Eligibility (AG 2): min institutional GPA 3.300; undergrads only; any year/major; cannot apply final semester (must be enrolled one full semester post-award); submit 1 per semester; receive once
- NOTE: Do not include transcripts; however, they will be reviewed for eligibility and factor into evaluation

Purpose, updates, authorship, and MORE (AG 1-3)

Application process (8 steps; order can vary):
1) Review and fulfill all requirements in the Guidebook.
2) Attend the required application workshop.
3) Connect with your mentor about the project, application, and timeline for drafts and final submission.
4) Submit the applicant information form to indicate your intention to apply.
5) Develop, draft, and compile the project description and budget form.
6) Review the submission checklist to keep your application on-track.
7) Mentor(s) complete collaboration forms and append to student project description and budget.
   - Primary mentor
   - Secondary mentors
8) Full proposal submitted through USCeRA by the primary mentor. *Do NOT include transcripts
   - Full Proposal = project description + budget form + mentor form(s) in ONE word or pdf document
   - Document name: Student last name_First Initial OR Student 1 last name_Student 2 last name_etc.
   - USCeRA submission guide on webpage and in guidebook (AG 10)

Project Description (AG 5); includes formatting requirements, suggested order, etc.; also review “Proposal tips and hints” guide and sample proposals):

1) Background (Relationship to previous research, Knowledge in the field, or Literature Review)
2) Research question and/or hypothesis
3) Project goals and objectives
4) Project impact or significance
5) Project design, tasks, or methodology
6) Project timeline
7) Anticipated results/final products and Dissemination
8) Personal statement
9) References cited (OR Works cited, Bibliography, etc) (not in page limit; discipline-specific format)

- No appendices except as described in guidebook
Budget (AG 7): Requests may not exceed $3000 per student
- Grant maximum of 12 months OR up to one semester past graduation
- **Allowable/Unallowable Costs** - See guidebook
- Amount funded may differ from request
- Must comply with “E” fund procurement policy; confirm budget with departmental business manager
- Conference travel cap of $1000 (research travel exempt/no cap)
- Students may receive credit while receiving a stipend/salary
- Materials & supplies are USC property
- No cost share or matching funds required
- Concurrent funds permitted with full disclosure in proposal
- Pre-approval memo **REQUIRED from business manager** for human subject/participant incentives
- Funds may **only** be used for the student author(s) of the proposal; no transfer, no paying others, etc.

Special Situations (AG 17-23)
- Group Projects
  - ONE “Applicant information form”
  - 2 pages MAX for project description: describe duties of each student, justify number of students
  - separate personal statements (statements ONLY can extend to third page)
  - $3000 PER student (separate budgets)
  - Document name (alphabetically): student 1 last name_student 2 last name (etc)
- Research Abroad - apply by Scholar deadline; compliance with all regulations and requirements
- Vertebrate animals
- Human subjects/participants (including surveys, interviews, personal info)
- Resubmissions

USCeRA submission (AG 10) and guidance document
- Faculty mentor submits proposal as PI
- Title in USCeRA: Magellan-Student last name(s)-Project title
- Submission is not complete until “Start Approval Process” button is activated; this must occur by 5pm on the deadline; a proposal number will display at the top of the USCeRA page
- Signatory approval from chair, dean, etc. can occur after the 5pm submission deadline
- Questions or problems? Please call Julie Morris at 803-777-4649 or email jmorris@sc.edu

Review Criteria (AG 20; Review rubric on webpage)

Award Administration (AG 21)
- “Using Your Money” on Magellan Scholar webpage
- Blackboard management
- Research Registry and verification system
- Research compliance – animals/human studies
- Responsible conduct of research training (**not the same as human subjects training**)
- Presentation requirement
- Research report (on Magellan Scholar webpage)

Helpful resources on Magellan Scholar webpage:
- Sample proposals and budgets
- Student guide to mentoring plan
- Proposal checklist

**DEADLINES** and **Award Announcement** (on webpage): NOTE EARLY deadlines for Education, Nursing, & Public Health
- **October 23 by 5pm** for Spring projects (December 17th announce)
- **February 19 by 5pm** for Summer/Fall projects (April 24th announce)
- Announcements by email; mentor and student may each receive 2 emails