

MAGELLAN SCHOLAR

Discovery for every discipline

Spring 2021 GUIDEBOOK Table of Contents

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Updates

Please note the following updates/changes (Spring 2021):

- Update of allowable/unallowable budget items:
 - ALL non-expendable items MUST be fully explained/justified, if not described in methods
 - machine, electronic, and equipment purchases are typically NOT allowed (see budget section)
 - publication costs are not permitted
- Mentor maximums (Spring 2021):
 - mentors may not be named as PI/co-PI on more than TWO Magellan Scholar applications; if more than two are submitted, the mentor must select the two applications to support and withdraw the others (or for co-PIs, remove their name); *Secondary PIs may not be named as placeholders.*
 - the maximum number of students per mentor is THREE (one group proposal or one group+one single); ALL groups must be justified both in the methods section of the proposal and mentor collaboration form.
- Groups (Spring 2021):
 - the maximum number of students in a single group proposal is THREE. ALL groups must be fully justified both in the methods section of the proposal and mentor collaboration form.
 - group budgets may NOT be combined to purchase items of high cost; expendable supplies and individual student project expenditures are acceptable. Contact our@sc.edu with questions.
- COVID modification question added to mentor form plus travel statement under budget (Fall 2020)
- Must frame project in form of research question – not a statement (Fall 2019)
- Clarification of hourly salary allowances (Spring 2019)
- Group submissions: Two pages for description of project, methods, etc.; ONLY the personal statements may extend onto a third page (Fall 2018)

Program Compliance, Research Integrity, and Authorship

All participants are bound by the Responsible Conduct of Research code of ethics, the Carolinian Creed, and the University's Honor Code. Violations of these codes will result in an immediate decline or withdrawal of funding and referral to the appropriate office for disciplinary measures.

EVERY student/student group is responsible for writing their own proposal. The student is the author. However, grant writing is a collaborative effort and your mentor will provide guidance, suggestions, and recommendations throughout the process. For group projects, where multiple students are submitting one proposal, the students are still the authors and will work together to create the text.

Violations related to plagiarism include but are not limited to: copying from previous or same round proposals (all or partial) without appropriate citations, failure to include references or to cite said references, and any other forms of research misconduct or misrepresentation.

Clarification on resubmissions: Students declined in a previous round are not plagiarizing when revising and resubmitting their own work. HOWEVER, proposals cannot be revised and resubmitted by a different student.

Causes for an Immediate Decline without Review

- Plagiarism
- Violations related to Program Compliance, Research Integrity, and Authorship (see above)
- Failure to meet eligibility requirements (including but not limited to GPA and graduation status)
- Failure to attend an application workshop or complete the application video series

- Failure to meet the rules and guidelines described within this document, including but not limited to proposal formatting, page limits, section requirements, budget guidelines, research abroad documentation, human subjects/animal use compliance requirements, and resubmission guidelines

Overview

The Magellan Scholar program was created by the University of South Carolina (UofSC) 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, UofSC 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 help fund the research project, competing for this award with the submission of a research, scholarship, or creative project proposal developed in collaboration with the Scholar's 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 an institutional GPA of 3.300 or greater,
- is from any UofSC campus, discipline or major,
- maintains consistent effort towards the completion of the project within the grant period, and
- dedicates self to exploring the world while gaining valuable hands-on experience.

Eligibility – Students and Mentors

STUDENT ELIGIBILITY:

- any campus, any discipline, any academic year (**non-graduating semester*)
- degree seeking undergraduates ONLY
- minimum institutional GPA of 3.300 – *no rounding* (First semester students-transfers & freshmen: see page 6)

Clarification:

- students cannot *apply* during the same semester in which they will receive their bachelor's degree; i.e. May graduates/degree recipients can apply in October of the academic year of graduation but not in February; February applicants can graduate/receive degrees in August or December
- scholar must be enrolled as an undergraduate for one full semester after the grant is awarded
- PharmD students are eligible as follows:
 - Do not currently have a bachelor's degree
 - Are not receiving a bachelor's during the same semester of applicationNOTE as with traditional undergraduates, PharmD students are NOT eligible to apply during the same semester in which they are receiving a bachelor's degree. As this usually occurs in the Spring semester of the second year, PharmD students are eligible during the first year and half of the program IF they do not currently have a bachelor's degree.
- good standing with the University (no academic or judicial probation)
- no previous Magellan Scholar award (awarded only once per student)
- International and exchange students (domestic or international) are eligible (US citizenship/permanent residency not required)

NOTE: Only one proposal may be submitted per student per round

MENTOR ELIGIBILITY AND RESPONSIBILITIES: Every proposal must have ONE primary mentor.

Secondary mentorship is welcome and encouraged, particularly from graduate students and when additional expertise is valuable or appropriate for the project. UofSC affiliation is not required for secondary mentors. All mentors/co-mentors MUST provide a mentor collaboration form detailing their mentoring role in the project and area of expertise. Non-UofSC co-mentors can provide a letter of support in lieu of the mentor form.

Mentor maximums:

- mentors may not be named as PI/co-PI on more than TWO Magellan Scholar applications; if more than two are submitted, the mentor must select the two applications to support and withdraw the others (or for co-PIs, remove their name); *Secondary PIs may not be named as placeholders.*
- The maximum number of students per mentor is THREE (one group proposal or one group+one single); ALL groups must be justified both in the methods section of the proposal and mentor collaboration form.

NOTE: Mentors are strongly encouraged to have students submit a group proposal, if students are working on the same project, rather than two single proposals.

Primary mentor eligibility:

- UofSC faculty member* (including research, clinical, and adjunct status and both Medical Schools)
 - Mentors planning sabbaticals or extended leave during the Magellan Scholar project period must identify a secondary mentor during this period or consider alternatives
- * If IRB is required, the mentor eligibility requirements may differ – terminal degree is generally required. Please contact the [Research Compliance Office](#) to confirm eligibility (803-777-7095;)
- Professional UofSC staff with appropriate expertise in subject (please contact OUR at 803-777-4649)
- Dorn VA Medical Center Researchers (please contact OUR at 803-777-4649)
- Post-doctoral fellows may be eligible with department permission
- Immediate family members are discouraged from being primary mentors of applicants, but secondary mentorship may be considered. If mentorship is required due to expertise, justification is needed and a secondary mentor with faculty status is required.

Secondary mentor eligibility (*secondary mentor collaboration forms are required*): In addition to the above,

- Graduate students
- Community professionals with topic expertise such as community organizations

Mentor responsibilities:

- To assist your student in the development, articulation, and editing of the project idea and plan. Please note: the student is the author of the proposal
- To help your student understand the methods and concepts of research and scholarship within your field
- To guide and train your student in the skills and/or techniques needed to complete the project (including assistance with human subject and animal care and use compliance)
- To be available during the project period
 - mentor and student should establish ground rules and expectations during the planning stage
 - faculty planning sabbaticals or extended leave during the project period must identify a secondary mentor during this period or consider alternatives
- To oversee and manage account expenditures NOTE: mentors and students are responsible for overages
- To ensure student meets the program requirements (see page 14):
 - Make significant progress toward the completion of the project within the grant period (this is verified by mentor through the Research Registry)
 - Research ethics: completion of the on-line CITI training for Responsible Conduct of Research (RCR). The RCR CITI training is the same as required for all NSF/NIH funded projects. [CITI Training How To guide](#). *RCR training is NOT the same as Human Subjects training.*
 - Magellan Scholar [Final Report](#)
 - Presentation at university sponsored event: Discover USC (*preferred*), Summer poster session, or Fall symposium

PROJECT ACCEPTABILITY:

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

Funds Available

- Applicants may request up to \$3,000 per student with a project period of up to one year.
- Groups may not "pool" awards to purchase more expensive items. Contact OUR@sc.edu with questions.
- Grant period:
 - Maximum of 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.
 - Grant enddate is flexible based on project needs but generally no more than one year or until graduation (whichever is first).
 - Extensions past one year (or one semester past graduation) may be permitted by contacting the Office of Undergraduate Research [following these guidelines](#).
- **Cost Share:** This program does not require cost share.
- Please [see budget section below](#) for more information and allowable/unallowable expenses.

Application Process and Project Description

All applications and projects must be submitted and conducted in accordance with Program Compliance, Research Integrity, and Authorship as addressed on page 1 of this guidebook.

****Please note:**

- **The student must be the author** of the proposal but is expected and required to work with the mentor to develop the project, proposal & budget including guidance through the writing and editing process. See page 1 of this guidebook.
- 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.

DEADLINE: The Magellan Scholar program has two deadlines per year. One in mid/late October with grant funding beginning in the Spring semester and one in mid/late February with grant funding available beginning in the Summer or Fall semesters. Please check the [website](#) for exact dates. Proposals MUST be **submitted by 5pm** on the deadline date.

****Please note the following exceptions:**

- College of Nursing-Columbia requires submission 10 business days early and an internal "[intent to submit form](#)" ASAP; contact Lisa Spruill for instructions at lspruill@mailbox.sc.edu
- College of Education-Columbia requires 5 business days early; contact Rebecca Wessinger RINEHARR@mailbox.sc.edu
- Arnold School of Public Health requires submission into USCeRA 1 full business day prior to the deadline; contact Dr. Lumi Bakos, Bakos@email.sc.edu.

RESUBMITTING? See additional information on page 16

Students must complete the following *in addition to* the proposal described below: (Groups: see page 11 for additional information)

- View the application video series. **Four are REQUIRED** (total viewing time ~1 hour).
 - Links to the application video series (AVS) will be sent automatically upon completion of the AVS registration form on the **Magellan Scholar applying** website under #1. If you do not receive an email back from the system with the AVS links, please check your spam mailbox. If you still haven't received them, contact **our@sc.edu** for assistance.
 - Applications received from students who have not registered for the application video series may be declined.
- Complete the on-line **applicant information form**.
 - This must be completed **PRIOR** to the submission deadline date.
 - *Groups* complete this together on ONE form. Enter each student beginning **alphabetically by last name**.
 - You must have your USC ID for this (letter+8 numbers). This should be printed on the back of your Carolina Card. If not or you don't have your card...

To get your USC ID - OPTION 1: (This can only be used from the my.sc homepage, prior to login)

Go to: my.sc.edu (<https://my.sc.edu/>)

- Scroll down to and click on: "Personal: View my IDs and manage my passwords" (this will take you to the login page)
- Login with your Network Username or VIP ID
- Scroll down, your USC ID is about half-way down the page

To get your USC ID - OPTION 2:

If you are already logged into <https://my.sc.edu/>. Try one of the following:

- Most pages with your name will have your USC ID next to it.
- Specifically check: "Student" – "Student Profile" – it will be the number next to your name in the top left.

- If the project includes **international or domestic travel** for any purpose, either to conduct research or for conference travel, students must comply with all UofSC policies and regulations. International travel must also comply with all Education Abroad office (or campus equivalent) requirements, even if not taking a course while abroad. Travel can be denied at any time for non-compliance and/or health and safety concerns. See page 12 for more details.
- If the project includes **vertebrate animals** or **humans** (including but not limited to interviews, surveys, or review of personal/private information), mentors and students must fulfill and maintain required compliance. See page 13.
- Proposal or project description (*For additional assistance, see Tips & Hints and Sample proposals on the Magellan Scholar webpage under "Applying" and "5. Develop, draft, and compile the project description and budget form."*):
 - The **student must be the author** of the proposal but is expected and required to work with the mentor during the proposal & budget development and writing process. See page 1 of this guidebook.
 - Centered at top of first page, list:
 - Project title (same title entered into the on-line applicant info form – if you change titles, please email **our@sc.edu** with your new title to update applicant form).
 - Under title, create a line with: student name(s), major(s); primary mentor name, department; and *if applicable*, secondary mentor names(s), department(s)
 - Page Limitations: May not exceed two (2)** single-spaced pages. (GROUPS: see page 11)
 - No separate title page or cover page
 - Bibliography/Works Cited/References are not included in two-page limit
 - No appendices, hyperlinks, or attachments permitted, *except as described on page 6*
 - Format:**
 - Use a readable font (Arial, Helvetica, Times New Roman, Calibri, etc.)
 - Margins of 0.5 inch (top, bottom, left, and right) for all pages

- Font size minimum of 11 points
- Single spacing
- ONE column of text (multi-column format is NOT permitted)

- Project Description*: A clear, concise description of the proposed project, including the following required sections, section titles/headings required; the following order is suggested but may be altered for narrative flow:
 - Background (OR Relationship to previous research, Knowledge in the field, or Literature Review)
 - Research question (OR Hypothesis)
 - Project goals and objectives
 - Project impact (OR Project significance)
 - *Project design (OR Methodology) and student readiness
 - Project timeline (*maximum of one year*)
 - Anticipated results/Final products and Dissemination (how you will share your work)
 - Personal statement
 - References, Works cited or Bibliography (*Not part of page limit; use discipline-appropriate format*)

***Project Design**: This is the most important section of your proposal. Please provide sufficient detail regarding the steps and tasks of your project for the reviewers to evaluate the anticipated project plan and your understanding of it. See “Tips & hints” document on-line for more information (under #5 on the Applying page).

- Supporting materials:
 - (**REQUIRED**) An itemized budget and justification (explanation) of anticipated expenditures (MUST use budget form provided on the Magellan Scholar webpage); the budget is in addition to the two-page proposal. Please see below for additional budget details.

Reminder: NO transcripts are to be included with the application. Transcripts will be reviewed and verified by the Office of Undergraduate Research for eligibility. Academic history, progress and readiness remain factors in the award process.

First semester student (transfer or freshman):

- If you are awarded, the grant is approved **contingent** on your first semester GPA. If your institutional GPA does not meet the minimum requirement of 3.300, your award may be rescinded.

- Attachments/Appendices: ONLY the following are permitted. Any other attachments/appendices or additional pages will be deleted from your proposal.
 - Confirming support: if you are working with a non-profit, community organization, topic expert, etc. who has agreed to partner, mentor, or support your project, a 1-page letter from the partner confirming support is permitted – this should be attached after the mentor form(s) OR have them complete the Secondary mentor form
 - Budget approval memo from business manager for participant incentives. See page 8.
 - RESUBMISSION? Response to reviewers’ comments page is required; place this as the first page of the proposal (see page 16).

- To complete and submit proposal **Do NOT scan your proposal** (it is ok if one of the memos described above is scanned into the proposal – but not the entire 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" (Doe_J). For group projects, name the file alphabetically by last name: “Last name student 1_ Last name student 2” (Doe_Jones_Smith).

- Provide electronic file to faculty mentor.
- Faculty mentor completes and appends the “primary faculty collaboration form” and, if appropriate, any “secondary mentor form(s)” to the student's proposal. These documents can be found on the webpage.
- Faculty mentor submits proposal through USCeRA. See [USCeRA submission guide for instructions](#).

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

- Budget form
- Applicant information form
- Sample Proposals and Budgets
- Primary Collaboration Form
- Student Mentoring Guide
- Proposal tips and hints
- Secondary Mentor Form
- Submission checklist

ONCE AWARDED:

- **Magellan Scholars are *required* to** comply with all Award Administration and Scholar Requirements provided in the Terms and Conditions document provided in the award letter and highlighted on page 14.
- **Magellan Scholars are *encouraged* to** publish work in Caravel, UofSC’s undergraduate research journal (caravel.sc.edu/) and to present/publish in a professional discipline specific venue, when possible.

Budget

NOTE: Magellan Scholar awards are processed through “E” funds.

- All expenditures **MUST** remain compliant with E fund procurement requirements.
 - If awarded, business manager in primary mentor’s department/college/campus will be responsible for award management, including student hire, reimbursements, etc.
 - Budgets should be monitored closely as overages are the responsibility of the mentor.
- Maximum budget request: \$3000 per student (you do not have to request the full amount – request the amount appropriate for your project); [see page 11 for GROUP project details](#)
 - Although the committee intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount funded.
 - You must use the Magellan Scholar budget form on the Magellan Scholar webpage.
 - Be sure to fully explain/justify all budget items on the form
 - *NOTE: do not use the PDF budget form unless you can save PDFs.*
 - No cost share or matching funds required.
 - Materials and supplies purchased through this award remain UofSC property (*NOT the student’s property*).
 - Students may receive academic credit (such as an independent study) 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, Minigrants, etc.); disclosure required on budget form. Please contact OUR to discuss.

TRAVEL and COVID: Due to the pandemic, travel restrictions (international AND domestic) are in place as outlined by the [Office of the Controller](#). While travel requests can be included in proposals, any requests are considered **PENDING** UofSC approval and compliance with guidelines, policies, and procedures. Contingency plans are recommended.

- All travel (international AND domestic; both research and conferences) must comply with UofSC policies and procedures. These can be found through the [Office of the Controller Policies and Procedures page](#) under General Accounting. Please be sure to look at the Travel guidance documents under BOTH policies and procedures, as they contain different resources.
- Travel costs for research or conferences MUST be itemized with estimates. They must include destination and an explanation or justification for this travel or reason for this particular conference. For UofSC travel allowances and information: go to the [Office of the Controller Policies and Procedures page](#) under General Accounting; Procedures; and Travel Procedure.
- Travel and graduation:
 - ALL *research* travel must be completed prior to graduation
 - Conference travel WITHIN the US is permitted up to one semester post-graduation
 - NO travel OUTSIDE the US, of any kind, is permitted post-graduation, including conferences and research travel

***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.**

ALLOWABLE COSTS

- Salary and fringe benefits of undergraduate applicant(s) ONLY (*What's fringe? See end of budget section*)
 - Salaries can begin no earlier than the grant start date of January for October applicants or May/August for February applicants
 - No backpay for work completed prior to the grant start date is permitted
 - Hourly salary is set by the mentor; minimum is SC minimum wage, maximum is \$15/hour; the mode (most common) is \$10/hour.

Please refer to travel statement above regarding COVID requirements

- Travel (domestic and international): Student travel essential to conduct or present the project
 - No more than \$1000 may be requested for conference travel (regardless of number of conferences) *To CLARIFY: Up to \$3000 may be requested for travel required to conduct the research itself or a combination of research travel and conference travel but the conference travel portion may not exceed \$1000*
 - Registration and allowable program participation costs affiliated with travel should be listed under travel and NOT materials/supplies; NOTE virtual conference registration can be listed under materials/supplies and must clearly state "virtual"
 - University mandated travel insurance is permitted
 - NO vaccinations or associated health/consultation fees, passport fees, ID cards, travel visas, etc.; unless paid *within or as part of approved program costs* – ask first!
 - Phone expenses are ONLY permitted if mandated by the Education Abroad Office or equivalent study abroad campus representative for safety and security of travel to certain countries (memo required)
 - Travel and graduation:
 - ALL research travel must be completed prior to graduation
 - Conference travel WITHIN the US is permitted up to one semester post-graduation
 - NO travel OUTSIDE the US, of any kind, is permitted post-graduation, including conferences and research travel
- Project supplies - *all purchases remain UofSC property unless granted exemption from Office of Undergraduate Research*

- Computer software is permitted but NOT computers, tablets, etc (see unallowable below)
- Donations of physical supplies to US non-profits are permitted if itemized in budget
- NOTE: only supplies purchased **after** the grant start date of January for October applicants or May/August for February applicants are permitted
- Participant incentives are allowed pending the fulfillment of requirements listed below. NO incentives are permitted to participants outside of the US.
 - Gift cards require departmental approval and follow the UofSC participant incentive process.
 - Non-gift card raffle items (such as goodie bags) must total no more than \$50 and require only mentor approval. These must be itemized under supplies but do not require a department memo.
 - Raffle items (participants are entered into a random drawing) of \$50 or less are permitted. Raffle items can be gift cards (requiring departmental memo) or physical items (see the two bullet points above).
- Animal maintenance (including their purchase, treatment, cage costs, per diem, etc.); *itemize*
- Program or training costs required for research completion; clearly state purpose (if travel is needed, list the costs under travel; otherwise, program or training costs should be listed under materials/supplies)
- Virtual conference registration can be listed under materials/supplies; clearly state “virtual” and include the purpose such as student presenting, education, networking, training, data collection, etc.

DEPARTMENTAL PRE-APPROVAL REQUIRED: PARTICIPANT INCENTIVES (please note this may not be permitted by all departments; pre-submission approval documentation is required) **NOTE: Participant incentives do not refer to the hiring of the Magellan Scholar applicant but to reimbursing participants in a research study.**

Participant incentives – please note this can be a VERY complicated process. There are many situations in which this will NOT be allowed. It is unlikely that this support will be allowed for non-US citizens or non-permanent residents.

Incentives are NOT allowed during research abroad or to any individual/organization outside the US.

- Participant incentives must follow all UofSC requirements and guidelines
- Only UofSC faculty or staff employees are permitted to be responsible for participant incentive disbursement (NOT undergraduate or graduate students)
- Please consult with your department business manager as early as possible (PRIOR to submission) when considering participant incentives

****You MUST attach a letter of approval to your proposal from your mentor’s business manager or grant administrator for participant incentive expenses. The letter must include:**

- 1) Confirmation of approval from the department/program business manager to include and manage participant incentives through the approved university process
- 2) The name of the designated manager of the incentives (A UofSC faculty or staff employee MUST be designee. Undergraduates and graduate students are NOT permitted to manage incentives.)
- 3) Confirmation that the designated custodian has received appropriate training or has managed participant incentives previously. If not, then a statement confirming that training will be completed prior to management must be included.

PROHIBITED / UNALLOWABLE COSTS

- Faculty or graduate student compensation (including salary, benefits, travel, etc)
- Tuition for non-research related programs
- Payments, compensation, or travel for anyone other than undergraduate applicant(s)
- Student salary PRIOR to grant start date (salaries can begin no earlier than the grant start date of January for October applicants or May/August for February applicants)
- Reimbursement for supplies purchased PRIOR to the grant start date (only supplies purchased after the grant start date of January for October applicants or May/August for February applicants are allowed)
- *Generally** machines, equipment, and electronic devices, including but not limited to computers, computer components, digital drawing devices, tablets, peripherals, cameras, voice recorders, cell phones (except if

required by Education Abroad Office or campus equivalent), and related items (computer software is permitted – but ONLY for student applicant); *NOTE: buying computer components to build a computer is NOT allowed; *special items may be permitted with PRE-approval.* Contact OUR at our@sc.edu or 803-777-1141 to discuss.

- Incentives or payments of any type to participants or organizations outside of the US
- Donations of cash or cash-equivalent items (gift cards, etc)
- Food (except for travel related expenses)
- Alcoholic beverages
- Publication costs (PIs are encouraged to apply to the **Open Access Fund** provided through the University Libraries and the Office of the Vice President for Research.)
- Travel (the following are prohibited)
 - No more than \$1000 may be requested for conference travel total (not per conference)
 - Expenses such as transportation within 10 miles of campus, vaccinations, health/travel consultation fees, passport fees, ID cards, travel visas, etc (unless paid within approved program costs) - ask first!
 - Post-graduation travel OUTSIDE the US, of any kind – neither research nor conference travel
 - Post-graduation RESEARCH travel – anywhere (domestic or international)
- Expenditures made prior to the project period
 - *What does this mean?* You cannot get paid (salary) or reimbursed (materials/supplies/travel) for work or purchases made or completed BEFORE the start of the grant date (Grant start dates: January 1 for October deadline and May 1 for February deadline)
 - Exception: with pre-approval, some travel expenses such as plane tickets purchased prior to the start date of the grant can be reimbursed ONLY IF the primary research travel period occurs after the project period begins. Reimbursement will happen after the grant start date. EXAMPLE: if your research travel is from January 10-May 15. Your plane ticket purchased in November might be reimbursed with permission from your business manager. The travel *reimbursement* paperwork cannot be submitted until after January 1.

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. 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.

Group Projects

Maximum group size is THREE students. ALL students must meet the minimum GPA requirement. This will be verified by the Office of Undergraduate Research. *Do NOT include transcripts.*

For group submissions:

- Submit ONE “Applicant information form” (sc.edu/about/offices_and_divisions/undergraduate_research/apply_for_funding/our_funding/magellan-scholar-award/applying/application-information-form.php) with all students listed beginning *alphabetically by last name* (Click on the “add students” link below the student 1 data). All students in the group need to be together to complete this form as there is personal information needed for each.
- Describe the group project in ONE proposal/project description.
- Only **TWO pages** are permitted for the Project Description of group proposals EXCEPTION: the personal statements ONLY may extend onto a third page.
Clarification: the two pages must include, *in their entirety*, the following sections: Background, Research question, Project goals and objectives, Impact, Methods/project design, Timeline, and Anticipated results/Dissemination
- Under the section “Methodology or project design,”
 - clearly state duties and role of each student (if doing the same work, state this specifically)
 - provide justification/explanation for needing multiple students
- A separate personal statement is required from each student in the group. Personal statements, ONLY, may extend onto a third page.
- FILE name listed alphabetically by last name: Student 1 last name_Student 2 last name_etc (Doe_Jones_Smith).
- Budget:
 - Up to \$3000 may be requested for EACH student with separate budget forms; for projects that are primarily supplies, one budget form can be used for the group. However, if any salary or travel is requested, these MUST be itemized per student.
 - Group budgets may NOT be combined to purchase items of high cost; expendable supplies and individual student project expenditures are acceptable. Contact our@sc.edu with questions.
 - Create a separate budget form for EACH student using the WORD document. Do NOT use the PDF form because when they are combined the first form will over-write subsequent tables.
- Primary Mentor Collaboration Form: use one primary mentor form for the group and provide justification for needing multiple students.
- The mentor submits the proposal through USCeRA and will list each student (entered alphabetically by last name) on the “Magellan Scholar Program Student List” form on the Personnel page of USCeRA’s Award Processing Form (PAP) – See [USCeRA submission guide for instructions](#). **Students do NOT submit the proposal into USCeRA!**

Research Abroad or International Travel

NOTES:

- All travel covered by the Magellan Scholar program is subject to the approval and standard terms and conditions of the university and Education Abroad Office (or campus specific study abroad oversight).
- Should your travel be deemed non-compliant or 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 traveling internationally are **REQUIRED** to be protected by Emergency International Medical Insurance. Review [Health & Safety Abroad guidance](#). Columbia campus students will be signed up automatically.
- It is recommended that students meet with the Office of Undergraduate Research, in addition to your campus Study Abroad or Education Abroad contact, well in advance of submitting a proposal that includes international travel.
- 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 with or required for the research.
- NO *post-graduation* travel OUTSIDE the US, of any kind - neither research nor conference travel - is permitted with Magellan Scholar funds.

***PROPOSAL HINT:** your proposal MUST clearly and specifically justify the need/requirement to conduct this project abroad. Just because you want to talk to people or see something in person is NOT sufficient justification with today's technology. You must convince the reviewers of this need or it is very likely that you will not be funded. PLEASE read the tips for Research Abroad on the Magellan Scholar webpage!

If your project involves research abroad (including international travel to present at a conference):

1. Review the ["Research Abroad" proposal writing tips](#) on the Magellan Scholar webpage.
2. Follow the steps to [Plan your experience abroad guide](#) on the Education Abroad page
3. Meet with an Education or Study Abroad advisor on your campus to discuss your travel plans and learn what you need to know before traveling abroad
4. **PRIOR to the Magellan Scholar deadline**, complete the following forms and requirements:
 - a. *For Columbia and Palmetto College students:* [Non-credit Programs Application](#) (even if you have ALSO completed other Education Abroad applications)
 - b. *For Beaufort,* contact Dr. Juanita (Babet) Villena-Alvarez at JVILLEN@uscb.edu
 - c. *For Aiken and Upstate,* contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines.

NOTE: All Magellan awards are contingent upon compliance with UofSC and Education/Study Abroad policies, procedures, and requirements. Failure to comply may result in loss of Magellan funds.

What do I do once awarded as a Magellan Scholar researching abroad?

- 1) Contact your campus' Education/Study Abroad contact to confirm that you have met all travel requirements.

- 2) If you have included travel expenses in your budget, you **MUST** have travel approval from your mentor's department **at least ONE MONTH prior** to departure. Take your budget form, which should include the estimates for your travel expenses.

Projects involving vertebrate animals

Animal usage review and approval must be obtained prior to initiating any part of your project involving animals; the Review Board will not approve studies retroactively. There are NO exceptions.

- Magellan Scholar proposals may be submitted prior to approval by the Animal Care and Use Committee.
- Include a statement within your project description/timeline that you are submitting for Animal Care and Use Committee approval and will comply with all rules, regulations, and training requirements.
- *Once approved*, submit your animal use approval number (IACUC#) through Blackboard as directed in the Award Terms and Conditions.
- NOTE: Projects involving animals must maintain compliance with regulations at all times or funding will be revoked.
- For more information and forms, go to http://www.sc.edu/about/offices_and_divisions/research_compliance/iacuc/index.php.

WHEN should I complete these tasks??

*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 (See the website for the appropriate announcement date)
- NOTE: Approval for animal use is **NOT** required prior to submission of your Magellan Scholar application **HOWEVER you may not begin this portion of your research until IACUC approval is granted.**
- Include a statement within your project description/timeline that you are submitting for Animal Use approval and will comply with all rules, regulations, and training requirements.
- Once approval received, upload through Blackboard as indicated in Award Terms and Conditions.

Projects involving people as participants or personal information

UofSC is required by federal law to follow strict guidelines when human subjects are involved in research projects. 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).

Does your project require institutional oversight?

- Mentors must review the [Student Research guide](#) to make this determination. Based on this guidance from the Office of Research Compliance, most student driven projects will not require further review.
- If a student is "[engaged in the research](#)" on a mentor's project requiring Institutional Review Board (IRB) oversight (new or approved protocol), the student must be added.

- **Faculty oversight and student training through the CITI Human Subjects modules are required for all.**
- Some projects may also require use of the Undergraduate Research Consent Form. *A template is available on the [Student Research page](#).*
- Contact the [Office of Research Compliance](#) (803-777-7095) with questions.

NEXT STEPS:

- Clearly state in your project description whether or not your project requires IRB approval based on the Student Research guide.
- Students involved with ANY project involving humans or personal data, *even if IRB is not required*, **MUST** complete the [on-line CITI training for human subjects](#)
- For questions regarding Human subjects research, contact the Office of Research Compliance (http://www.sc.edu/about/offices_and_divisions/research_compliance/index.php; 803-777-7095)

Application Review Process

Applications from eligible students that are complete and responsive to these guidelines will be evaluated for merit by the Review committee. Review committee recommendations are forwarded to the Office of the Vice President for Research for final award decisions. **Applicants and mentors will be notified via e-mail of award decisions.** See webpage for announcement date.

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

- Overall merit
- Student's clarity of explanation
- Overall strength of collaboration form and mentor's role in project
- Student's readiness for project and/or the plan for gaining needed skills

Award Administration and Scholar Requirements

Magellan Scholars are **required** to:

- 1) Manage award requirements and expectations through Blackboard, under "My Organizations" and "Magellan Programs." Scholars are required to complete the Grant Review quiz in Blackboard **within one month** of award notification.
- 2) Maintain consistent effort towards the completion of the project throughout the grant period. This is evaluated each semester by the research mentor through the [Research Registry](#) system, based on [this rubric](#) OR upon a set of guidelines/requirements established by the mentor for a successful semester of research. To remain compliant with this requirement, student awardees must register in this system every semester of project work. *Depending on the circumstances, awardees who do not meet expectations may be at risk for loss of funding or be ineligible for future awards.* For more on the Registry, see below.
- 3) Complete the on-line CITI training for Responsible Conduct of Research (RCR). The RCR CITI training is the same as required for all NSF/NIH funded projects. [CITI Training How To guide](#). *RCR training is NOT the same as Human Subjects training.*
- 4) Fulfill and maintain compliance requirements for projects involving human or animal subjects and/or research abroad.
- 5) Present research at one of three UofSC sponsored events: [Spring Discover UofSC](#) (preferred), Summer Poster Symposium, or Fall USC Connect Showcase.

- 6) Submit a 1-2 page research report and pictures to the Office of Undergraduate Research through Blackboard ([report guidelines are here](#)). The research report is due 1 month after grant enddate or prior to graduation, whichever is first.

Magellan Scholars are **encouraged** to:

- 1) publish in Caravel, UofSC's undergraduate research journal (caravel.sc.edu/)
 - 2) publish in professional, peer-reviewed journals
 - 3) present, perform, or showcase work at professional, discipline specific conferences, meetings, and events
- **Expenditures** - Established University procedures must be followed in expending project funds. Pay special attention to policies and procedures relating to such items as purchasing, travel, participant support, and student hiring.
- **Funds may only be used for the awarded student(s) and project.**
 - Compensation (of any form) for faculty, graduate students, or any student other than awardee(s) is not permitted.
 - Expenditures must be in compliance with the listing of allowable and unallowable costs described in the guidebook.
 - Account overages are the responsibility of the mentor's department.
 - Funds remaining for any reason, including student leaving the project, must be returned to the Office of Undergraduate Research. Email our@sc.edu to initiate this process.
 - See the "Using Your Money" page for more information and details.
- **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 compliance (see page 13). The faculty member is also responsible for compliance with UofSC, 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 UofSC's support such as: "This work is partially supported by a grant from the University of South Carolina Magellan Scholar program."
- **Research Registry** - The [Research Registry](#) is part of the University's experiential learning initiative to recognize student's involvement with research and compliance with grant awards. Compliance is evaluated by the student's mentor based on either [this rubric](#) (developed by a faculty committee of research mentors) OR upon a set of guidelines/requirements established by the mentor for a successful semester of research. Grant awardees are required to register their project every semester of involvement. The system will auto-generate a message to the student's mentor to confirm willingness to mentor the student and complete the end of semester evaluation. At the end of the semester, an email will be sent to the mentor requesting an evaluation of the student for meeting or not meeting the expectations established by the mentor (or [rubric](#)) for a successful semester of research.
- Mentors and students are encouraged to be in conversation throughout the semester regarding expectations for a positive research experience. *If a grant awardee does not meet minimum expectations, depending on the situation, the student may be at risk to lose funding or be ineligible for future awards.*
- Please contact our@sc.edu with questions or concerns. Further information regarding data usage is available in [the rubric](#).

Resubmissions

The review committee strongly encourages students to revise and resubmit proposals that are not funded the first time, if the project and timing permit. The proposal process is meant to provide students with an introduction to grant writing, in addition to a great research experience with a supportive mentor. To this end, one goal of the resubmission is to support students in strengthening written communication skills. Applicants will receive reviewer feedback to assist in this process.

FAILURE to follow the rules and guidelines below are cause for immediate decline without review

How to resubmit:

1. You do NOT need to attend another application workshop nor complete the application video series. However, be sure you are following the guidebook for the **CURRENT** round or semester for updates and changes and to make sure you have met any and all new requirements/sections.
2. PROPOSAL
 - Do NOT include transcripts. The minimum GPA requirement will be verified by the Office of Undergraduate Research.
 - Revise your project description based on the reviewers' comments and suggestions. In most cases, the reviewers are looking for additional details regarding your project plan.
 - Prepare a cover page or response page that directly addresses how you have strengthened your project description in response to the reviewers' comments.
 - At top of this page, title it "Magellan Scholar Resubmission Response"
 - You may wish to format this as a letter to the review committee describing or outlining the changes or updated made to your proposal (Dear Magellan Scholar review committee, ...)
 - The response can either be narrative, paragraph form, or a bulleted list
 - Respond to the reviewers' comments (generally or specifically) with brief comments or summaries of how you have incorporated suggestions or addressed concerns
 - Include this as the first page of your resubmission
 - Edit and revise your project timeline.
 - Revise and adjust your budget form with new dates and schedule (especially the salary section)
3. HUMAN SUBJECTS/ANIMAL USE COMPLIANCE ISSUES
 - See relevant sections above.
4. TRAVEL ABROAD: If your project includes international travel, you MUST redo all forms and meet all requirements. See section above on research abroad.
5. SUBMISSION PROCESS
 - Complete a [NEW on-line applicant information form](#). Near the bottom of the form, select Yes for "Have you submitted before (yes, even if different project or mentor)?" This form can be completed and submitted at any time BEFORE your proposal is submitted through USCera.
 - Just like before, provide your mentor with an electronic copy of your full proposal (including the response coverage and budget). The name of this file should be Last name_First initial or for groups, Last name student1_Last name student2.
 - Your mentor will attach an updated collaboration form. NOTE: please check the form revision date to ensure this is the current, most up-to-date form on the website. This form changes often.
 - The proposal is submitted the same way: through USCera by your mentor ([guidance for USCera submission here](#)).