

## Magellan Scholar Submission Checklist

Prior to submission, it is strongly recommended that you review your proposal to ensure it complies with the guidelines, in the format specified. This checklist is not intended to be an all inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- Attend ONE application workshop (Dates, times, and locations: <http://www.sc.edu/our/magellan.shtml>)
- Complete the on-line applicant information form ([http://www.sc.edu/our/magellan\\_compliance.shtml](http://www.sc.edu/our/magellan_compliance.shtml))
- Traveling abroad? If any part of your project takes place outside the US (including conference travel) – complete the appropriate steps for “Research Abroad” in the Magellan Scholar guidebook. Application DEADLINE: same as Magellan Scholar deadline!
  - For Columbia and Palmetto College students: <http://tinyurl.com/MagellanAbroad>
  - For Aiken, Beaufort, and Upstate, contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines
- My project involves vertebrate animals. University approval is required prior to the start of your project. See the guidebook for more information (such as timing and contacts)
- My project involves people as participants and/or human subjects (includes interviews, surveys, and private information). University approval is required prior to the start of your project. See the guidebook for more information (such as timing and contacts)

### Proposal – general:

- At top center of first page of proposal: title of your project, your name and major, and your mentor’s name and department (NO coversheet)
- Follow the font and margin requirements and **two page limit** (not including: references, budget, transcripts, mentor collaboration form) NOTE for group projects, the max is 3 pages.

### Project Description – sections (the following order is suggested but not required; all sections required):

- Background/relationship to previous research/knowledge in the field
- Research question or statement
- Project goals and objectives
- Project impact or significance
- Methodology or project design
- Project timeline
- Anticipated results/Final Products and Dissemination (sharing results)
- Personal statement
- References/Works Cited/Bibliography: Not included in page limit

### Supporting material:

- Itemized budget and justification (use Magellan budget form on webpage)
- If needed*, budget approval memo for participant support (see guidebook)
- Transcript (copy and paste to end of proposal; see guidebook)

### Final proposal document:

- Compile project description, budget, and transcripts into ONE Word or PDF file – do NOT scan
- Name file: “student last name\_first initial”; for group projects: “student 1 last name\_student 2 last name”
- Electronic file given to mentor for submission through USCeRA
- Remind mentor to attach “primary mentor collaboration form” to end of your proposal file
- If needed*, attach: secondary mentor form(s) and/or letters of support from community partners (see guidebook)
- MENTOR submits proposal through USCeRA (see guidebook or USCeRA submission tip sheet)