

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 meant to highlight certain critical items so they will not be overlooked when the proposal is prepared and submitted.

- Attend ONE application workshop ([Dates, times, and locations](#))
- Complete the [on-line applicant information form](#)
- If you are traveling abroad:* If any part of your project takes place outside the US (including conference travel) – complete the appropriate steps for “Research Abroad” in the Magellan Scholar guidebook. Application DEADLINE: same as Magellan Scholar deadline!
 - *For Columbia and Palmetto College students:* <http://tinyurl.com/MagellanAbroad>
 - *For Aiken, Beaufort, and Upstate,* contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines
- If the project involves vertebrate animals:* University approval is required prior to the start of your project. See the guidebook for more information (such as timing and contacts)
- If the project involves people* as participants and/or human subjects (includes interviews, surveys, and private information): University approval is required prior to the start of your project. See the guidebook for more information (such as timing and contacts)
- If the proposal is a resubmission:* follow the instructions on resubmissions in the guidebook for THIS application round. Be sure to include the required response cover page

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, mentor collaboration form[s])

Project Description – sections (the following order is suggested but not required; all sections required):

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

Supporting material:

- Itemized budget and justification (use Magellan budget form on webpage)
 - If needed,* budget approval memo for participant support (see guidebook)
- NOTE: Do NOT include transcripts. All applicants must still meet GPA eligibility requirement. *Transcripts will be reviewed through the UofSC system and verified as part of the review process (this is to protect confidential student information).*

Final proposal document:

- Compile project description and budget into ONE Word or PDF file – do NOT scan
- Name file: “student 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 “primary mentor collaboration form” to end of your proposal file
- If needed,* attach: secondary mentor form(s) and/or letters of support from community partners (see guidebook)
- MENTOR submits proposal through USCeRA (see guidebook or USCeRA submission tip sheet)