

Magellan Scholar

Requirements, Terms, and Conditions

Grant Period - The project period will be 12 months, based on the grant start date OR graduation*, whichever is FIRST.

- For *December* awards, the grant period is January 1st – December 31st of the award year (1/1-12/31).
- For *April* awards, the grant period is May 1st of the award year – April 30th of the following year (5/1-4/30).

*Extensions may be granted *upon request* by the mentor, including up to one semester past graduation. See below.

Student Requirements

- 1) Manage award requirements and expectations through Blackboard, under “My Organizations” and “Magellan Programs.” Select “Magellan Scholar” and **complete the Grant Review Quiz *within one month* of award notification.** (This organization will automatically activate in your Blackboard account within one week.)
- 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. The student must register at the beginning of the semester that your grant starts (or that you begin working) and re-register 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 page 2.
- 3) Complete the [CITI Responsible Conduct of Research](#) (RCR) on-line training at the beginning of your project period. Use the [How-To Guide \[pdf\]](#) to access CITI training. *RCR is NOT the same as Human Subjects Training; however, RCR IS the same training required for NSF/NIH funded projects.* Proof of certification from CITI training must be uploaded to Blackboard. *This training is only done once at the beginning of the project period.
- 4) Fulfill compliance requirements for projects involving human or animal subjects and/or research abroad. See page 2.
- 5) Present research at one of three UofSC sponsored events: [Spring Discover UofSC](#) (*preferred*), Summer Poster Symposium, or Fall USC Connect Showcase. If you have concerns regarding your presentation and intellectual property rights, please contact the Office of Technology Commercialization at 777-9515.
- 6) At the end of the grant period, submit a one- to two-page [research report \[pdf\]](#) **PLUS pictures.** This report must be reviewed and approved by your mentor *prior to submission* to our office through Blackboard. Your report is due one month after grant enddate or before graduation, *whichever is first.* **For group projects,** please review the [research report guidelines](#) for important instructions.

Magellan Scholars are **encouraged** to:

- 1) publish in Caravel, USC’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 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, **if \$100 or over,** must be returned to the Office of the Vice President for Research. Email [our@sc.edu](#) to initiate this process. Account balances below \$100 can be transferred to the mentor’s research incentive fund or department account.
- See Scholar webpage – [Using your money](#) for more information and details.

Compliance Issues –

1) COVID-related:

- Undergraduate research activities must **maintain compliance with all [university guidelines](#)** for safety, modified operations, etc. at all times. See additional details regarding [Employee Policies and Procedures here](#).
- **All domestic and international travel** must comply with university policies, guidelines, and restrictions – both [Controller’s Office](#) and, if applicable, [Education Abroad](#). *Funds will not be released for travel without appropriate approval.*

2) If your project includes the use of humans as research subjects,

- **Review [these guidelines](#) immediately with your mentor** to determine if additional IRB oversight is required. Most projects will not require IRB approval, however, if it does: the portion of the project involving humans may not begin until IRB approval has been obtained.
- All students working with human subjects, regardless of IRB oversight, must complete on-line CITI Human Subject training *in addition to* the CITI Responsible Conduct of Research [RCR] training, required of all students. Certificates of completion must be uploaded to Blackboard. Follow the [CITI training guide for Human Subjects](#) for assistance.

3) If vertebrate animals are used in your project,

- The project must have a valid IACUC approval number. For questions, talk with your mentor and/or the [IACUC office](#).
- All students working with vertebrate animals must complete animal use training and upload the certificate of completion to Blackboard.

4) Mentors are also responsible for compliance with University, state and federal requirements relating to the use of **radioisotopes and biohazardous materials.** Student training is provided through the [Office of Environmental Health and Safety](#).

Research Abroad - Projects involving travel outside the US, including conference travel and travel to US territories, must be approved by the *campus-appropriate* Education/Study Abroad authority. Students MUST comply with all requirements, terms and conditions of the Education/Study Abroad authority, including insurance and pre-departure training. Should your travel be deemed unsafe for any reason **at any time**, the Magellan Scholar program will follow the recommendations of the Education/Study Abroad authority and has the right to deny and/or revoke funding.

Presentations and Publications - Any presentations or publications produced as a result of this award must contain an acknowledgment of support such as: “This work is partially supported by a grant from the University of South Carolina Magellan Scholar Program.”

Intellectual Property - All projects are subject to the UofSC Intellectual Property Policy. Direct questions to the [Technology Commercialization Office](#).

Extensions - Extensions may be granted under special circumstances. Requests must be made in writing by the faculty mentor at least 30 days prior to the project end date and emailed to Julie Morris at jmorris@sc.edu OR our@sc.edu. See [Using your money](#) for information required in the request.

Research Registry - The [Research Registry](#) is used as 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.

Students 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.

Registry information will be shared as part of the University’s experiential learning initiative in accordance with

[FERPA guidelines](#). 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. Students and mentors are encouraged to discuss expectations and outcomes for a positive research experience.

Please contact our@sc.edu with questions or concerns. Further information on data usage is available in the rubric.