



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): min institutional GPA 3.300; 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+):
 - a. On-line applicant information form http://www.sc.edu/our/magellan_compliance.shtml
 - b. *If applicable:* Research abroad form and compliance (AG 17)
 - 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*
 - * Primary mentor/secondary mentor collaboration form(s) *on Magellan Scholar webpage*
 - d. USCeRA submission of "formal proposal" **by mentor** (AG 10)
NOTE: While transcripts are not to be included, they will be reviewed for eligibility and factor into evaluation
5. Project Description (AG 5); *includes formatting requirements, suggested order, etc.; 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)



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6. Budget (AG 7-9): 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 human subject/participant incentives
 - * Funds may **only** be used for the student author(s) of the proposal; no transfer
7. Special Situations (AG 16-22)
 - 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/uscera/> (AG 10)
 - a. “USCeRA submission tip sheet” on-line and in guidebook
 - b. Faculty mentor submits proposal as PI
 - c. Title in USCeRA: 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 19 OR *Review rubric on webpage*)
10. Award Administration (AG 20)
 - * Blackboard management
 - * 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 up to 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 may each receive 2 emails
 - * *College of Education or Nursing mentor?* Early deadline requirements; see webpage ASAP