



Magellan Scholar

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.

Requirements

- 1) Manage award requirements and expectations through Blackboard, under “My Organizations” and “Magellan Programs.” Select “Magellan Scholar” and **complete the Welcome quiz *within one month* of award notification.**
- 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. To remain compliant with this requirement, Scholars must register in this system 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 a Research Ethics workshop provided by the Office of Undergraduate Research (workshop dates will be sent to you by email) or complete the on-line CITI Responsible Conduct of Research (RCR) training (this is not the same as Human Subjects Training). Proof of certification from CITI training must be uploaded to Blackboard. On-line training information here: <http://www.sc.edu/our/doc/CITIttraininghowto.pdf>. *NOTE for NSF/NIH funded projects, the on-line CITI RCR training is required, in addition to the in-person workshop.*
- 4) Present research at one of three USC sponsored events: [Spring Discover USC](#) (*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.
- 5) Submit a 1-2 page research report to the Office of Undergraduate Research through Blackboard ([report guidelines and instructions](#)). The report is due 1 month after completion of the project or prior to graduation, *whichever is first.*

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 listing of 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, must be returned to the Office of Undergraduate Research. Email our@sc.edu to initiate this process.
- See www.sc.edu/our/doc/Grant_adminFAQ.pdf for more information and details.

Compliance Issues - If your project includes the use of humans as research subjects, the portion of the project involving humans may **not** begin until IRB approval has been obtained. Likewise, if **vertebrate animals are used** in your project, you must have a valid IACUC approval number. You are also responsible for compliance with University, state and federal requirements relating to the use of radioisotopes and biohazardous materials. **Prior to initiating your project, upload the following to Blackboard:**

1. For human subjects:
 - A copy of the IRB human subjects approval letter (or approval of exempt status) from the Office of Research Compliance.
 - A copy of your certificate of completion for **Human Subject CITI training** (this is different from the Responsible Conduct of Research [RCR] training described above). How to here: <http://www.sc.edu/our/doc/CITITraininghowto.pdf> (**Yes**, if you haven't attended an Ethics workshop or completed the RCR training through this CITI system, you will need to complete BOTH human subjects training and the RCR modules and submit BOTH certificates of completion).
2. For animals:
 - The project IACUC approval number
 - Confirmation of animal use training certification

Research Abroad - Projects involving international travel, including conference travel, must be approved by the Study Abroad Office. Students **MUST** comply with all requirements, terms and conditions of the Study Abroad Office, 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 Study Abroad Office 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 USC 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. See www.sc.edu/our/doc/Grant_adminFAQ.pdf for more information.

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.

Grant awardees 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.

If the student's participation meets expectations, the student's information and research involvement will be shared with the University as part of the experiential learning initiative. At the student's request, this record may also be

provided to USC Connect's Graduation with Leadership Distinction program. 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. Mentors and students are encouraged to be in conversation throughout the semester regarding expectations for a positive research experience.

Please contact our@sc.edu with questions or concerns. Further information regarding data usage is available in [the rubric](#).