

MAGELLAN SCHOLAR

Discovery for every discipline

Spring 2010 GUIDEBOOK Table of Contents

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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
- no previous undergraduate degree
- minimum GPA of 3.3
- good standing with the University (no academic or judicial probation)
- no previous Magellan Scholar award (only one per student)
- US citizenship/permanent residence not required (international students are eligible)

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)

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

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 students 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 writing process.

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.

- Students must (in addition to the proposal described below):
 1. Attend a 30 minute information session. **This is REQUIRED.** Applications received from students who have not attended may be automatically rejected. Dates and times on the website. Non-Columbia students should contact the office for workshop dates on their campus or to schedule a workshop by phone.
 2. Complete the on-line applicant information form [www.sc.edu/our/magellanapp.php]. This can be done at anytime BEFORE your proposal is submitted through USCeRA.
 3. If the project includes travel abroad (NOT international conference travel), you must complete the standard "advising record" form at the Study Abroad Office (Legare 321). Tell them you are applying for the Magellan Scholar program. See page 6.
 4. If the project includes animals or humans (including interviews, surveys, or review of personal 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 6 for additional information.
 5. 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.
 - Open USCeRA: <https://sam.research.sc.edu/uscera/>
 - Click on: "USCeRA REGISTRATION" Upper left corner of page.
 - Complete the following fields ("how to" included for those that may not be self-evident). You are welcome to complete additional fields (e.g. address) but it is not necessary:
 - Username
 - Password
 - Confirm Password
 - First Name
 - Last Name
 - Primary Phone
 - Email
 - Vitae Email LEAVE 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 students: choose the department of your major. For Business students, choose "Business, Moore School of - Division of Research."
 - For students from non-Columbia system campuses: choose your specific campus (e.g. USC Aiken). These are listed near end of list.
 - Position CHOOSE STUDENT
 - Submit



- Proposal or project description:
 - 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. *Additional pages allowed for groups, see page 6 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!!):
 1. Research question or statement
 2. Project goals and objectives
 3. Project impact or significance
 4. Relationship to previous research/knowledge in the field (literature review or background): keep short and concise
 5. Methodology or project design, include specifically your role in carrying out these tasks. If your project is tied to a larger project, briefly state how your project ties into the larger project.
 6. Project timeline
 7. Anticipated results/Final Products and Dissemination (how you will share results)
 8. Student's personal statement, include career goals and how project fits in with goals
 9. References Cited (*Not included in page limit; can be an additional page*)
- Supporting materials (**REQUIRED**):
 - Undergraduate transcript including grades and GPA. An "official transcript" is NOT required. (Note: This can be found in VIP under "Academics" and "Record of Academic Work for Advisement Only - All." Copy and paste this listing with GPA to the end of your proposal.)
 - 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.
- 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 4.

For submission checklist and additional proposal tips and hints, see webpage. Proposal samples and budgets from successful applications can be found on-line.

If you become a Magellan Scholar, you will be required to:

- 1) Present your research at Discovery Day, and
- 2) Submit a 1-page research report

See page 7 for more details.



Budget

- Requests may not exceed \$3000
- No more than \$1500 may be budgeted for salary per semester; \$3000 for summer
- You must use the Magellan Scholar budget form: <http://www.sc.edu/our/doc/BUDGET.doc> or <http://www.sc.edu/our/doc/BUDGET.pdf>. *NOTE: do not use 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 upon student graduation (whichever is first), remaining funds revert back to the Office of Undergraduate Research.
- *No cost share or matching funds are required.*
- Materials & supplies purchased through this award remain USC property.
- Students may receive credit while receiving a stipend/salary.
- 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 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, etc.)

- Unallowable Costs
 - Faculty or graduate student compensation (including salary, benefits, travel)
 - Tuition (of any form including but not limited to study abroad programs)
 - Salary for undergraduate students not listed on the original grant

- **Funds may only be used for the student(s) named as co-PI(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 on to 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.

Submitting through USCeRA

First, complete and attach the faculty mentor collaboration form (<http://www.sc.edu/our/magellan.shtml>) to the end of the student's proposal creating ONE Word or PDF document. Register, if needed (see "REGISTER in USCeRA" on page 2) and logon to USCERA (<https://sam.research.sc.edu/uscera/>). Select "Proposals" (from the left red column) and then "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*
 - 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.

- 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*
 - Total Amt. Requested 1st 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 (even if resubmit)*
 - Agency deadline: *Found on Magellan webpage; select - Receipt*
 - Project source: *Private, Foundations, Non-profit*
 - Project purpose: *Research*
 - Sponsoring Agency: *USC Research Foundation*
 - 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 both!!! Failure to do so will result in improper routing of the proposal.**
 - Questions 1-19: *Answer yes/no as appropriate; Please note: if you are using Human Subjects (see page 6) or Vertebrate animals, YES must be checked*
 - Remarks: (last box on PAP form): *Blank unless additional information required*
- 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, "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. Hit <enter> and the form should calculate and save automatically.

- The "Uploads" box is where you will add the student's proposal. Select "Upload new document." This will bring you to a new page. Select "Browse." This will open a pop-up, choose the student's proposal, and select "OK." The name of the student's file will appear in the "New Upload" box. Then select "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..." Select YES or 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!

Please be sure that your department chair and dean are aware that you are submitting a proposal requiring their approval (this all happens electronically through USCera – no hard copy signatures are needed). Your proposal will not move forward until it is approved. You should receive emails that say you have activity in your USCera account. If you don't get this, log in to find out the problem.



Group Projects

A small team of 2-4 students may be considered. On the Mentor Collaboration Form, the faculty member should justify the size of the research team. If multiple members of the team are applying for the Magellan Scholar program, one proposal must be submitted with duties clearly stated for each student. To accommodate this additional explanation, groups are permitted an additional 1 page for each additional student (2 students = 3 pages; 3 students = 4 pages). A separate budget form must be provided for each student with a maximum of \$3000 requested PER student.

Research Abroad

All travel covered by the Magellan Scholar program is subject to approval and standard terms and conditions of the Study Abroad Office. Should your travel be deemed unsafe for any reason at any time prior to departure, the Magellan Scholar program will follow the recommendations of the Study Abroad Office and has the right to deny and/or revoke funding. It is recommended that students meet with the Undergraduate Research program director, in addition to the Study Abroad Office, well in advance of submitting a proposal that includes international travel.

If your project involves research abroad (NOT international travel for conferences), you must complete the standard "advising record" form in the Study Abroad Office (Legare 321). Inform them that you will be applying for the Magellan Scholar program. They will send an email to the Office of Undergraduate Research indicating your compliance with their policies.

Please note: The Magellan Scholar program will not pay for tuition associated with a study abroad program. Room and board MAY be covered.

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. However, 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. For the purposes of the undergraduate research application, human subjects research INCLUDES studies that use: (a) data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or (b) existing data sets containing any personal information (e.g., medical records, educational records, voting records). To receive funding for projects involving human participants, each student must follow the guidelines described at <http://www.orc.research.sc.edu/irb.html>. Please contact the Office of Research Compliance (<http://www.orc.research.sc.edu/>) with all questions: 803-777-7095. The OUR cannot help with Human Subjects questions, you will be referred to Research Compliance!

Please note that a student may APPLY for funding prior to submitting the application for human subjects review, but the grant will not be established (no money will be released) until approval is received. It is recommended that the approval process be started before the Magellan Scholar announce date as the process can occasionally be lengthy. Please be aware that human subjects review and approval must be obtained prior to initiating your research; the Institutional Review Board cannot approve studies retroactively. **There are no exceptions.**



Review Process

Applications 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/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.**
 - **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 6). 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 (send an email to our@sc.edu with the days and times that are most convenient for you). Someone in the office will reread your previous proposal and at the meeting offer specific suggestions for strengthening the document.
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. Revise your budget form 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 can either attach his/her previous collaboration form or an updated/revised form.
11. The proposal is submitted the same way as the first time, through USCeRA (please see page 4).

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
 - Choose CutePDF Writer (Freeware).
 - Download the "Free Download" and "Free Converter" at left. You must download and install both programs.
 - Install CuteWriter.exe
 - Install converter.exeThis creates a PDF from any application. It adds CutePDF to your printer list. To make a PDF, load your document (Word, webpage, any app that can print), and choose print. Select CutePDF Writer as the printer, and it will ask you where you want to save your file.
2. Are you a faculty or staff member in the College of Arts and Sciences? If so, the College of Arts and Sciences Computing & Information Technology Center is available to support all computer-oriented activities of the College of Arts and Sciences 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. If this isn't helpful or if you have any questions, you are always welcome to contact the Office of Undergraduate Research at 777-1141.