011-X). Remember you want the account number from the first column (the KA number), NOT the grant number.

REMEMBER: Your mentor must authorize all expenditures!

How does my mentor find the account balance?

NOTE: only the mentor (PI on the grant) can access the account balance through USCeRA

- 1) Login to USCERA: <https://sam.research.sc.edu/uscera/> (using the ID and password you created prior to submitting grant proposal)
- 2) On the left navigation bar, select "Awards/Expenditures"
- 3) Select "View Expenditure Module"
- 4) In the "Account number" field, enter "account number" (if you don't have the account number, FIRST use [How do I find my account number?](#) above)
- 5) Click on "Submit" button next to the field
- 6) This will bring you to an Account Summary page
- 7) Select "Show Detail" under the right-most column labeled "Actions"
- 8) Row "H. Total Direct Costs (A through G)" will give you what the account started with, how much has been spent, and the final column "BALANCE" will tell you what's left.

REMEMBER: Your mentor must authorize all expenditures!

Why is my account not set-up?

Two possibilities:

- Accounts are generally not set-up until ~10 days before your grant start date. Start dates are either Jan 1 or May1.
- If you are using animals or human subjects – your grant will not be set up until AFTER you have approval from IACUC (for animals) or IRB (for human subjects). So if you don't have approval yet, you need to get working on this quickly because you can't use the money until you have approval. This means you won't get paid and can't purchase supplies, etc. until the account is set-up - no back pay and no reimbursement after the fact!! Questions about animals or human subjects? Contact Research Compliance at 803-777-7095. NOTE: once you have approval the grant will be set-up automatically. You will not need to submit proof of approval to OUR or the grant office.

If neither of these applies to you, call the OUR at 803-777-1141, so we can figure out what has happened.

Is this like a bank account where I can withdraw money when I need it?

NO! Pre-approval paperwork is required for most everything (I don't mean just a day or two - this can take multiple weeks - plan ahead!!). Reimbursements for travel or purchases require original receipts.

How do I know how to spend the money?

Look back at the budget you submitted with your proposal. It's a good idea to take this (and your account number) with you whenever you talk with the departmental contact for getting money. This budget is the basis for how your money should be spent. However, we know things change, so read on...

NOTE: If you received less money than requested in your budget, you and your mentor need to develop a revised budget. This is for you, your mentor, and your mentor's department, it does not need to be sent to the Office of Undergraduate Research.

What if we need to change the budget?

It is not unusual for something to cost more or less, need to purchase something not listed, not going to the planned conference, etc. and that's ok! Once your account is set-up, all changes are between you and your mentor. You do not need to contact the OUR for permission or with a revised budget. Your department administrator may require the change in writing with your mentor's signature but that will vary by departments.

Salary is included in my budget. How do I get paid?

To receive a salary, you must be hired on your grant. To do this, your faculty mentor needs to ask his/her department administrator or business manager to hire you as an HOURLY student worker, with one of the codes listed below:

- (51419) Undergrad Student Research Assist
- (51427) Undergrad Student Research Asst Work Study
- (51428) Non Enrolled Undergrad Research Asst
- (51429) Non Enrolled Undergrad Research Work Study

You will need to provide the appropriate documents to complete an I9 (see page 5 here:

<http://www.uscis.gov/files/form/i-9.pdf>), unless you have been hired by the department before. You are hired the same way as any other undergraduate on campus (through the VIP student hire system), except that the account number is your Magellan account. You will then have to complete an electronic timecard (called ITAMS) each week to log in your hours – the person that hired you will help with this.

NOTE for mentors and departments: The hiring codes listed above are to be used for ALL undergraduates engaged in research for pay (hourly or stipend), not just Magellan Scholars. This is part of how we are tracking the number of students in research and we need your help to make sure your students are counted. Contact OUR at 803-777-1141 with questions OR Payroll (for Columbia: 777-4227) to change hiring codes on current student employees.

I requested money for travel. How do I get it? (This includes all types of travel: for research or for conferences, to conduct research or to present your research, etc.)

- **You must have a Travel authorization form (called a TA) completed and submitted BEFORE each and every trip you take** - this must be done at least a few days before you go, MORE IS MUCH BETTER
- **Who helps me?** Most likely your department administrator but your mentor may have experience with this too. Take your account number with you.
- **BEFORE** you go to the department administrator, get estimates of cost for: plane or mileage, lodging, local transportation (taxi/shuttles), registration (if applicable), etc. Also bring purpose of and dates of travel.
- Generally pre-paid items (flight) can be reimbursed right away - but this is up to your department, ask whomever is assisting you with the TA.
- You must save ALL receipts while you are traveling.
- When you return, a Travel Reimbursement voucher (TRV) must be completed and you must provide all your receipts, give your mileage, etc. Talk about this with the person in the department who is helping you BEFORE you leave.

How do I buy materials and supplies?

You MUST have faculty permission before you buy something. There are 3 ways that items can be purchased:

- 1) on a University purchasing card (credit card)
- 2) directly from the account through the university purchase requisition process
- 3) purchasing item(s) yourself (or mentor) and reimbursement through Direct Expenditure Voucher (DEV).

SAVE receipts!!!

These options should be discussed with your mentor or the department administrator.

All materials/supplies that are not expended during the project (incl. cameras, recorders, etc.) are USC property and must be given back to your mentor or the OUR.

What do I do at the end of the grant period?

Two things are required:

- 1) Presentation at Discovery Day. You must register for DDay by submitting an abstract of your project by the March deadline. For more info: <http://www.sc.edu/our/discovery.shtml>
- 2) 1 page report. Guidelines here: <http://www.sc.edu/our/doc/ResearchReportGuidelines.pdf>

My grant period is ending but we haven't spent all the money. What do we do?

It depends...

- 1) *Are you done with the project?* If so, then the money that hasn't been spent goes back to the OUR to fund another student's project and you must complete a report and a presentation at Discovery Day (see above).
- 2) *Are you graduating?* Generally, grants end upon your graduation. In special circumstances, funding may continue for one semester after graduation but the mentor must contact the OUR. (One semester is spring for Dec grads and summer for May grads) Don't forget your report and presentation at Discovery Day (see above).
- 3) *Project not finished and you are not graduating?* An extension can be requested. An email must be sent to our@sc.edu from your mentor requesting an extension of Magellan Scholar grant (INSERT GRANT #) with the reason for needing an extension (more work needs to be done on project, student could not work as much as expected, etc.) and the new end date requested. This must be a concrete date.

My department has questions, who do we call?

You can always call the Office of Undergraduate Research at 803-777-1141 or email our@sc.edu but generally we will tell you to call one of the following numbers:

ALL campuses: Human or animal subjects (IRB questions) - [Research Compliance](#): 803-777-7095

For Columbia, Lancaster, Salkehatchie, Sumter, and Union:

- Salary (Payroll): 803-777-4227
- Purchasing: 803-777-4115
- Travel: 803-777-2602 (this is the main Controller's Office number, ask for Travel)

For Aiken:

- Student hiring: [Office of Career Services](#): 803-641-3440
- [Purchasing](#): 803-641-3455
- [Travel](#): 803-641-3419

For Upstate:

- Student hiring: [Human Resources](#): 864-503-5323
- Purchasing: [Office of Business Services](#) 864-503-5232
- Travel: [Office of Business Services](#) 864-503-5232

For Beaufort:

- Direct all questions to the [Division of Finance and Operations](#):
Historic Beaufort Campus: 843-521-3107 OR Hilton Head Gateway Campus: 843-208-8008