

Magellan Scholar Submission Checklist

Prior to submission, it is strongly recommended that you review your proposal to ensure it complies with the guidelines, in the format specified. This checklist is not intended to be an all inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- Attend ONE application workshop (Dates, times, and locations on webpage)
- Complete the on-line applicant information form (<http://www.sc.edu/our/magellanapp.php>)
- Register in USCeRA (see guidelines for instructions: <https://sam.research.sc.edu/uscera/>)
- If any part of your research takes place outside the US (NOT conference travel) – complete the appropriate steps for “Research Abroad” in the Magellan Scholar guidebook.

Proposal – general:

- At top center of first page of proposal: title of your project, your name and major, and your mentor’s name and department (NO coversheet)
- Follow the font and margin requirements and two page limit (not including: references, budget, transcripts, mentor collaboration form) NOTE for group projects: Max is one extra page per student (2 students = 3 pages; 3 students = 4 pages)

Proposal – sections:

- Research question or statement
- Project goals and objectives
- Project impact or significance
- Relationship to previous research/knowledge in the field
- Methodology or project design
- Project timeline
- Anticipated results/Final Products and Dissemination (sharing results)
- Personal statement
- References Cited: Not included in page limit

Supporting material:

- Itemized budget and justification (use Magellan budget form)
- Transcript (copy and paste to end of proposal)

Final proposal document:

- Compile proposal, budget, and transcripts into ONE Word or PDF file
- Name file as follows “your last name_first initial”; for group projects: “student 1 last name_student 2 last name”
- Electronic file given to mentor for submission through USCeRA
- Remind mentor to attach “faculty collaboration form” to end of your proposal file

Other:

- Project includes animals or humans? Follow guidelines in the Guidebook.