



# Magellan Scholar Application Workshop

Office of Undergraduate Research

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**Magellan Scholar webpage:** <http://www.sc.edu/our/magellan.shtml>

## IMPORTANT NOTES:

- 1. Program Compliance, Research Integrity, and Authorship in guidebook: page 1**
- 2. Review changes to Magellan Scholar proposal and grant process in guidebook: page 1**

1. APPLICATION GUIDEBOOK (AG+page): *on Magellan Scholar webpage; confirm current version (refresh page)*
2. Eligibility (AG 2): GPA 3.30+; undergrads only; any year/major; cannot apply final semester (must be enrolled one full semester post-award); submit 1/semester; receive once
3. Acceptable projects (AG 3) - any of the following or combination of:
  - \* mentor-designed (including contribution to mentor's research)
  - \* student generated projects
  - \* research abroad
  - \* service-learning and community-based-research
4. Complete application requires (AG 3-8):
  - a. On-line applicant information form [http://www.sc.edu/our/magellan\\_compliance.shtml](http://www.sc.edu/our/magellan_compliance.shtml)
  - b. *If applicable:* Research abroad form and compliance (AG 16)
  - c. Formal proposal:  
[all combined in one WORD or PDF file named: Student last name\_first initial (ex. Doe\_J); do NOT scan]
    - \* Project description
    - \* Itemized budget, justification, & approval memo: use budget form *on Magellan Scholar webpage*
    - \* Transcripts (cut and paste from my.sc.edu with GPA; see AG 5 for help)
    - \* Primary mentor/secondary mentor collaboration form(s) *on Magellan Scholar webpage*
  - d. USCeRA **submission** of "formal proposal" **by mentor**
5. Project Description (AG 4-5; *includes formatting requirements; suggested order, not required; also review "Proposal tips and hints" document and sample proposals on-line under "Preparing the application"*):
  - a. Background (Relationship to previous research, Knowledge in the field, or Literature Review)
  - b. Research question or statement
  - c. Project goals and objectives
  - d. Project impact or significance
  - e. Project design, tasks, or methodology
  - f. Project timeline
  - g. Anticipated results/final products and Dissemination
  - h. Personal statement
  - i. References cited (OR Works cited, Bibliography, etc) (not in page limit; discipline-specific format)
  - j. No appendices except as described in guidebook



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6. Budget (AG 7-8): Requests may not exceed \$3000 per student
  - \* **Allowable/Unallowable Costs** - See guidebook
  - \* Amount funded may differ from request
  - \* Must comply with “E” fund procurement policy; confirm budget with departmental business manager
  - \* NO salary limits by semester
  - \* 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 participant incentives (not student salary)
  - \* Funds may **only** be used for the student author(s) of the proposal
7. Special Situations (AG 16-20)
  - a. Group Projects - All students listed on **ONE** “Applicant information form”
    - 3 pages MAX (describe duties of each student; separate personal statements)
    - \$3000 PER student (separate budgets)
    - file name (alphabetically): student 1 last name\_student 2 last name (etc)
  - b. Research Abroad - application form and compliance with all regulations and requirements
  - c. Vertebrate animals
  - d. Human subjects/participants (including surveys, interviews, personal info)
  - e. Resubmissions
8. USCeRA submission - <https://sam.research.sc.edu/uscera> (AG 10)
  - a. “USCeRA submission tip sheet” on-line and in guidebook
  - b. Faculty mentor submits proposal as PI
  - c. Title: Magellan-Student last name(s)-Project title
  - d. Student(s) entered on “second” page under “All Forms”
  - e. Complete and save ALL forms
  - d. 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;
  - e. Signatory approval from chair, dean, etc. can occur after the 5pm submission deadline
  - f. Questions or problems? Please call Julie Morris at 803-777-4649 or email [jmorris@sc.edu](mailto:jmorris@sc.edu)
9. Review Criteria (AG 19 OR *Review rubric on webpage*)
10. Award Administration (AG 19)
  - \* Research compliance – animals/human studies
  - \* Research ethics workshop required
  - \* Grant management FAQ (*on Magellan Scholar webpage*)
  - \* Presentation requirement (*in guidebook*)
  - \* Research report (*on Magellan Scholar webpage*)
  - \* Grant lasts 12 months OR one semester past graduation
11. Other Notes (*on Magellan Scholar webpage*):
  - \* Sample proposals and budgets
  - \* Student guide to mentoring plan
  - \* Proposal checklist
12. **DEADLINE and Award Announcement** (*on Magellan Scholar webpage*):
  - \* **October 18 by 5pm** for Spring projects ; *USCA - Oct 12th* (December 8th announcement)
  - \* **February 16 by 5pm** or Summer/Fall projects; *USCA - Feb 13th* (April 6th announcement)
  - \* Announcements by email; mentor and student each receive 2 emails