

MAGELLAN SCHOLAR

Discovery for every discipline

Spring 2012 GUIDEBOOK Table of Contents

Overview	1
Eligibility	1
Funds Available	1
Application process	2
Budget	4
FOR MENTORS: Mentor form and submitting through USCeRA	5
Group Projects	7
Research Abroad	7
Projects involving vertebrate animals or human subjects	8
Application Review Process	9
Award Administration	9
Resubmissions	10
Need help making one PDF file?	10



Overview

The Magellan Scholar program was created by the University of South Carolina (USC) to enrich the academic experience of our undergraduates through research opportunities in all disciplines from science, technology, and medicine, to theatre, music, and art. By providing access to faculty mentoring relationships and a professional research experience, USC enables students to creatively explore their interests at a more in-depth level than can be attained in the classroom. The Magellan Scholar program provides opportunities for undergraduates to build a competitive edge in the job market.

Each Magellan Scholar receives up to \$3,000 to fund his or her research project, competing for this award with the submission of a research, scholarship, or creative project proposal developed in collaboration with his or her faculty mentor. Selection is based on the project's educational and intellectual merit, the potential impact of the project, and the student's previous academic success.

A Magellan Scholar:

- maintains a GPA of 3.3 or greater,
- is from any discipline or major, and
- dedicates him/herself to exploring the world while gaining valuable hands-on experience.

Eligibility

Eligible students:

- any discipline, any academic year
- undergraduates ONLY
- minimum GPA of 3.3
- good standing with the University (no academic or judicial probation)
- no previous Magellan Scholar award (awarded only once per student)
- International students are eligible (US citizenship/permanent residence not required)

Mentor requirements:

- Primary mentor must be a USC faculty member (includes research faculty)
- Secondary mentor(s) must have appropriate expertise in subject (faculty status and USC affiliation not required)
- Professional USC staff with appropriate expertise in subject are encouraged to contact OUR to discuss project mentoring

Acceptable projects include:

- mentor-designed (students can work directly on mentor's project; does not have to be separate question/topic)
- student generated projects or questions (this is not a requirement of Magellan projects)
- research abroad
- service-learning and community-based-research
- any combination of the above

NOTE: Preference is given to projects that further the faculty mentor's research agenda

Funds Available

Applicants may request up to \$3,000 with a project period of up to one year. For projects that begin Spring semester, the start date is January 1st. For Summer/Fall projects, the grant start date is May 1st but projects can begin in August.

Cost Share: This program does not require cost share.



Application process

****Please note:**

- Projects can be part of large, on-going research (questions do NOT have to be student generated).
- Research abroad, service-learning, and community-based-research projects are eligible for funding.
- The student must be the primary author of the proposal but is expected (and required) to work with his/her mentor during the proposal & budget writing process.

DEADLINE: The Magellan Scholar program has two deadlines per year. One in mid-October for projects beginning in the Spring semester and one in mid-February for projects beginning in the summer or fall semesters. Please check the website for exact dates.

RESUBMITTING? See additional information on page 10

Students must (in addition to the proposal described below):

- Attend a 30 minute application workshop. **This is REQUIRED.** Applications received from students who have not attended will be automatically rejected. Dates and times on the website. Non-Columbia students should see the website for workshop dates on their campus or contact the office for alternatives (our@sc.edu). Columbia students who cannot attend must contact the office for alternatives.
- Complete the on-line applicant information form [www.sc.edu/our/magellanapp.php]. This can be done at anytime BEFORE your proposal is submitted.
- If the project includes travel abroad (NOT international conference travel), you must meet with a Study Abroad Advisor (Legare 321). Tell them you are applying for the Magellan Scholar program. See page 7 for more details.
- If the project includes animals or humans (including interviews, surveys, or review of personal/private information), you must have approval through the appropriate compliance office. This is not required prior to submitting the proposal but is required before you can start the project and receive funding. See page 8 for additional information.
- REGISTER in USCeRA (<https://sam.research.sc.edu/uscera/>). This allows the student to be named as co-Principal Investigator (co-PI) for this grant. The faculty mentor remains the PI. NOTE: The student does **NOT** submit the proposal through USCeRA.

HOW TO register in USCeRA:

- Open USCeRA: <https://sam.research.sc.edu/uscera/>
- 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 Columbia campus: choose the department of your major.
 - For **Business students (Columbia)**, choose “Business, Moore School of - Division of Research.”
 - For **Biomedical Engineering**, choose “Engineering & Computing, College of”
 - For **International Studies**, choose Political Science **NOT** International Studies, Walker Institute
 - For **non-Columbia** campuses: choose your specific campus (e.g. USC Aiken). These are listed near the end for “USC.”
 - Position CHOOSE: STUDENT (or faculty as appropriate)
 - CLICK ON: Submit
- Proposal or project description (*NOTE: see Tips & Hints and Sample proposals for additional assistance on Magellan Scholar webpage*):
- Centered at top of first page, include your project title (same title entered into the on-line applicant info form). Under title, student’s full name, major, mentor’s name, and department.
 - Page Limitations: May not exceed two (2)** single-spaced pages. References may be an additional page; they are not included in the two page limit. NOTE: Additional page(s) allowed for groups, see page 7 for details.
 - Format:** Use a readable font (Arial, Helvetica, Times New Roman, etc) and a font size of 11 points or larger with at least 0.5 inch margins (top, bottom, left, and right) for all pages.
 - A clear, concise description of the proposed project that includes the following sections (use sub-headings!!):
 - Research question (OR Research statement)
 - Project goals and objectives
 - Project impact (OR Project significance)
 - Background (OR Relationship to previous research, Knowledge in the field, or Literature Review)
 - Project Design (OR Methodology)
 - Project timeline
 - Anticipated results/Final Products and Dissemination (Dissemination = how you will share results)
 - Personal Statement
 - References Cited (OR Works cited, Bibliography, etc) (*Not included in page limit; can be an additional page*)
- Supporting materials (**REQUIRED**):
- An itemized budget and justification of anticipated expenditures (MUST use budget form provided on the MGS webpage); the budget is in addition to the two page proposal. Please see below for additional budget details.
 - Undergraduate transcript including grades and GPA. An "official transcript" is NOT required. (**WHERE to find this:** Login to VIP, select “Academics,” go to the third section down “Grades and Transcripts” and click on “show me” next to “Record of Academic Work for Advisement Only - All.” Copy and paste the entire document (all student info, classes, grades, etc) with GPA to the end of your proposal.)
- To complete and submit proposal:
- Create **ONE** Word or PDF file of proposal and supporting materials. File must be named after the student, as follows: "Last Name_First Initial". For group projects, name the file: “Last name student 1_ Last name student 2.”
 - Provide electronic file to faculty mentor.



- ❑ Faculty mentor completes and appends the faculty collaboration form (at: <http://www.sc.edu/our/magellan.shtml>) to the student's completed proposal.
- ❑ Faculty mentor submits proposal through USCeRA. See page 5.

See Magellan Scholar webpage for the following forms and helpful information:

- Budget form
- Submission checklist
- Sample Proposals and Budgets
- Applicant information form
- Proposal tips and hints

ONCE AWARDED: Magellan Scholars are required to

- 1) Present research at Discovery Day, and
 - 2) Submit a 1-page research report
- See page 9 for details.

Budget

- Maximum budget request: \$3000 (you do not have to request the full amount – request the amount appropriate for your project)
- No more than \$1500 may be budgeted for salary per academic semester (expenses may total \$3000 with materials or travel); Summer salary or any combination of multiple semesters may total \$3000 for salary depending on rate of pay and number of hours of work (**To clarify**: if you are only working for one Spring or one Fall semester, your budget can include up to \$1500 in salary with the rest of the \$3000 for materials, supplies, or travel OR the entire \$3000 can be used for materials, supplies, and/or travel or some combination of the above) QUESTIONS? Contact the OUR
- You must use the Magellan Scholar budget form on the Magellan Scholar webpage. *NOTE: do not use the PDF unless you can save PDFs.*
- Although the committee intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount funded.
- At the end of the project period or up to one semester past student graduation (whichever is first), all remaining funds revert back to the Office of Undergraduate Research.
- *No cost share or matching funds required.*
- Materials & supplies purchased through this award remain USC property.
- Students may receive credit while receiving a stipend/salary UNLESS this is not allowed by your department – check with your department for their policy.
- Students may receive concurrent funding (SCHC Fellowships, etc.); disclosure required on budget form. Please contact OUR to discuss.
- **Allowable Costs**
 - Salary and fringe benefits of undergraduate student (No more than \$1500 may be budgeted for salary per academic semester; \$3000 for summer)
 - Student travel essential to conduct or present the project
 - Project supplies (computer software is permitted but not computer hardware or peripherals) – *all purchases remain USC property*
 - Animal maintenance (including the purchase of, treatment, cage costs, per diem, etc.)
 - Program costs required for research completion
- **Unallowable Costs**
 - Faculty or graduate student compensation (including salary, benefits, travel)
 - Tuition for non-research related programs
 - Salary for undergraduate students other than applicant(s)



- **Funds may only be used for the student(s) named as applicant(s). Mentors found in violation of this may lose eligibility for future funding through the Office of Undergraduate Research.**

WHAT'S FRINGE?? Fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. This includes things like: FICA (Social Security and Medicare), unemployment, insurance for workplace accidents (worker's comp), etc. This is something that is added to salary of every job that you will ever have but it isn't something you generally are aware of, until you get things like health insurance, vacations, sick leave, and retirement. When you are taking classes, the only cost is worker's comp. This means that fringe rate is calculated differently when you are taking classes and not taking classes. The budget form should calculate this automatically.

FOR MENTORS: Mentor form and submitting through USCeRA

- 1) Complete and save the faculty mentor collaboration form on Magellan Scholar webpage (<http://www.sc.edu/our/magellan.shtml>).
 - a. Use ONLY the form provided. Please do not append additional pages.
 - b. Do NOT use the PDF unless you can save PDFs.
 - c. If you have ANY problems with the form, please contact our@sc.edu for assistance.
 - 2) Attach the collaboration form to the end of your student's proposal creating ONE Word or PDF document. If using Word, this can be done by cutting and pasting the form to the end of the proposal.
 - 3) Logon to USCERA or register if needed (<https://sam.research.sc.edu/uscera/>). (see "REGISTER in USCeRA" on page 2) and Select "Proposals" (from the left red column), followed by "Create New Proposal."
- Completion of the Proposal / Award Processing (PAP) Form
- 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 I'll take care of the rest once the proposal is in the system.

- Other personnel: *leave blank unless there are additional FACULTY/STAFF who will be collaborating on this project (who you do not want listed as co-PIs) – do NOT enter the student's name here*
- Primary Awardee Department: *should fill automatically with your department; if not, select "Change"*
- Total Amt. Requested 1st or Current year: *Enter total budget requested (max \$3000 per student)*
- Project Years: *1*



- Indirect Cost: *Blank*
- Total Project Amt Requested (All Years): *Enter total budget requested (max \$3000 per student)*
- Project Dates: *Enter Start date of Jan. 1, May 1, or Aug 15 (end date can be left blank)*
- Proposal Type: *New or Revision (if this is a resubmission)*
- USC account number: *Blank*
- Agency deadline: *Found on Magellan webpage; select - Receipt*
- Internal Request: **Check YES, check "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!**
- Project source: *will auto-fill*
- Sponsoring Agency: *will auto-fill*
- Program Type: **NOTE: this field may not appear.** If it does, select *Fellowship / Undergraduate research*
- Questions: *Answer yes/no as appropriate – most should be no*

Human Subjects or Vertebrate animals? If TRUE, select 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 can 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 stating that the proposal has been successfully submitted with a proposal number – you have NOT submitted the proposal. Something is wrong – call me at 803-777-4649.

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



Group Projects

A small team of 2-4 students may be considered. For group submissions:

- Submit ONE “Applicant information form” with all students listed (Click on the “add students” link below the student 1 data.
- Describe the group project in ONE “Proposal or project description”
- Additional pages permitted for proposal; 1 page per additional student (2 students=3 pages; 3 students=4 pages; etc.)
- Under the section “Methodology or project design,” clearly state duties and role of each student (if doing same, state such); provide justification for size of group
- Budget: up to \$3000 may be requested for EACH student (separate budget forms recommended)
- Mentor Collaboration Form: provide a form for each student and include in the mentoring plan a justification for the size of the research team
- FILE name should be Student 1 last name_Student 2 last name_etc

Research Abroad

NOTES:

- All travel covered by the Magellan Scholar program is subject to the approval and standard terms and conditions of the Study Abroad Office. Should your travel be deemed unsafe for any reason, at any time (before or during stay), the Magellan Scholar program will follow the recommendations of the Study Abroad Office and has the right to deny and/or revoke funding.
- ALL Magellan Scholars conducting research abroad are **REQUIRED** to be protected by the “Overseas Emergency Medical Insurance.” You will be signed up automatically. Refer to #6 here: http://ip.sc.edu/index.php?option=com_content&view=article&id=172:before-you-leave&catid=38
- It is recommended that students meet with the Office of Undergraduate Research, in addition to the Study Abroad Office, well in advance of submitting a proposal that includes international research.
- The Magellan Scholar program will not pay for tuition associated with a study abroad program. Room and board MAY be covered. Program fees may be considered if **DIRECTLY** associated or required for the research.

If your project involves research abroad (NOT international travel to present at a conference):

1. Review the “Research Abroad?” proposal writing tips on the Magellan Scholar webpage (<http://www.sc.edu/our/doc/MGS-AbroadTips.pdf>)
2. Follow the “Steps to Study Abroad” guide on the Study Abroad page: http://ip.sc.edu/index.php?option=com_content&view=article&id=139:steps-to-study-abroad&catid=38
3. Meet with a Study Abroad advisor (Legare College 321) to discuss your travel plans and learn “what you need to know” before traveling abroad



4. Complete the appropriate Study Abroad application form by the DEADLINE listed on the Study Abroad main page. Forms can found on the “Forms & Applications” page (http://ip.sc.edu/index.php?option=com_content&view=article&id=140&Itemid=637)

NOTES:

- if you are researching abroad independently of another program or course, please complete the “Non-Credit Global Learning Programs” form
 - if you will be conducting research while involved in another experience abroad (such as a “traditional” study abroad program) complete only the form appropriate for your study program (you do not need to complete an additional form for your research)
 - Questions about forms should be directed to the Study Abroad Office
5. Complete the Pre-Departure Orientation required by the Study Abroad Office (contact the office for dates/times).

WHEN should I complete the tasks above??

- Tasks 1-3 must be completed prior to your proposal submission.
- Task 4-5 must be completed by the appropriate Study Abroad deadlines

What do I do once awarded as a Magellan Scholar?

- 1) Contact the Study Abroad Office to confirm that you have met all travel requirements.
- 2) If you have included travel expenses in your budget, you **MUST** have a Travel Authorization (TA) completed through your mentor’s department (plan ahead – recommend at least ONE MONTH prior to departure). Take your budget form, which should include the estimates for your travel expenses.

Projects involving vertebrate animals or human subjects

For research projects involving live, vertebrate animals:

- Magellan Scholar proposals may be submitted prior to approval by the Animal Care and Use Committee.
- NOTE: the grant account will not be established and work on the project may not begin until approval has been received.
- For more information and forms, go to <http://uscm.med.sc.edu/ARF/index.htm>.

For research projects involving human participants: USC is required by the federal government to follow strict guidelines when human subjects are involved in research projects requiring Institutional Review Board (IRB) approval.

- Human subjects research **INCLUDES** studies that use:
 - data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or
 - existing data sets containing any personal information (e.g., medical records, educational records, voting records).
- For more information and applications process: <http://orc.research.sc.edu/humansubject.shtml>
- For Human Subject FAQs: http://orc.research.sc.edu/hs_faq.shtml
- For ALL Human subjects questions: contact the Office of Research Compliance (<http://orc.research.sc.edu/contact.shtml>; 803-777-7095) NOTE: The OUR cannot help with Human Subjects questions, you will be referred to Research Compliance!

Information continued on next page



Human subjects and animal usage review and approval must be obtained prior to initiating your research; the Institutional Review Board cannot approve studies retroactively. **There are NO exceptions.**

WHEN should I complete these tasks??

*WHEN? When you are positive that you will be conducting the project.

- Will you do the project even if you don't get funded? Then you and your mentor should start the approval process immediately.
- Will you do the project ONLY if you receive funding? Wait until you receive the Magellan Scholar award email from OUR (when does this happen? See the website for the appropriate announcement date)
- NOTE: Approval for animal use or human subjects is NOT required prior to submission of your Magellan Scholar application HOWEVER no money will be released until approval is granted (this system automatically sets up your account once the Compliance Office approves your project – you do not need to contact the OUR with your approval notice.)

Application Review Process

Applications from eligible students that are complete and responsive to this announcement will be evaluated for merit by the Review committee. The Review committee will provide a prioritized list of recommendations for funding to the Office of Research, based on the quality of the proposals per the review criteria. Awards will be made based on review committee recommendations and available funds.

The following criteria will be used to assess proposals, presented in order of importance (a copy of the review rubric can be found on the Magellan Scholar webpage):

- Overall merit
- Student's clarity of explanation
 - Research topic or question
 - Project plan or how the question is to be answered
 - Significance or impact of project
 - Writing style
- Overall strength of collaboration form and mentor's role in project
- Student's readiness for project and/or the plan for gaining needed skills
- Student's anticipated plan for sharing the project results (examples: presentation, publication, exhibit, performance, etc)
- Timeline

Applicants and mentors will be notified via e-mail of award decisions. See webpage for announcement date.

Award Administration

Students are **required** to:

- 1) Present their research at USC's Discovery Day (<http://www.sc.edu/our/discovery.shtml>) **and**
 - 2) Submit a 1-page research report to the Office of Undergraduate Research (guidelines: <http://www.sc.edu/our/doc/MGSReportguidelines.pdf>). The research report is due 1 month after completion of the project or prior to graduation.
- **Expenditures** –Established University procedures must be followed in expending project funds. Special attention should be paid to policies and procedures relating to Purchasing, Travel, and Personnel. Compensation (of any form) for faculty and graduate students is not allowed. **All grant**



overages are the mentor's responsibility. See the [Grant management FAQ](#) on the Magellan Scholar webpage for assistance.

- **Compliance Issues** - If the project includes the use of humans as research subjects (including surveys) or vertebrate animals, the faculty member is responsible for ensuring IRB or IACUC approval (see page 8). The faculty member is also responsible for compliance with USC, state and federal requirements relating to the use of radioisotopes and biohazardous materials.
- **Publications and Presentations** - Any publications or presentations produced as a result of this award must contain an acknowledgment of USC's support such as: "This work is partially supported by a grant from the University of South Carolina Magellan Scholar program."

Resubmissions

The review committee strongly encourages all students to revise and resubmit proposals that aren't funded the first time, if the project and timing permit. The proposal writing process is also meant to provide students with an introduction to grant writing, so even though the student has a great idea and a wonderful mentor, the reviewers want the student to be able to communicate this effectively in written form. The acceptance rate for second submissions has been 90-95%.

How to resubmit:

1. Make an appointment with the Office of Undergraduate Research to receive specific suggestions for strengthening your proposal. (send an email to our@sc.edu with the days and times that are most convenient for you).
2. You do NOT need to attend another workshop
3. Complete a NEW on-line applicant information form but be sure to select "Resubmission" at the bottom of the form [www.sc.edu/our/magellanapp.php]. This can be done at any time BEFORE your proposal is submitted through USCeRA. [I know you did one before but you need to do one for the new deadline date.]
4. USCeRA - you are already registered in USCeRA so there is nothing else you need to do there.
5. Review this guidebook to make sure there aren't any new requirements/sections.
6. PROPOSAL OR PROJECT DESCRIPTION - You will need to revise your two-page proposal based on the reviewers' comments and OUR's suggestions. You can also provide a half-page summary that specifically addresses comments from the reviewers but this is not necessary.
7. Remember to revise your budget form and project timeline, if needed.
8. Include your most recent transcript.
9. Just like before, provide your mentor with an electronic copy of your full proposal (including transcripts and budget). The name of this file should be Last name_First initial or Last name student1_Last name student2.
10. Your mentor will attach a collaboration form.
11. The proposal is submitted the same way as the first time, through USCeRA (please see page 5).

Need help making one PDF file?

1. Free program available that you can download to make PDFs from any application. (HIGHLY RECOMMENDED) This is available for everyone – including students – it's free over the internet (opensource). Here's how:
 - Go to www.cutepdf.com



- Click on the name “CutePDF Writer (Freeware)” – center of screen (this will take you to a new page).
- Download the "Free Download" and "Free Converter" at left. You must download and install both programs.
- Install CuteWriter.exe
- Install converter.exe

This will allow you to create a PDF from any application. It adds “CutePDF” to your printer list.

To make a PDF using “CutePDF”:

- Open your document (Word, webpage, etc. – This will work for any application or document that can print)
 - At top of window, select “Print”
 - This should open a window, that allows you to select a printer: select “CutePDF Writer”
 - Select “OK”
 - A new window will open that asks where you want to save your file and the file name.
2. Are you a faculty, staff, or student in the College of Arts and Sciences or taking CAS classes? If so, the CAS Computing & Information Technology Center is available to support all computer-oriented activities of the CAS including converting to PDF. They also have the ability to convert hardcopies to PDF! Location and contact information: Gambrell Hall, Lower Level, Room 003; 777-7840.
 3. Questions or problems? Please contact the Office of Undergraduate Research at 777-1141.