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 4-10):
   a. On-line applicant information form http://www.sc.edu/our/magellan_compliance.shtml
   b. If applicable: Research abroad form and compliance (AG 18)
   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 6 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 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
6. Budget (AG 7-10): 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
   * 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 use with human subjects/participants
   * Funds may only be used for the student author(s) of the proposal

7. Special Situations (AG 17-22)
   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/usceras/ (AG 11)
   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. 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

9. Review Criteria (AG 20 OR **Review rubric on webpage**)

10. Award Administration (AG 20)
    * Research Registry and verification system
    * 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. **DEADLINES and Award Announcement** (**on webpage**): NOTE EARLY deadlines for Education & Nursing
    * **October 25 by 5pm** for Spring projects; **USCA - Oct 23** (Dec 12th announce)
    * **February 21 by 5pm** or Summer/Fall projects; **USCA - Feb 19** (April 12th announce)
    * Announcements by email; mentor and student each receive 2 emails
    * **College of Education or Nursing mentor?** Early deadline requirements; see webpage ASAP