

## Magellan Scholar Submission Checklist

Prior to submission, review the guidebook to ensure your proposal/project description complies with all requirements, in the format specified. This checklist is not an inclusive repetition of the required proposal contents or guidelines. It is meant to highlight certain critical items so they will not be overlooked when the proposal is prepared and submitted.

- Watch/complete the application video series (Register for access on the [Magellan Scholar applying webpage](#))
- Complete the [on-line applicant information form](#) Groups complete 1 form; list students alphabetically by last name.
- 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:* forms are being updated; please check back
  - *For Aiken, Beaufort, and Upstate,* contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines
- If the project involves live, 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): See the guidebook to determine requirements and next steps.
- 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.

### Project Description – general:

- At top center of first page of Project Description: Project Title
- Under title, student name(s), major(s); primary mentor name, department; and *if applicable*, secondary mentor names(s), department(s)
- Follow the font and margin requirements and **two-page limit** (not including: references, budget, mentor collaboration form[s]); **for groups**, the personal statements ONLY may extend to a third page.

### 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
- 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; use discipline-appropriate format*

### Supporting material:

- Itemized budget and justification (use Magellan budget form on webpage)
- If needed*, budget approval memo from mentor’s department for participant support (see guidebook)  
NOTE: Do NOT include transcripts. All applicants must 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 groups, alphabetically: “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 [USCeRA submission tip sheet](#))