



## Office of Undergraduate Research

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**Magellan Scholar webpage:** [sc.edu/UndergraduateResearch](http://sc.edu/UndergraduateResearch) >

Apply for funding > OUR & Magellan Funding > Magellan Scholar > Applying

**Application guidebook (AG+page):** *on Magellan Scholar webpage; confirm current version (refresh page)*

- 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 per semester; receive once
  - NOTE: Do not include transcripts; however, they will be reviewed for eligibility and factor into evaluation
- Purpose, updates, authorship, and MORE (AG 1-3)
- Application process (8 steps; order can vary):
  - 1) Review and fulfill all requirements in the Guidebook.
  - 2) Attend the required application workshop.
  - 3) Connect with your mentor about the project, application, and timeline for drafts and final submission.
  - 4) Submit the applicant information form to indicate your *intention* to apply.
  - 5) Develop, draft, and compile the project description and budget form.
  - 6) Review the submission checklist to keep your application on-track.
  - 7) Mentor(s) complete collaboration forms and append to student project description and budget.
    - Primary mentor
    - Secondary mentors
  - 8) Full proposal submitted through USCeRA by the *primary mentor*. \*Do NOT include transcripts
    - Full Proposal = project description + budget form + mentor form(s) in ONE word or pdf document
    - Document name: Student last name\_First Initial OR Student 1 last name\_Student 2 last name\_etc.
    - USCeRA submission guide on webpage and in guidebook (AG 10)
- Project Description (AG 5); *includes formatting requirements, suggested order, etc.; also review "Proposal tips and hints" guide and sample proposals*:
  - 1) Background (Relationship to previous research, Knowledge in the field, or Literature Review)
  - 2) Research question and/or hypothesis
  - 3) Project goals and objectives
  - 4) Project impact or significance
  - 5) Project design, tasks, or methodology
  - 6) Project timeline
  - 7) Anticipated results/final products and Dissemination
  - 8) Personal statement
  - 9) References cited (OR Works cited, Bibliography, etc) (not in page limit; discipline-specific format)
- ❖ No appendices except as described in guidebook

- Budget (AG 7): Requests may not exceed \$3000 per student
  - Grant maximum of 12 months OR up to one semester past graduation
  - **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, no paying others, etc.
- Special Situations (AG 17-23)
  - Group Projects
    - ONE “Applicant information form”
    - 2 pages MAX for project description: describe duties of each student, justify number of students
    - separate personal statements (statements ONLY can extend to third page)
    - \$3000 PER student (separate budgets)
    - Document name (alphabetically): student 1 last name\_student 2 last name (etc)
  - Research Abroad - apply by Scholar deadline; compliance with all regulations and requirements
  - Vertebrate animals
  - Human subjects/participants (including surveys, interviews, personal info)
  - Resubmissions
- USCeRA submission (AG 10) and guidance document
  - Faculty mentor submits proposal as PI
  - Title in USCeRA: Magellan-Student last name(s)-Project title
  - 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
  - Signatory approval from chair, dean, etc. can occur after the 5pm submission deadline
  - Questions or problems? Please call Julie Morris at 803-777-4649 or email jmorris@sc.edu
- Review Criteria (AG 20; *Review rubric on webpage*)
- Award Administration (AG 21)
  - “Using Your Money” on Magellan Scholar webpage
  - Blackboard management
  - Research Registry and verification system
  - Research compliance – animals/human studies
  - Responsible conduct of research training (*not the same as human subjects training*)
  - Presentation requirement
  - Research report (on Magellan Scholar webpage)
- Helpful resources on Magellan Scholar webpage:
  - Sample proposals and budgets
  - Student guide to mentoring plan
  - Proposal checklist
- **DEADLINES and Award Announcement** (*on webpage*): NOTE EARLY deadlines for Education, Nursing, & Public Health
  - **October 23 by 5pm** for Spring projects (December 17th announce)
  - **February 19 by 5pm** for Summer/Fall projects (April 24th announce)
  - Announcements by email; mentor and student may each receive 2 emails