

MAGELLAN SCHOLAR

Discovery for every discipline

Spring 2018 GUIDEBOOK Table of Contents

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Guidebook Updates

Please note the following updates/changes:

- **NO transcripts to be included in application;** Transcripts will be reviewed and verified by the Office of Undergraduate Research for eligibility and academic history, progress and readiness remain factors in the award process. The minimum institutional GPA is 3.300 (no rounding) (Spring 2018)
- addition of Research Registry and verification system requirement for awardees (Fall 2017)
- clarification regarding eligibility of PharmD and first semester freshmen (Spring 2017; Fall 2017)
- clarification of travel funding requests and graduating scholars – under budget (Fall 2017)
- revision of USCeRA submission directions due to extensive website updates (Spring 2017)

Program Compliance, Research Integrity, and Authorship

All participants are bound by the Responsible Conduct of Research code of ethics, the Carolinian Creed, and the University's Honor Code. Violations of these codes will result in an immediate decline or withdrawal of funding and referral to the appropriate office for disciplinary measures.

EVERY student is responsible for writing his/her own proposal. The student is the author. However, grant writing is a collaborative effort and your mentor will provide guidance, suggestions, and recommendations throughout the process. For group projects, where multiple students are submitting one proposal, the students are still the authors and will work together to create the text.

Violations related to plagiarism include but are not limited to: copying from previous or same round proposals (all or partial) without appropriate citations, failure to include references or to cite said references, and any other forms of research misconduct or misrepresentation.

Clarification on resubmissions: Students declined in a previous round are not plagiarizing when revising and resubmitting their own work. HOWEVER, proposals cannot be revised and resubmitted by a different student.

Causes for an Immediate Decline without Review

- Plagiarism
- Violations related to Program Compliance, Research Integrity, and Authorship (see above)
- Failure to meet eligibility requirements (including but not limited to GPA and graduation status)
- Failure to attend an application workshop
- Failure to meet the rules and guidelines described within this document, including but not limited to proposal formatting, page limits, section requirements, budget guidelines, research abroad documentation, IRB and IACUC requirements, and resubmission guidelines

Overview

The Magellan Scholar program was created by the University of South Carolina (USC) to enrich the academic experience of our undergraduates through research opportunities in all disciplines from science, technology, and medicine, to theatre, music, and art. By providing access to faculty mentoring relationships and a professional research experience, USC enables students to creatively explore their interests at a more in-depth level than can be attained in the classroom. The Magellan Scholar program provides opportunities for undergraduates to build a competitive edge in the job market.

Each Magellan Scholar receives up to \$3,000 to fund his or her research project, competing for this award with the submission of a research, scholarship, or creative project proposal developed in collaboration with his or her faculty mentor. Selection is based on the project's educational and intellectual merit, the potential impact of the project, and the student's previous academic success.

A Magellan Scholar:

- maintains an institutional GPA of 3.300 or greater,
- is from any USC campus, discipline or major,
- maintains consistent effort towards the completion of the project within the grant period, and
- dedicates self to exploring the world while gaining valuable hands-on experience.

Eligibility

STUDENT ELIGIBILITY:

- any campus, any discipline, any academic year
- degree seeking undergraduates ONLY
- minimum institutional GPA of 3.300 (First semester freshmen: see page 6)

Clarification:

- students cannot apply the same semester in which they receive their bachelor's degree; May graduates/degree recipients can apply in October of the academic year of graduation but not in February; February applicants can graduate/receive degrees in August or December
- scholar must be enrolled as an undergraduate for one full semester after the grant is awarded
- PharmD students are eligible as follows:
 - Do not currently have a bachelor's degree
 - Are not receiving a bachelor's during the same semester of applicationNOTE as with traditional undergraduates, PharmD students are NOT eligible to apply during the same semester in which they are receiving a bachelor's degree. As this usually occurs in the Spring semester of the second year, PharmD students are eligible during the first year and half of the program IF they do not currently have a bachelor's.
- good standing with the University (no academic or judicial probation)
- no previous Magellan Scholar award (awarded only once per student)
- International and exchange students (domestic or international) are eligible (US citizenship/permanent residency not required)

NOTE: Only one proposal may be submitted per student per round

MENTOR ELIGIBILITY AND RESPONSIBILITIES: Every proposal must have ONE primary mentor.

The involvement of secondary mentors is encouraged when additional expertise is valuable or appropriate for the project. USC affiliation is not required for secondary mentors. All mentors MUST provide a mentor collaboration form detailing their mentoring role in the project and area of expertise.

Primary mentor eligibility:

- USC faculty member* (including research, clinical, and adjunct status)
 - Faculty planning sabbaticals or extended leave during the Magellan Scholar project period must identify a secondary mentor during this period or consider alternatives
 - *If IRB is required, the mentor eligibility requirements may differ – terminal degree generally required. Please contact the Research Compliance Office to confirm eligibility (803-777-7095; http://www.sc.edu/about/offices_and_divisions/research_compliance/index.php)

- Professional USC staff with appropriate expertise in subject (please contact OUR at 803-777-4649)
- Dorn VA Medical Center Researchers (please contact OUR at 803-777-4649)
- Post-doctoral fellows may be eligible with department permission
- Mentors are *discouraged* from submitting multiple applications. Mentors of multiple applicants are encouraged to have students submit one group proposal rather than multiple single proposals.
- Immediate family members are discouraged from being primary mentors of applicants but secondary mentorship may be considered. If mentorship is required due to expertise, justification is needed and a secondary mentor is required.

Secondary mentor eligibility (*secondary mentor collaboration forms are required*): In addition to the above,

- Graduate students
- Community professionals with topic expertise such as community organizations

Mentor responsibility:

- To assist your student in the development and articulation of the project idea and plan. Please note: the student is the author of the proposal
- To help your student understand the methods and concepts of research and scholarship within your field
- To guide and train your student in the skills and/or techniques needed to complete the project (including assistance with human subject compliance/IRB and animal care and use compliance)
- To be available during the project period
 - mentor and student should establish ground rules and expectations during the planning stage
 - faculty planning sabbaticals or extended leave during the project period must identify a secondary mentor during this period or consider alternatives
- To oversee and manage account expenditures NOTE: mentors and students are responsible for overages
- To ensure student meets the program requirements (see page 20):
 - Make significant progress toward the completion of the project within the grant period (this is verified by mentor through the Research Registry)
 - Research ethics course: sessions provided by the Office of Undergraduate Research. NSF/NIH funded projects also require students to complete the **on-line CITI training**.
 - Magellan Scholar **Final Report**
 - Presentation at university sponsored event: Discover USC (*preferred*), Summer poster session, or Fall symposium

PROJECT ACCEPTABILITY:

- mentor-designed; students can work directly on mentor's project; does not have to be separate project, question, or topic
- student generated projects or questions (this is not a requirement of Magellan projects)
- research abroad
- service-learning and community-based-research
- any combination of the above

NOTE: Preference is given to projects that further the faculty mentor's research goals and/or impact the community.

Funds Available

- Applicants may request up to \$3,000 per student with a project period of up to one year.
- Grant period:
 - For projects that begin Spring semester, the start date is January 1st.
 - For Summer/Fall projects, the grant start date is May 1st but projects can begin in August.

- Grant enddate is flexible based on project needs but generally no more than one year or until graduation (whichever is first).
- Extensions past one year (or one semester past graduation) may be permitted by contacting the Office of Undergraduate Research [following these guidelines](#).
- **Cost Share:** This program does not require cost share.
- Please [see budget section below](#) for more information and allowable/unallowable expenses.

Application process

All applications and projects must be submitted and conducted in accordance with Program Compliance, Research Integrity, and Authorship as addressed on page 1 of this guidebook.

**Please note:

- **The student must be the author** of the proposal but is expected (and required) to work with the mentor to develop the project, proposal & budget including guidance through the writing and editing process. See page 1 of this guidebook.
- Projects can be part of large, on-going research (questions do NOT have to be student generated).
- Research abroad, service-learning, and community-based-research projects are eligible.

DEADLINE: The Magellan Scholar program has two deadlines per year. One in mid-October with grant funding available in the Spring semester and one in mid-February with grant funding available in the Summer or Fall semesters. Please check the website for exact dates. Proposals **MUST be submitted by 5pm** on the deadline date.

**Please note the following exceptions:

- College of Nursing requires submission 10 business days early and an internal **“intent to submit form”** ASAP; contact Lisa Spruill for instructions at lspruill@mailbox.sc.edu
- College of Education requires 5 business days early, contact Rebecca Wessinger RINEHARR@mailbox.sc.edu
- USC Aiken is 3-5 days early; deadline found on Magellan Scholar webpage under “Deadlines”

RESUBMITTING? See additional information on page 21

Students must complete the following in addition to the proposal described below: (Group submissions: see page 10 for additional information)

- Attend an application workshop (~1 hour). **This is REQUIRED.** Applications received from students who have not attended will be automatically rejected.
 - Dates and times on the website: <http://www.sc.edu/our/magellan.shtml>.
 - Non-Columbia students: see the website for workshop dates on your campus, the live streamed workshop date and campus locations, or contact the office for alternatives (our@sc.edu).
 - Columbia students who cannot attend must contact our@sc.edu for alternatives.
- Complete the on-line applicant information form [http://www.sc.edu/our/magellan_compliance.shtml].
 - This must be completed **PRIOR** to the deadline date.
 - *Groups* complete this together on ONE form. Enter each student beginning alphabetically by last name.
 - You must have your USC ID for this (letter+8 numbers). This should be printed on the back of your Carolina Card. If not or you don't have your card...

To get your USC ID - OPTION 1: (This can only be used from the my.sc homepage, prior to login)

Go to: my.sc.edu (<https://my.sc.edu/>)

- Scroll down to and click on: “Personal: View my IDs and manage my passwords” (this will take you to the login page)
- Login with your Network Username or VIP ID
- Scroll down, your USC ID is about half-way down the page

To get your USC ID - OPTION 2:

If you are already logged into <https://my.sc.edu/>. Try one of the following:

- Most pages with your name in the right upper corner will have your USC ID next to it.
- Specifically check: “student” – “student records” – “view student information” OR “academic transcript” – it will be the number next to your name in the right upper corner.

- If the project includes research abroad (including international conference travel), you must initiate and follow all Study Abroad office requirements even if you are not taking a course while abroad. See page 17 for more details.
- If the project includes **vertebrate animals** or **humans** (including but not limited to interviews, surveys, or review of personal/private information), you must have approval through the appropriate compliance office (or note of exemption). This is not required prior to submitting the proposal but is required before you can start this portion of the project. *Be sure to state your intent to submit for approval within your project description.* See page 18 for additional information.
- Proposal or project description (*NOTE: see Tips & Hints and Sample proposals for additional assistance on Magellan Scholar webpage under the Tab “Application Information” and “Preparing the Application”*):
 - The **student must be the author** of the proposal but is expected (and required) to work with his/her mentor during the proposal & budget development and writing process. See page 1 of this guidebook.
 - Centered at top of first page, include:
 - Project title (same title entered into the on-line applicant info form – if you change titles, please email our@sc.edu to update applicant form).
 - Under title, create one line with: student’s name, major; mentor/co-mentor name(s), and department(s).
 - Page Limitations: **May not exceed two (2)** single-spaced pages. (GROUP: 3 pages; see page 10)*
 - No title page
 - References/Works Cited/Bibliography are not included in two page limit
 - No appendices or attachments, *except as described on page 6*
 - Format:*
 - Use a readable font (Arial, Helvetica, Times New Roman, Calibri, etc)
 - Font size of 11 points or larger
 - Single spacing
 - ONE column of text (multi-column format is NOT permitted)
 - Margins of 0.5 inch (top, bottom, left, and right) for all pages
 - Project Description:* A clear, concise description of the proposed project, including the following required sections, section titles required; the following order is suggested but may be altered for narrative flow:
 - Background (OR Relationship to previous research, Knowledge in the field, or Literature Review)
 - Research question (OR Research statement)
 - Project goals and objectives
 - Project impact (OR Project significance)
 - *Project design (OR Methodology)
 - Project timeline (*maximum of one year*)
 - Anticipated results/Final products and Dissemination (how you will share your work)

- Personal statement
- References, Works cited or Bibliography (*Not part of page limit; use discipline-appropriate format*)

***Project Design:** This is the most important section of your proposal. Please provide sufficient detail regarding the steps and tasks of your project for the reviewers to evaluate the anticipated project plan and your understanding of it. See “Tips & hints” document on-line for more information.

- Supporting materials:
 - (REQUIRED)** An itemized budget and justification of anticipated expenditures (MUST use budget form provided on the Magellan Scholar webpage); the budget is in addition to the two page proposal. Please see below for additional budget details.

Reminder: NO transcript should be included with the application. Transcripts will be reviewed and verified by the Office of Undergraduate Research for eligibility and academic history, progress and readiness remain factors in the award process.

First semester freshman?

- If you are awarded, the grant is approved **contingent** on your Fall GPA. If your institutional GPA does not meet the minimum requirement of 3.300, your award will be rescinded.

- Attachments/Appendices: ONLY the following are permitted. Any other attachments/appendices or additional pages will be deleted from your proposal.
 - Confirming support: if you are working with a non-profit, community organization, topic expert, etc. who has agreed to partner, mentor, or support your project, a 1 page letter from the partner confirming support is permitted – this should be attached after the mentor form(s)
 - Budget approval memo from business manager for participant incentives. See page 7.
 - RESUBMISSION? Response to reviewers’ comments page is required; place at beginning of proposal (see page 21).
- To complete and submit proposal **Please do NOT scan your proposal** (it is ok if one of the memos described above is scanned into the proposal – but not the entire proposal)
 - Create **ONE** Word or PDF file of proposal and supporting materials. File must be named after the student, as follows: "Last Name_First Initial" (Doe_J). For group projects, name the file alphabetically by last name: "Last name student 1_ Last name student 2" (Doe_Jones_Smith).
 - Provide electronic file to faculty mentor.
 - Faculty mentor completes and appends the “primary faculty collaboration form” and, if appropriate, the “secondary mentor form(s)” to the student's proposal. These documents can be found on the webpage.
 - Faculty mentor submits proposal through USCeRA. See page 10 for instructions.

See Magellan Scholar webpage for the following forms and helpful information:

- Budget form
- Primary Collaboration Form
- Secondary Mentor Form
- Applicant information form
- Submission checklist
- Sample Proposals and Budgets
- Proposal tips and hints

ONCE AWARDED:

Magellan Scholars are required to comply with all Award Administration and Scholar Requirements provided in the Terms and Conditions document provided in the award letter and highlighted below on page 20.

Magellan Scholars are encouraged to publish work in Caravel, USC's undergraduate research journal (caravel.sc.edu/) and to present/publish in a professional discipline specific venue, when possible.

Budget

NOTE: Magellan Scholar awards are processed through "E" funds.

- All expenditures MUST remain compliant with E fund procurement requirements.
- All budgets must be reviewed by department business managers prior to submission.
- Budgets should be monitored closely as overages are the responsibility of the mentor.

- Maximum budget request: \$3000 per student (you do not have to request the full amount – request the amount appropriate for your project); [see page 10 for GROUP project details](#)
- Although the committee intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount funded.
- You must use the Magellan Scholar budget form on the Magellan Scholar webpage. *NOTE: do not use the PDF unless you can save PDFs.*
- No cost share or matching funds required.
- Materials and supplies purchased through this award remain USC property (*NOT the student's property*).
- Students may receive credit while receiving a stipend/salary UNLESS this is not allowed by your department – check with your department for their policy.
- Students may receive concurrent funding (SCHC Fellowships, Minigrants, etc.); disclosure required on budget form. Please contact OUR to discuss.
- Travel costs for research or conferences MUST be itemized with estimates. They must include destination and an explanation or justification for this travel or reason for this particular conference. For USC travel allowances and information: <http://hrtraining.sc.edu/> (scroll through for mileage, meals, etc)
- Travel and graduation:
 - ALL *research* travel must be completed prior to graduation
 - Conference travel WITHIN the US is permitted up to one semester post-graduation
 - NO travel OUTSIDE the US, of any kind, is permitted post-graduation, this includes both conference travel and research travel

Funds may **only** be used for the student(s) named as applicant(s). Mentors found in violation of this may lose eligibility for future funding through the Office of Undergraduate Research.

ALLOWABLE COSTS

- Salary and fringe benefits of undergraduate applicant(s) ONLY (*What's fringe? See end of budget section*)

- No backpay is permitted
- Salaries can begin no earlier than the grant start date of Jan for October applicants or May/Aug for February applicants
- Travel: Student travel essential to conduct or present the project
 - No more than \$1000 may be requested for conference travel (regardless of number of conferences)

To CLARIFY: Up to \$3000 may be requested for travel required to conduct the research itself or a combination of research travel and conference travel but the conference travel portion may not exceed \$1000

 - Registration and allowable program participation costs affiliated with travel should be listed under travel and NOT materials/supplies
 - NO vaccinations, passport fees, ID cards, travel visas, etc.; unless paid *within or as part of approved* program costs
 - Satellite phone expenses are permitted ONLY if mandated by the Study Abroad Office for safety and security for travel to certain countries
 - Travel and graduation:
 - ALL research travel must be completed prior to graduation
 - Conference travel WITHIN the US is permitted up to one semester post-graduation
 - NO travel OUTSIDE the US, of any kind, is permitted post-graduation, this includes both conference travel and research travel
- Project supplies - *all purchases remain USC property unless granted exemption from Office of Undergraduate Research*
 - Donations of physical supplies to US non-profits are permitted if itemized in budget
 - Computer software is permitted but NOT computers, tablets, or peripherals
 - NOTE: only supplies purchased **after** the grant start date of Jan for October applicants or May/Aug for February applicants are permitted
- Participant incentives are allowed pending the fulfillment of requirements listed below. NO incentives are permitted to participants while researching abroad.
 - Gift cards require departmental approval and follow the USC participant incentive process.
 - Non gift card raffle items (such as goodie bags) must total no more than \$50 and require only mentor approval. These must be itemized under supplies but do not require the department memo described below.
 - Raffle items (participants are entered into a random drawing) of \$50 or less are permitted. Raffle items can be gift cards or physical items (please see the two bullet points above.)
- Animal maintenance (including their purchase, treatment, cage costs, per diem, etc.)
- Program costs required for research completion (listed under travel)

DEPARTMENTAL PRE-APPROVAL REQUIRED: PARTICIPANT INCENTIVES (please note this may not be permitted by all departments; pre-submission approval documentation is required) ***NOTE: Participant incentives do not refer to the hiring of the Magellan Scholar applicant but to reimbursing participants in a research study.***

Participant incentives – please note this can be a VERY complicated process. There are many situations in which this will NOT be allowed. It is unlikely that this support will be allowed for non-US citizens or non-permanent residents. *Incentives are NOT allowed during research abroad or to any individual/organization outside the US.*

- Participant incentives must follow all USC requirements and guidelines
- Only USC faculty or staff employees are permitted to be responsible for participant incentive disbursement (NOT Undergraduate or graduate students)
- Please consult with your department business manager as early as possible (PRIOR to submission) when considering participant incentives

****You MUST attach a letter of approval to your proposal from the business manager or grant administrator for participant incentive expenses. The letter must include:**

- 1) Confirmation of approval from the department/program business manager to include and manage participant incentives through the approved university process
- 2) The name of the designated custodian or manager of the funds (A USC faculty or staff employee MUST be designated as the custodian. Undergraduates and graduate students are NOT permitted as custodians.)
- 3) Confirmation that the designated custodian has received appropriate training or has managed participant incentives previously. If not, then a statement confirming that training will be completed prior to management must be included.

PROHIBITED / UNALLOWABLE COSTS

- Faculty or graduate student compensation (including salary, benefits, travel)
- Tuition for non-research related programs
- Payments, compensation, or travel for anyone other than undergraduate applicant(s)
- Student salary PRIOR to grant start date (salaries can begin no earlier than the grant start date of Jan for October applicants or May/Aug for February applicants)
- Reimbursement for supplies purchased PRIOR to the grant start date (only supplies purchased after the grant start date of Jan for October applicants or May/Aug for February applicants are allowed)
- Computers, tablets, and peripherals (computer software *is* permitted)
- Incentives or payments of any type to participants or organizations abroad
- Donations of cash or cash-equivalent items (gift cards, etc)
- Food (except for travel related expenses)
- Alcoholic beverages
- Travel (the following are prohibited)
 - No more than \$1000 may be requested for conference travel
 - Expenses such as transportation within 10 miles of campus, vaccinations, passport fees, ID cards, travel visas, etc (unless paid within approved program costs)
 - Post-graduation travel OUTSIDE the US, of any kind – neither research nor conference travel
 - Post-graduation RESEARCH travel - anywhere
- Expenditures made prior to the project period
 - *What does this mean?* You cannot get paid (salary) or reimbursed (materials/supplies/travel) for work or purchases made or completed BEFORE the start of the grant date (Grant start dates: Jan 1 for October deadline and May 1 for February deadline)
 - Exception: with special permission, some travel expenses such as plane tickets purchased prior to the start date of the grant can be reimbursed ONLY IF the primary research travel period occurs after the project period begins. Reimbursement will happen after the grant start date.
EXAMPLE: if your research travel is from Jan 10-May 15. Your plane ticket purchased in November might be reimbursed with permission. The travel reimbursement voucher cannot be submitted until after January 1.

WHAT'S FRINGE?? Fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. This includes things like: FICA (Social Security and Medicare), unemployment, insurance for workplace accidents (worker's comp), etc. When you are taking classes, the only cost is worker's comp. This means that fringe rate is calculated differently when you are taking classes and not taking classes. The budget form should calculate this automatically.

FOR MENTORS: Mentor form and submitting through USCeRA

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.

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

- 1) **Complete the faculty mentor Primary Collaboration Form:** www.sc.edu/our/doc/MentorCollabForm.docx (It can also be found on the Magellan Scholar webpage, under “For Mentors,” “Preparing the application,” “Primary 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 collaboration form”
 - ii. All other mentors should complete a “secondary mentor form.”
<http://www.sc.edu/our/doc/SecondaryMentorForm.docx>
 - If you have ANY problems with the forms, please contact 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 or 803-777-4649.
- 3) **Login to USCeRA** (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. Start date: For the October deadline – *1/1/YEAR*, for February deadline – *5/1/YEAR*
- e. 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*)
- f. Agency Deadline Type: *Receipt*
- g. Agency Deadline Date: *Found on Magellan webpage*
- h. 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 labelled “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 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 labelled “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
 - Indicate role on project
 - Enter effort (can be all 0)
 - Salary \$0
 - Click on Continue
- c. Add Student: Click on button “+ Add Student”
 - 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 labelled "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. Indirect Costs: enter 0 (no indirect costs)
 - c. Indirect Cost Amount for the First Year: 0
 - d. Project Uses Non-Standard Rate: No
 - 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 5 or fifth tab labelled “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) Enter the appropriate number (and date for animals) OR type “PENDING”.

- 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 to bottom.

- Under the section entitled “My Forms” (near bottom left of the 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.
- In the blank square beside **Year 1**, enter the total amount requested for the Magellan Scholar award (max of \$3000 per student).
- ALL other squares and text boxes should be blank.
- Scroll to the bottom of the page and click <SAVE>.

NOTE: 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 (see next page)

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

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



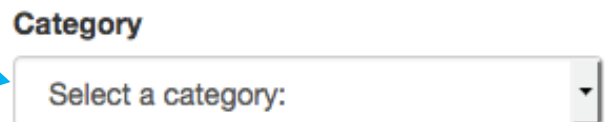
- All components (including proposal and budget) should be uploaded as ONE document.



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

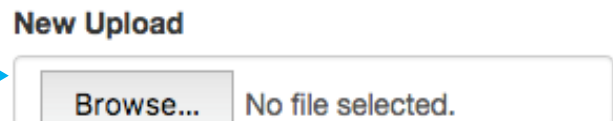


- Scroll down and click on the dropdown box for “Category” and select “Other” or “Proposal/Proposal Summary”



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

- 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.



- 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 or OUR@sc.edu and will upload it for you.

7) Start the approval process:

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

Proposal Summary

Title
"Magellan-Student Last Name-Title"

Project

Status
Not Submitted

Type
New

Dates
01/01/2017 - 04/30/2017

Awardee Department
Sponsored Awards Management

Internal Request Type
Magellan Scholar Program

Lead PI

Mrs. Julie Morris
Sponsored Awards Management

Tools

Audit Trail

Delete This Proposal

Print Cover Page

Students

Jane Doe
Theatre and Dance, Department of

John Smith
Theatre and Dance, Department of

Start Approval Process

My Forms

Administrative Information △ Incomplete

Proposal/Award Processing Form (PAP) ✓ Complete
[View Report >](#)

Internal Commit ✓ Complete

Uploaded Documents

Doe_Smith.docx ✕ Delete

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

[Upload New Document](#)

[View All Documents as One PDF File](#)

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

- b. Click on the "Start approval process" button above "My Forms."
- 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**

Group Projects

A small team of 2-4 students may be considered. ALL students must meet the minimum GPA requirement. This will be verified by the Office of Undergraduate Research. *Do NOT include transcripts.*

For group submissions:

- Submit ONE “Applicant information form” (www.sc.edu/our/magellan_compliance.shtml) with all students listed beginning alphabetically by last name (Click on the “add students” link below the student 1 data). All students in the group need to be together to complete this form as there is personal information needed for each of you.
- Describe the group project in ONE “Proposal or project description.”
- ONE additional page is permitted for group proposals. This is a MAX total of 3 pages for a group proposal.
- Under the section “Methodology or project design,” clearly state duties and role of each student (if doing the same work, state this specifically); provide justification for size of group
- A separate personal statement is required from each student in the group.
- FILE name listed alphabetically by last name: Student 1 last name_Student 2 last name_etc (Doe_Jones_Smith).
- Budget:
 - Up to \$3000 may be requested for EACH student with separate budget forms
 - Create a separate budget form for EACH student using the WORD document. Do NOT use the PDF form because when they are combined it will over-write the tables.
- Primary Mentor Collaboration Form: use one primary mentor form for the group and provide justification for the size of the research team
- The mentor submits the proposal through USCeRA and will list each student (entered alphabetically by last name) on the “Magellan Scholar Program Student List” form accessible from the Proposal Summary page. Students do NOT submit the proposal into USCeRA!

Research Abroad or International Travel

NOTES:

- All travel covered by the Magellan Scholar program is subject to the approval and standard terms and conditions of the Study Abroad Office (campus dependent). Should your travel be deemed unsafe for any reason, at any time (before or during stay), the Magellan Scholar program will follow the recommendations of the Study Abroad Office and has the right to deny and/or revoke funding.
- ALL Magellan Scholars conducting research abroad are **REQUIRED** to be protected by Overseas Emergency Medical Insurance. Columbia campus students will be signed up automatically. For more information: http://sc.edu/about/offices_and_divisions/study_abroad/steps_to_study_abroad/prepare_to_go/insurance/index.php
- It is recommended that students meet with the Office of Undergraduate Research, in addition to your campus Study Abroad contact, well in advance of submitting a proposal that includes international research.
- The Magellan Scholar program will not pay for tuition associated with a study abroad program. Room and board MAY be covered. Program fees may be considered if DIRECTLY associated with or required for the research.
- NO *post-graduation* RESEARCH travel and no travel OUTSIDE the US, of any kind – neither research nor conference travel - is permitted with Magellan Scholar funds.

NOTE your proposal MUST clearly and specifically justify the need/requirement to conduct this project abroad. Just because you want to talk to people or see something in person is NOT sufficient justification with today's technology. You must convince the reviewers of this need or it is very likely that you will not be funded. PLEASE read the tips for Research Abroad!

If your project involves research abroad (including international travel to present at a conference):

1. Review the “**Research Abroad**” **proposal writing tips** on the Magellan Scholar webpage.
2. Follow the “**Steps to Study Abroad**” **guide** on the Study Abroad page
3. Meet with a Study Abroad advisor on your campus to discuss your travel plans and learn what you need to know before traveling abroad
4. **PRIOR to the Magellan Scholar deadline**, complete the following forms and requirements:
 - a. *For Columbia and Palmetto College students:* tinyurl.com/MagellanAbroad
 - b. *For Beaufort,* contact Dr. Juanita (Babet) Villena-Alvarez at JIVILLEN@uscb.edu
 - c. *For Aiken and Upstate,* contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines.

NOTE: All Magellan awards are contingent upon Study Abroad compliance. Failure to comply may result in loss of Magellan funds.

What do I do once awarded as a Magellan Scholar researching abroad?

- 1) Contact your campus' Study Abroad contact to confirm that you have met all travel requirements.
- 2) If you have included travel expenses in your budget, you MUST have a Travel Authorization (TA) completed through your mentor's department (plan ahead – recommend at least ONE MONTH prior to departure). Take your budget form, which should include the estimates for your travel expenses.

Projects involving vertebrate animals

Animal usage review and approval must be obtained prior to initiating any part of your project involving animals; the Review Board will not approve studies retroactively. **There are NO exceptions.**

- Magellan Scholar proposals may be submitted prior to approval by the Animal Care and Use Committee.
- Include a statement within your project description/timeline that you are submitting for Animal Care and Use Committee approval and will comply with all rules, regulations, and training requirements.
- *Once approved*, submit your animal use approval number (IACUC#) through Blackboard as indicated in Award Terms and Conditions.
- NOTE: Projects involving animals must maintain compliance with regulations at all times or funding will be revoked.
- For more information and forms, go to http://www.sc.edu/about/offices_and_divisions/research_compliance/iacuc/index.php.

WHEN should I complete these tasks??

*When you are positive that you will be conducting the project.

- Will you do the project even if you don't get funded? Then you and your mentor should start the approval process immediately.
- Will you do the project **ONLY** if you receive funding? Wait until you receive the Magellan Scholar award email from OUR (See the website for the appropriate announcement date)
- NOTE: Approval for animal use is NOT required prior to submission of your Magellan Scholar application **HOWEVER you may not begin this portion of your research until IACUC approval is granted.**
- Include a statement within your project description/timeline that you are submitting for Animal Use approval and will comply with all rules, regulations, and training requirements.
- Once approval received, upload through Blackboard as indicated in Award Terms and Conditions.

Projects involving people as participants or personal information

Human subjects review and approval must be obtained prior to initiating any part of your project involving people; the Institutional Review Board will not approve studies retroactively. **There are NO exceptions.**

USC is required by the federal government to follow strict guidelines when human subjects are involved in research projects requiring Institutional Review Board (IRB) approval. Human subjects research **INCLUDES** studies that use:

- data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or
- existing data sets containing any personal information (e.g., medical records, educational records, voting records).
- Include a statement within your project description/timeline that you are submitting for Human Subjects approval and will comply with all rules, regulations, and training requirements.
- **Please note the following during your eIRB submission:**

- Your mentor **MUST** be listed on the eIRB submission form as BOTH Mentor AND Co-Investigator or Study Coordinator
- If your mentor is not listed as an approved mentor in the eIRB system, please have your mentor contact the Office of Research Compliance.
- *Once approved*, submit your approval number/email or email of exempt status through Blackboard as indicated in Award Terms and Conditions.
- For more information and the application process:
http://www.sc.edu/about/offices_and_divisions/research_compliance/irb/index.php
- For ALL Human subjects questions: contact the Office of Research Compliance (http://www.sc.edu/about/offices_and_divisions/research_compliance/index.php; 803-777-7095)
NOTE: The OUR cannot help with Human Subjects questions, you will be referred to Research Compliance!

NOTE: Projects involving human subjects must maintain compliance with regulations at all times or funding will be revoked.

WHEN should I complete these tasks??

- * When you are positive that you will be conducting the project.
 - Will you do the project even if you don't get funded? Then you and your mentor should start the approval process immediately.
 - Will you do the project **ONLY** if you receive funding? Wait until you receive the Magellan Scholar award email from OUR (See the website for the appropriate announcement date)
- NOTE: Approval for human subjects is **NOT** required prior to submission of your Magellan Scholar application **HOWEVER you may not begin this portion of your research until IRB approval is granted.**
- Include a statement within your project description/timeline that you are submitting for Human Subject approval and will comply with all rules, regulations, and training requirements.
- Once approval received, submit documentation through Blackboard as indicated in Award Terms and Conditions.

Application Review Process

Applications from eligible students that are complete and responsive to these guidelines will be evaluated for merit by the Review committee. Review committee recommendations are forwarded to the Office of the Vice President for Research for final award decisions.

The following criteria will be used to assess proposals (a copy of the review rubric can be found on the Magellan Scholar webpage):

- Overall merit
- Student's clarity of explanation
- Overall strength of collaboration form and mentor's role in project
- Student's readiness for project and/or the plan for gaining needed skills

Applicants and mentors will be notified via e-mail of award decisions. See webpage for announcement date.

Award Administration and Scholar Requirements

Magellan Scholars are **required** to:

- 1) Manage award requirements and expectations through Blackboard, under “My Organizations” and “Magellan Programs.” Scholars are required to complete the Welcome quiz in Blackboard **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, awardees 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 below.
- 3) Complete a research ethics course/Responsible Conduct of Research (this is not the same as Human Subjects Training): sessions provided by the Office of Undergraduate Research or complete the online training. Instructions and access here: www.sc.edu/our/doc/CITIttraininghowto.pdf. *NOTE for NSF/NIH funded projects, the on-line CITI 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.
- 5) Submit a 1-2 page research report to the Office of Undergraduate Research through Blackboard (guidelines: www.sc.edu/our/doc/ResearchReportGuidelines.pdf). The research 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 the project includes the use of **humans** as research subjects (including surveys) OR vertebrate **animals**, the faculty member is responsible for ensuring IRB or IACUC approval (see page 18). The faculty member is also responsible for compliance with USC, state and federal requirements relating to the use of radioisotopes and biohazardous materials.
- **Publications and Presentations** - Any publications or presentations produced as a result of this award must contain an acknowledgment of USC’s support such as: “This work is partially supported by a grant from the University of South Carolina Magellan Scholar program.”

Revised for: Spring 2018

- **Research Registry** - The **Research Registry** has been established 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**.

Resubmissions

The review committee strongly encourages students to revise and resubmit proposals that are not funded the first time, if the project and timing permit. The proposal writing process is also meant to provide students with an introduction to grant writing. In addition to a great project idea and a supportive mentor, the reviewers want the student to be able to communicate this effectively in written form.

FAILURE to follow the rules and guidelines below are cause for immediate decline without review

How to resubmit:

1. You do NOT need to attend another workshop. However, **review the guidebook** of the **CURRENT** round or semester for updates and changes and to make sure you have met any and all new requirements/sections.
2. PROPOSAL
 - Do NOT include transcripts. The minimum GPA requirement will be verified by the Office of Undergraduate Research.
 - Revise your project description based on the reviewers' comments and suggestions. In most cases, the reviewers are looking for additional details regarding your project plan.
 - Prepare a cover page or response page that directly addresses how you have strengthened your project description in response to the reviewers' comments.
 - At top of this page, title it "Magellan Scholar Resubmission Response"
 - You may wish to format this as a letter to the review committee describing or outlining the changes or updated made to your proposal (Dear Magellan Scholar review committee, ...)
 - The response can either be narrative, paragraph form or a bulleted list
 - Respond to the reviewers' comments with brief comments or summaries of how you have incorporated suggestions or addressed concerns
 - Edit and revise your project timeline.

Revised for: Spring 2018

- Revise and adjust your budget form with new dates and schedule (especially the salary section)
3. HUMAN SUBJECTS/ANIMAL USE COMPLIANCE ISSUES
- If your project involves people as participants/human subjects OR vertebrate animals, you must complete all compliance paperwork and requirements. See relevant sections above.
4. TRAVEL ABROAD: If your project includes international travel, you MUST redo all forms and meet all requirements. See section above on research abroad.
5. SUBMISSION PROCESS
- Complete a **NEW on-line applicant information form**. Select “Resubmission” at the bottom of the form. This can be done at any time BEFORE your proposal is submitted through USCeRA. (YES, a new form is required for THIS resubmission.)
 - Just like before, provide your mentor with an electronic copy of your full proposal (including the response coverpage and budget). The name of this file should be Last name_First initial or for groups, Last name student1_Last name student2.
 - Your mentor will attach an updated collaboration form. NOTE: be sure this is the current, most up-to-date form, check under “For Mentors,” “Preparing the application,” “Primary Collaboration Form” OR “Application Information & Guidebook,” “Preparing the application,” “Primary Collaboration Form.”
 - The proposal is submitted the same way: through USCeRA by your mentor (see page 10).