

# Magellan Scholar USCeRA Submission Guide for Faculty

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## NOTES:

- 1) Please call me if you have ANY problems – I can often fix things through the admin system: Julie Morris at 803-777-4649
- 2) The 5pm requirement on the deadline date is for submission of the completed application/proposal INTO USCeRA (*submitting requires clicking on the “Start approval process” button*). Electronic signatures from the chair and dean can occur later and they are notified automatically by the system of pending applications.
- 3) Students do NOT submit the proposal through USCeRA.

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There are **7 steps** described below to successful submission of the Magellan Scholar proposal:

- 1) **Complete the faculty mentor Primary Collaboration Form** (It can also be found on the Magellan Scholar webpage, under “Applying,” “Preparing Your Application,” “Primary Mentor Collaboration Form.”)
  - Use ONLY the form provided. Other formats will not be accepted.
  - For multiple mentors:
    - i. The primary mentor of the project, with budget authority, should complete the “Primary Mentor Collaboration Form”
    - ii. All other mentors should complete a “secondary mentor form.”
  - If you have ANY problems with the forms, please contact [our@sc.edu](mailto:our@sc.edu) or 803-777-4649 for assistance.
  - The forms do not require physical signatures. Submission by mentor through USCeRA is signature equivalent.
- 2) **Attach (or cut and paste) the completed primary/secondary mentor form(s) to the end of student’s proposal.**

**NOTE: Student transcripts are not to be included. Minimum institutional GPA of 3.300 (no rounding) will be verified by the Office of Undergraduate Research.**

  - Create ONE document (Word or PDF is acceptable) containing:
    - i. Student’s project description
    - ii. Budget form
    - iii. *If applicable*, memo from business manager regarding participant incentives
    - iv. Primary and, if applicable, secondary mentor collaboration form(s)
    - v. *If applicable*, memo from supporting partner or expert (see page 6)

**NOTE:** for resubmissions, the first item will be the “Resubmission Response” sheet

  - This document should be named: Student last name\_first initial: Doe\_J; for groups: Doe\_Jones\_Smith (alphabetically by last name)
  - Please do not scan. Proposals can be submitted in Word or PDF.
  - If you cannot combine the documents, please contact Julie Morris at [jmorris@sc.edu](mailto:jmorris@sc.edu) or 803-777-4649.
- 3) **Login to USCeRA** ([sam.research.sc.edu/uscera/](http://sam.research.sc.edu/uscera/)) using your USC Network Username and password
- 4) **Complete the USCeRA Proposal / Award Processing Form (PAP)**
  - Along the top of the main USCeRA page OR left side (depending on the width of your page), in the garnet area, select “Proposals” and “Create New Proposal.”
  - Page 1: Complete the fields as follows:
    - a. Title: *enter* **Magellan-Student Last Name-Project Title**  
EXAMPLE Magellan- Doe-Measuring the fun during undergraduate research experiences
    - b. Primary Awardee Department: *will autofill based on your registration*

- c. Type: *New* or *Revision* (if this is a resubmission)
- d. Grants.gov Workspace ID: *leave blank*
- e. Start date: For the October deadline – *1/1/YEAR*, for February deadline – *5/1/YEAR*
- f. End date: *please use either the enddate indicated in your student’s timeline or the program maximum* (Maximum for the October deadline – *12/31/YEAR*, Maximum for February deadline – *5/31/Next YEAR*)
- g. Agency Deadline Type: *Receipt*
- h. Agency Deadline Date: *Found on Magellan Scholar webpage*
- i. You should now see a GREEN continue button, please click this. If it is NOT green, something is missing. Please review the fields as described above or contact me at 803-777-4649.

➤ Page 2 or second tab labeled “Source/Sponsor” at top:

Please note the following is **CRITICAL**. **Incorrect entries will result in improper routing of the proposal – it WILL get lost!**

- a. Is this an internal request? **Select YES**
- b. Internal Request Office: **Select Vice President for Research**
- c. Internal Request Type: **SELECT Magellan Scholar Program**
  - **What if “Magellan Scholar” is not an option?** Contact me immediately as you will be unable to submit: [jmorris@sc.edu](mailto:jmorris@sc.edu) or 803-777-4649.
- d. The “Sponsor” fields will fill automatically or may be hidden.
- e. You should now see a GREEN continue button, please click this. If it is NOT green, something is missing. Please review the fields as described above or contact me at 803-777-4649.

➤ Page 3 or third tab labeled “Personnel” at top:

- a. At top will be a table with PI name – leave as is
- b. Add Personnel: *ONLY if there are additional USC Faculty/staff as secondary mentors*
  - To add: click on button “+ Add Personnel”
  - In pop up box: search by typing in last name (can also enter in First or use the select department box)
  - Select name *\*If the name of the additional personnel does not appear, continue the submission without this and email the name, department, and email to [our@sc.edu](mailto:our@sc.edu)*
  - Indicate role on project
  - Enter effort (can be all 0)
  - Salary \$0
  - Click on Continue
- c. Add Student: Click on button “+ Add Student”
 

*PLEASE NOTE that sometimes this section does not work properly or the department won’t save – no worries. It is ok to submit without this and I can fix it after submission. Please feel free to call 803-777-4649 or email [our@sc.edu](mailto:our@sc.edu) with questions or concerns.*

  - In pop up box, enter
    - first name, last name, email address
    - For department, choose the department of the student’s major. **See the notes below for non-Columbia campuses and special majors.** You can type in partial words to begin searching or scroll the list. It is not in alphabetical order. *If the department is not listed, please select your own department.*
    - Click on continue

- d. You should now see a GREEN continue button, please click this. If it is NOT green, something is missing. Please review the fields as described above or contact me at 803-777-4649.

NOTES on campuses and majors:

- For **non-Columbia** campuses: choose your specific campus (e.g. USC Aiken).
- For **Columbia** campus: choose the department of the student's major.
  - For **Baccalaureus Artium et Scientiae or BARSC**, choose "Honors College"
  - For ALL **Business students (Columbia)**, choose "Business, Moore School of - Division of Research"
  - For **Economics**, choose "Business, Moore School of - Division of Research"
  - For **Environmental Science**, choose "School of Earth, Ocean & Environment"
  - For **Environmental Studies**, choose "School of Earth, Ocean & Environment"
  - For **Geology or Geophysics**, choose "School of Earth, Ocean & Environment"
  - For **International Studies** majors, choose Political Science **NOT** International Studies, Walker Institute
  - For **Marine Science**, choose "School of Earth, Ocean & Environment"
  - For **Pharmacy and Pre-Pharmacy**, choose "Pharmacy-Clinical Pharmacy and Outcomes Sciences"
- ❖ If the major is not listed above and is not in USCeRA (such as **Biomedical Engineering**) please select your primary department of record.

➤ Page 4 or fourth tab labeled "Costs" at top:

a. Project costs

- Enter Amount Requested for the First or Current Year: *This should be the total budget requested by the student(s) (max \$3000 per student)*
- Project Years: 1
- Total Amount Requested for All Project Years: *total budget requested by the student(s) (max \$3000 per student)*

b. The following options should be hidden or autofill. If not, please enter as follows:

- Indirect Costs: enter 0 (no indirect costs)
- Indirect Cost Amount for the First Year: 0
- Project Uses Non-Standard Rate: No

c. You should now see a GREEN continue button, please click this. If it is NOT green, something is missing. Please review the fields as described above or contact me at 803-777-4649.

➤ Page 5 or fifth tab labeled "Questions" at top:

- a. Questions: *Answer yes/no as appropriate – most should be no. **EXCEPTIONS: See box below for Human subjects or vertebrate animal usage***

**Human Subjects or Vertebrate animals?** If TRUE, select YES (approval is not required for submission)

After selecting YES (even if you do not yet have approval):

- 1) An "Approval #" field will appear
- 2) Type in "PENDING" or enter the appropriate number (and date for animals).

b. Comments: (last box on form): *Blank*

- c. You should now see a GREEN continue button, please click this. If it is NOT green, something is missing. Please review the fields as described above or contact me at 803-777-4649.

## 5) Complete the Internal Commit Form

Once you have successfully saved the Proposal/Award Processing Form (PAP) form from step 4, you will be brought to a "Proposal Summary" page. Scroll down.

- a. Under the section entitled "My Forms" (left side of page), click on the title "Internal Commit" **NOTE:** This form indicates a proposal is REQUESTING funds from USC (an internal funding source), which includes the Magellan Scholar program. It does NOT indicate a need for cost-sharing from your department or college.
- b. In the blank square beside **Year 1**, enter the total amount requested for the Magellan Scholar award (max of \$3000 per student).
- c. ALL other squares and text boxes should be blank.
- d. Scroll to the bottom of the page and click the <UPDATE> or <SAVE> button.

**NOTE: Under the My Forms section**, leave "Administrative Information" as is – do not change or edit. This may show as complete or incomplete. A status of incomplete will NOT affect the submission.

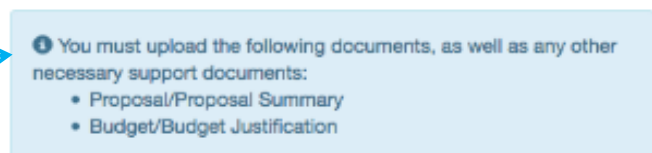
## 6) "Upload" the Magellan Scholar proposal

NOTE: please submit as ONE word or PDF document. Do not scan. Do not submit separate files unless you have received permission to do so (contact Julie Morris at [jmorris@sc.edu](mailto:jmorris@sc.edu) or 803-777-4649).

- On the lower right-hand side of the "Proposal Summary" page is the "Uploaded Documents" space.



- All components (including proposal and budget) should be uploaded as ONE document.



- Click on "Upload new document." This will bring you to a new page.



➤ Scroll down and click on the dropdown box for “Category” and select “Other” or “Proposal/Proposal Summary”

**Category**

Select a category:

➤ Click on “Browse.” This will open a pop-up.

**New Upload**

Browse... No file selected.

➤ In the pop-up box, select the student’s proposal from where it is saved on your computer or USB drive. Click on “Open” or “Choose.”

➤ The name of the student’s file will appear next to the Browse button.

Upload

➤ Click on “Upload.”

➤ This should take you back to the Proposal Summary page and the file will now be listed under “Uploaded Documents.”

**NOTES:**

- Do NOT upload the budget as a separate file. All documents, including the budget, are combined into ONE document, named “Student Last Name\_First initial” OR “Student 1 last name\_Student 2 last name.”
- If the upload takes longer than a minute to process – the system is stuck, try again or call me. I will have you email the proposal to me at [jmorris@sc.edu](mailto:jmorris@sc.edu) or [OUR@sc.edu](mailto:OUR@sc.edu) and will upload it for you.

**7) Start the approval process:**

a. At this point, everything should be ready (See screen capture below): 1) Student name(s) listed; 2) under My Forms, both the Proposal Award Processing and Internal Commit Forms should have a status of “Complete;” and 3) the proposal should be listed under “Uploaded Documents.”

b. Click on the “Start approval process” button above “My Forms.”

**Proposal Summary**

**Title**  
"Magellan-Student Last Name-Title"

<b>Project</b> Status: Not Submitted Type: New Dates: 01/01/2017 - 04/30/2017 Awardee Department: Sponsored Awards Management Internal Request Type: Magellan Scholar Program	<b>Lead PI</b> Mrs. Julie Morris Sponsored Awards Management	<b>Tools</b> Audit Trail Delete This Proposal Print Cover Page
<b>Students</b> Jane Doe Theatre and Dance, Department of John Smith Theatre and Dance, Department of		

**Uploaded Documents**  
Doe\_Smith.docx  
Other: Mrs. Julie Morris  
12/20/2016  
You must upload the following documents, as well as any other necessary support documents:  
• Proposal/Proposal Summary  
• Budget/Budget Justification

**My Forms**

<b>Administrative Information</b>	Incomplete
<b>Proposal/Award Processing Form (PAP)</b>	Complete
<b>Internal Commit</b>	Complete

Start Approval Process

1) Are all students listed?

2) Are the following two forms complete: Proposal Award Processing and Internal Commit? Administrative Information may be complete or incomplete. The AI form is for USCeRA administrators.

3) Is student’s proposal attached under “Uploaded Documents” and named correctly?

4) You are now ready to click on “Start Approval Process” button

- c. A pop-up will appear that says “Are you sure...”
- d. Click on Submit Proposal.
- e. A note will appear at the top of your USCeRA main page stating that the proposal has been successfully submitted with a proposal number listed.

Please call me if you have ANY problems – I can often fix things through the admin system: 803-777-4649

**If you do not see a proposal number after submitting, something is wrong.  
Please call me at 803-777-4649**