**Please email this completed this form including page 2 to** **our@sc.edu**

**Mentor confirmation and responsibilities:**

1. **This program is based on the foundation of providing students with experience in writing about their research as an educational practice.** Students are the primary authors. However, mentors are expected to work with the student to develop the project plan and budget, to enhance the student’s understanding and ability to explain the work, and to provide guidance through the writing and editing process.
2. ***Please mark as appropriate*** IRB/IACUC requirement: This project does or does not involve the following

   -  Human subjects: Yes \_\_\_ No \_\_\_

   -  Vertebrate animals: Yes \_\_\_ No \_\_\_

Please note: mentors are responsible for ensuring the project is compliant with all human subject, animal use, and ethical guidelines, requirements, approval, and student training.

Please review the page related to [IRB/Human Subjects and Student research](https://sc.edu/about/offices_and_divisions/research_compliance/irb/student_research.php).

For questions, please contact the Office of Research Compliance at 803-777-7095 for IRB and Animal Resources at 803-777-8106 for IACUC.

1. Funding requirements:

Projects must comply with university procedures and requirements as well as those outlined on the [Magellan Guarantee webpage](https://sc.edu/about/offices_and_divisions/undergraduate_research/apply_for_funding/our_funding/trio-researchers/index.php) under “Allowable Expenses/Use of Funds” including guidelines for the Mentor supplement AND the mentor is responsible for timely approval of student timecards described under “Getting Paid.” *This information is also provided with the award letter*.

1. Mentors are responsible for ensuring the student completes the following (additional details on the Magellan Guarantee webpages):
	1. Completion of the on-line Responsible Conduct of Research (RCR) CITI training AND an in-person Research Ethics workshop provided through the Office of Undergraduate Research. *(Please note that the RCR CITI modules are different from the Human Subjects CITI training.)*
	2. Students must [register their project](https://sc.edu/our/researchregistry/) at the beginning of EVERY semester they are working on the project (whether or not they are receiving funding for it). The Research Registry will automatically send the mentor an email requesting verification of the student’s registration.
	3. If the project involves human subjects:
		1. Review the page related to [IRB/Human Subjects and student research](https://sc.edu/about/offices_and_divisions/research_compliance/irb/student_research.php).
		2. Human Subjects CITI Training
	4. Completion of approval through IACUC if the project involves vertebrate animals
	5. Discover USC presentation

**By entering my name as the student’s mentor,**

1. **I have read and approved the student’s application and**
2. **confirm and agree to the conditions and responsibilities described above.**

*Non-compliance may result in loss of funding or ineligibility for future Magellan awards.*

**Mentor name and date:**

**Student Name:**

How long have you known this student?

How long has this student worked with you in research?

**1) Please comment briefly on the student’s readiness or preparation for this project. 300 words max.** You may include such factors as coursework, current or past research experience, strengths, weaknesses, intellectual ability, writing ability, analytical skills, initiative and maturity, and level of independence (novice through advanced).

**2) Briefly describe how you will work with the student during this project. 500 words max.** Considering the tasks, deliverables, and timeline of this project, please address the specific ways you will help the applicant develop the skills and techniques needed to complete the project. Please include meeting frequency and skills known vs needed, if applicable.

**3) Based on your knowledge of the applicant’s abilities and personal characteristics, please rate your recommendation of this candidate.**

\_\_\_\_Very Highly Recommend \_\_\_\_Highly Recommend \_\_\_\_Recommend With Reservations \_\_\_\_Do Not Recommend