MAGELLAN SCHOLAR
Discovery for every discipline

Fall 2016 GUIDEBOOK
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Guidebook Updates

Please note the following updates/changes:
- extensive revision of allowable/unallowable expenses
- elimination of salary cap
- conference travel cap added – no more than $1000 may be requested for conference travel
- requirement of response page for resubmissions

Program Compliance, Research Integrity, and Authorship

All participants are bound by the Responsible Conduct of Research code of ethics, the Carolinian Creed, and the University's Honor Code. Violations of these codes will result in an immediate decline or withdrawal of funding and referral to the appropriate office for disciplinary measures.

EVERY student is responsible for writing his/her own proposal. The student is the author. However, grant writing is a collaborative effort and your mentor will provide guidance, suggestions, and recommendations throughout the process. For group projects, where multiple students are submitting one proposal, the students are still the authors and will work together to create the text.

Violations related to plagiarism include but are not limited to: copying from previous or same round proposals (all or partial) without appropriate citations, failure to include references or to cite said references, and any other forms of research misconduct or misrepresentation.

Clarification on resubmissions: Students declined in a previous round are not plagiarizing when revising and resubmitting their own work. HOWEVER, proposals *cannot* be revised and resubmitted by a *different* student.

Causes for an Immediate Decline without Review

- Plagiarism
- Violations related to Program Compliance, Research Integrity, and Authorship (see above)
- Failure to meet eligibility requirements (including but not limited to GPA and graduation status)
- Failure to attend an application workshop
- Failure to meet the rules and guidelines described within this document, including but not limited to proposal formatting, page limits, section requirements, budget guidelines, research abroad documentation, IRB and IACUC requirements, and resubmission guidelines

Overview

The Magellan Scholar program was created by the University of South Carolina (USC) to enrich the academic experience of our undergraduates through research opportunities in all disciplines from science, technology, and medicine, to theatre, music, and art. By providing access to faculty mentoring relationships and a professional research experience, USC enables students to creatively explore their interests at a more in-depth level than can be attained in the classroom. The Magellan Scholar program provides opportunities for undergraduates to build a competitive edge in the job market.

Each Magellan Scholar receives up to $3,000 to fund his or her research project, competing for this award with the submission of a research, scholarship, or creative project proposal developed in collaboration with his or her

faculty mentor. Selection is based on the project's educational and intellectual merit, the potential impact of the project, and the student's previous academic success.

A Magellan Scholar:
➢ maintains an institutional GPA of 3.30 or greater,
➢ is from any discipline or major, and
➢ dedicates him/herself to exploring the world while gaining valuable hands-on experience.

Eligibility

STUDENT ELIGIBILITY:
➢ any campus, any discipline, any academic year
Clarification:
  • students cannot apply the same semester as they graduate; May graduates can apply in October of the academic year of graduation but not in February; February applicants can be graduating in August or December
  • Student must be enrolled for one full semester <u>after</u> the grant is awarded
➢ Degree seeking undergraduates ONLY
➢ minimum <u>institutional</u> GPA of 3.30
➢ good standing with the University (no academic or judicial probation)
➢ no previous Magellan Scholar award (awarded only <u>once</u> per student)
➢ International and exchange students (domestic or international) are eligible (US citizenship/permanent residency not required)
➢ PharmD students who have not received a bachelor's degree are eligible
NOTE: Only one proposal may be submitted per student per round

MENTOR ELIGIBILITY AND RESPONSIBILITIES: Every proposal must have ONE <u>primary</u> mentor.
The involvement of secondary mentors is encouraged when additional expertise is valuable or appropriate for the project. USC affiliation is not required for secondary mentors. All mentors MUST provide a mentor collaboration form detailing their mentoring role in the project and area of expertise.

Primary mentor eligibility:
➢ USC faculty member* (including research, clinical, and adjunct status)
  • Faculty planning sabbaticals or extended leave during the Magellan Scholar project period must identify a secondary mentor during this period or consider alternatives
  • *If IRB is required, the mentor eligibility requirements may differ. Please contact the Research Compliance Office to confirm eligibility (803-777-7095; http://orc.research.sc.edu/contact.shtml)
➢ Professional USC staff with appropriate expertise in subject (please contact OUR at 803-777-4649)
➢ Dorn VA Medical Center Researchers (please contact OUR at 803-777-4649)
➢ Post-docs may be eligible with department permission
➢ Mentors are discouraged from submitting multiple applications. Mentors of multiple applicants are encouraged to have students submit one group proposal rather than multiple single proposals.
➢ Immediate family members are discouraged from being primary mentors of applicants but secondary mentorship may be considered. If mentorship is required due to expertise, justification is needed and a secondary mentor is required.

Secondary mentor eligibility (*secondary mentor collaboration forms are required*): In addition to the above,
➢ Graduate students
➢ Community professionals with topic expertise such as community organizations

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Mentor responsibility:
- To assist your student in the development and articulation of the project idea and plan. Please note: the student is the author of the proposal
- To help your student understand the methods and concepts of research and scholarship within your field
- To guide and train your student in the skills and/or techniques needed to complete the project (including assistance with human subject compliance/IRB and animal care and use compliance)
- To be available during the project period
  - mentor and student should establish ground rules and expectations during the planning stage
  - faculty planning sabbaticals or extended leave during the project period must identify a secondary mentor during this period or consider alternatives
- To oversee and manage account expenditures NOTE: mentors and students are responsible for overages
- To ensure student meets the program requirements (see page 19):
  - Make significant progress toward the completion of the project within the grant period
  - Research ethics course: sessions provided by the Office of Undergraduate Research. NSF/NIH funded projects also require students to complete the on-line CITI training.
  - Magellan Scholar Final Report
  - Presentation at university sponsored event: Discover USC (*preferred*), Summer poster session, or Fall symposium

PROJECT ACCEPTABILITY:
- mentor-designed; students can work directly on mentor's project; does not have to be separate project, question, or topic
- student generated projects or questions (this is not a requirement of Magellan projects)
- research abroad
- service-learning and community-based-research
- any combination of the above

NOTE: Preference is given to projects that further the faculty mentor's research goals and/or impact the community.

Funds Available

Applicants may request up to $3,000 per student with a project period of up to one year. For projects that begin Spring semester, the start date is January 1st. For Summer/Fall projects, the grant start date is May 1st but projects can begin in August. **Cost Share**: This program does not require cost share.

Application process

All applications and projects must be submitted and conducted in accordance with Program Compliance, Research Integrity, and Authorship as addressed on page 1 of this guidebook.

**Please note:
- **The student must be the author** of the proposal but is expected (and required) to work with his/her mentor to develop the project, proposal & budget including guidance through the writing and editing process. See page 1 of this guidebook.
- Projects can be part of large, on-going research (questions do NOT have to be student generated).
- Research abroad, service-learning, and community-based-research projects are eligible.

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DEADLINE: The Magellan Scholar program has two deadlines per year. One in mid-October with grant funding available in the Spring semester and one in mid-February with grant funding available in the Summer or Fall semesters. Please check the website for exact dates. Proposals MUST be **submitted by 5pm** on the deadline date.

RESUBMITTING? See additional information on page 20

Students must complete the following in addition to the proposal described below: (Group submissions: see page 16 for additional information)

☐ Attend an application workshop (40-50 min). This is REQUIRED. Applications received from students who have not attended will be automatically rejected.
- o Dates and times on the website: http://www.sc.edu/our/magellan.shtml.
- o Non-Columbia students should see the website for workshop dates on their campus or contact the office for alternatives (our@sc.edu).
- o Columbia students who cannot attend must contact our@sc.edu for alternatives.

☐ Complete the on-line applicant information form [http://www.sc.edu/our/magellan_compliance.shtml].
- o This must be completed **PRIOR** to the deadline date.
- o *Groups* complete this together on ONE form. Enter each student beginning alphabetically by last name.
- o You must have your USC ID for this (letter+8digits). Your USC ID is different than your VIP ID (the VIP ID has only 8 digits and usually starting with a "0" or "1") but you do need your VIP ID to get your USC ID.

To get your USC ID - OPTION 1: (This can only be used from the my.sc homepage, prior to login)
    Go to: my.sc.edu (https://my.sc.edu/)
- ➢ Scroll down to and click on: "Personal: View my IDs and manage my passwords" (this will take you to the login page)
- ➢ Login with your VIP ID
- ➢ Scroll down, your USC ID is about half-way down the page

To get your USC ID - OPTION 2:
    If you are already logged into https://my.sc.edu/. Try one of the following:
- ➢ Most pages with your name in the right upper corner will have your USC ID next to it.
- ➢ Specifically check: "student" – "student records" – "view student information" OR "academic transcript" – it will be the number next to your name in the right upper corner.

☐ If the project includes research abroad (including international conference travel), you must initiate and follow all Study Abroad office requirements even if you are not taking a course while abroad. See page 16 for more details.

☐ If the project includes **animals** or **humans** (including but not limited to interviews, surveys, or review of personal/private information), you must have approval through the appropriate compliance office (or note of exemption). This is not required prior to submitting the proposal but is required before you can start this portion of the project. *Be sure to state your intent to submit for approval within your project description.* See page 18 for additional information.

☐ Proposal or project description (*NOTE: see Tips & Hints and Sample proposals for additional assistance on Magellan Scholar webpage* under the Tab "Application Information" and "Preparing the Application"):
- ☐ The **student must be the author** of the proposal but is expected (and required) to work with his/her mentor during the proposal & budget development and writing process. See page 1 of this guidebook.
- ☐ Centered at top of first page, include:

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- ➢ Project title (same title entered into the on-line applicant info form – if you change titles, please email our@sc.edu to update applicant form).
- ➢ Under title: student's name, major; mentor's name, and department.
- ☐ *Page Limitations*: **May not exceed two (2)** single-spaced pages. (GROUP: 3 pages; see page 16)
  - ➢ No title page
  - ➢ References/Works Cited/Bibliography are not included in two page limit
  - ➢ No appendices or attachments, *except as described on page 6*
- ☐ *Format*:
  - ➢ Use a readable font (Arial, Helvetica, Times New Roman, Calibri, etc)
  - ➢ Font size of 11 points or larger
  - ➢ Single spacing
  - ➢ ONE column of text (multi-column format is NOT permitted)
  - ➢ Margins of 0.5 inch (top, bottom, left, and right) for all pages
- ☐ A clear, concise description of the proposed project, including the following required sections, section titles required; the following order is suggested but may be altered for narrative flow:
  - ☐ Background (OR Relationship to previous research, Knowledge in the field, or Literature Review)
  - ☐ Research question (OR Research statement)
  - ☐ Project goals and objectives
  - ☐ Project impact (OR Project significance)
  - ☐ *Project design (OR Methodology)
  - ☐ Project timeline
  - ☐ Anticipated results/Final products and Dissemination (how you will share your work)
  - ☐ Personal statement
  - ☐ References, Works cited or Bibliography (*Not part of page limit; use discipline-appropriate format*)

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*Project Design: This is the most important section of your proposal. Please provide sufficient detail regarding the steps and tasks of your project for the reviewers to evaluate the anticipated project plan and your understanding of it. See "Tips & hints" document on-line for more information.

- ☐ Supporting materials:
  - ☐ (**REQUIRED**) An itemized budget and justification of anticipated expenditures (MUST use budget form provided on the Magellan Scholar webpage); the budget is in addition to the two page proposal. Please see below for additional budget details.
  - ☐ (**REQUIRED**) Undergraduate transcript including grades and GPA. An "official transcript" is NOT required. *First semester freshman?* Do not include your high school transcripts. Include your USC transcripts as directed below. This will only list the classes you are taking this semester. There is nothing further you need to do. You are correct there is no institutional GPA yet. That is OK!

HOW to get student transcripts:
  Step 1: Go to my.sc.edu
  - • Under "Academics," select "View grades, transcripts, and holds."
  - • This will bring you to the login page: Login.
  - • Under "Student Records" select "Academic Transcript."
  - • For Transcript Level: "All Levels"
  - • For Transcript Type: "Advising"
  - • Click on "Submit"
  - • Select and Copy the entire document (all student info, classes, grades, etc) with GPA down to the small box with "unofficial transcripts."

Step 2: Open your proposal in WORD
- Make sure your cursor is at the very bottom of the last page
- At the top of the word doc, select "Page Layout"
- Select: "Breaks" and then "Section Breaks – Next page"
- Once your cursor goes to the next page, again under the tab "page layout," select "custom margins"
- Make the margins 0.5 inches all the way around
- In the doc, right click the mouse to get the pop up window
- Under "Paste options," click on the "keep source formatting" icon (should be the 2nd one; has a paintbrush pictured)
  NOTE: This can also be found under the Home tab by clicking the arrow under the "Paste" icon
- Then select the entire table and change font size to Arial 11pt (this will help with the fit)

Trouble shooting – is this not working for you? After pasting is your page blank?
- Try using a different internet browser. GOOD: Google Chrome, PROBLEMS: Safari, BAD: Internet Explorer.
- Macs may not work; try a PC
- Try capturing the transcript as a picture instead of text
- Call or email our@sc.edu; we can help you in person

☐ Attachments/Appendices: ONLY the following are permitted. Any other attachments/appendices or additional pages will be deleted from your proposal.
  ☐ Confirming support: if you are working with a non-profit, community organization, topic expert, etc. who has agreed to partner, mentor, or support your project, a 1 page letter from the partner confirming support is permitted – this should be attached after the mentor form(s)
  ☐ Budget approval memo from business manager for participant incentives. See page 8.
  ☐ RESUBMISSION? Response to reviewers' comments page is required; place at beginning of proposal (see page 20).

☐ To complete and submit proposal **Please do NOT scan your proposal**
  ☐ Create ONE Word or PDF file of proposal and supporting materials. File must be named after the student, as follows: "Last Name_First Initial" (Doe_J). For group projects, name the file alphabetically by last name: "Last name student 1_ Last name student 2" (Doe_Jones_Smith).
  ☐ Provide electronic file to faculty mentor.
  ☐ Faculty mentor completes and appends the "primary faculty collaboration form" and, if appropriate, the "secondary mentor form(s)" to the student's proposal. These documents can be found on the webpage.
  ☐ Faculty mentor submits proposal through USCeRA. See page 10 for instructions.

See Magellan Scholar webpage for the following forms and helpful information:
- Budget form
- Applicant information form
- Proposal tips and hints
- Primary Collaboration Form
- Submission checklist
- Secondary Mentor Form
- Sample Proposals and Budgets

ONCE AWARDED:
Magellan Scholars are *required* to
1) Complete a research ethics course/Responsible Conduct of Research (this is not the same as Human Subjects Training): sessions provided by the Office of Undergraduate Research or complete the online training. Instructions and access here: www.sc.edu/our/doc/CITItraininghowto.pdf. *NOTE for NSF/NIH funded projects, the on-line CITI training is required.*
2) Present research at one of three USC sponsored events: Spring Discover USC (*preferred*), Summer Poster Symposium, or Fall USC Connect Showcase
3) Submit a 1-2 page research report to the Office of Undergraduate Research (guidelines: www.sc.edu/our/doc/ResearchReportGuidelines.pdf). The research report is due 1 month after completion of the project or prior to graduation.

Magellan Scholars are *encouraged* to publish work in Caravel, USC's undergraduate research journal (caravel.sc.edu/) and to present/publish in a professional discipline specific venue, when possible.

Budget

NOTE: Magellan Scholar awards are processed through "E" funds.
- All expenditures MUST remain compliant with E fund procurement requirements.
- All budgets must be reviewed by department business managers prior to submission.
- Budgets should be monitored closely as overages are the responsibility of the mentor.

➢ Maximum budget request: $3000 per student (you do not have to request the full amount – request the amount appropriate for your project); see page 16 for GROUP project details

➢ Although the committee intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount funded.

➢ You must use the Magellan Scholar budget form on the Magellan Scholar webpage. *NOTE: do not use the PDF unless you can save PDFs.*

➢ No cost share or matching funds required.

➢ Materials and supplies purchased through this award remain USC property (*NOT the student's property*).

➢ Students may receive credit while receiving a stipend/salary UNLESS this is not allowed by your department – check with your department for their policy.

➢ Students may receive concurrent funding (SCHC Fellowships, etc.); disclosure required on budget form. Please contact OUR to discuss.

➢ Travel costs for research or conferences MUST be itemized with estimates. They must include destination and an explanation or justification for this travel or reason for this particular conference. For USC travel allowances and information: http://hrtraining.sc.edu/ (scroll through for mileage, meals, etc)

Funds may only be used for the student(s) named as applicant(s). Mentors found in violation of this may lose eligibility for future funding through the Office of Undergraduate Research.

ALLOWABLE COSTS

- Salary and fringe benefits of undergraduate applicant(s) ONLY (*What's fringe? See end of budget section*)
    - No backpay is permitted
    - Salaries can begin no earlier than the grant start date of Jan for October applicants or May/Aug for February applicants
- Travel: Student travel essential to conduct or present the project
    - No more than $1000 may be requested for conference travel (regardless of number of conferences)
    To CLARIFY: Up to $3000 may be requested for travel required to conduct the research itself or a combination of research travel and conference travel but the conference travel piece may not exceed $1000
    - Registration and allowable program participation costs affiliated with travel should be listed under travel and NOT materials/supplies
    - NO vaccinations, passport fees, ID cards, travel visas, etc.; unless paid *within/as part of approved* program costs
    - Satellite phone expenses are permitted ONLY if mandated by the Study Abroad Office for safety and security for travel to certain countries
- Project supplies - *all purchases remain USC property unless granted exemption from Office of Undergraduate Research*
    - Donations of physical supplies to US non-profits are permitted if itemized in budget
    - Computer software is permitted but NOT computers, tablets, or peripherals
    - NOTE: only supplies purchased *after* the grant start date of Jan for October applicants or May/Aug for February applicants are permitted
- Participant incentives are allowed pending the fulfillment of requirements listed below. NO incentives are permitted to participants while researching abroad.
    - NOTES:
        - Gift cards require departmental approval and follow the participant incentive/cash advance process below.
        - Non gift card raffle items (such as goodie bags) must total $50 or less and require only mentor approval. These must be itemized under supplies but do not require the department memo described below.
        - Raffle items (participants are entered into a random drawing) of $50 or less are permitted. Raffle items can be gift cards or physical items (please see the two bullet points above.)
- Animal maintenance (including their purchase, treatment, cage costs, per diem, etc.)
- Program costs required for research completion (listed under travel)

DEPARTMENTAL PRE-APPROVAL REQUIRED: PARTICIPANT INCENTIVES (please note this may not be permitted by all departments; pre-submission approval documentation is required) *NOTE: Participant incentives do not refer to the hiring of the Magellan Scholar applicant but to reimbursing participants in a research study.*

Participant incentives – please note this can be a VERY complicated process. There are many situations in which this will NOT be allowed. It is unlikely that this support will be allowed for non-US citizens or non-permanent residents. *Incentives are NOT allowed during research abroad or to any individual/organization outside the US.*

- Participant incentives fall under the cash advance process
- Undergraduates and graduate students are NOT permitted to be custodians of participant incentives
- A USC faculty or staff employee MUST be designated as the cash advance custodian and receive training
- Please consult with your department business manager as early as possible (PRIOR to submission) when considering participant incentives

- Questions about the cash advance/participant incentive process? Please contact the Controller's Office 803-777-2602

**You MUST attach a letter of approval to your proposal from the business manager or grant administrator for participant incentive expenses. The letter must include:

1) Confirmation of approval from the department/program business manager to include and manage participant incentives through the cash advance process
2) The name of the designated custodian or manager of the funds (A USC faculty or staff employee MUST be designated as the custodian. Undergraduates and graduate students are NOT permitted as custodians.)
3) Confirmation that the designated custodian has received cash advance training or has managed participant incentives previously. If not, then a statement confirming that training will be completed prior to management must be included.

UNALLOWABLE COSTS

- Faculty or graduate student compensation (including salary, benefits, travel)
- Tuition for non-research related programs
- Payments, compensation, or travel for anyone other than undergraduate applicant(s)
- Student salary PRIOR to grant start date (salaries can begin no earlier than the grant start date of Jan for October applicants or May/Aug for February applicants)
- Reimbursement for supplies purchased PRIOR to the grant start date (only supplies purchased after the grant start date of Jan for October applicants or May/Aug for February applicants are allowed)
- Computers, tablets, and peripherals (computer software *is* permitted)
- Incentives or payments of any type to participants or organizations abroad
- Donations of cash or cash-equivalent items (gift cards, etc)
- Food (except for travel related expenses)
- Alcoholic beverages
- Travel expenses such as transportation within 10 miles of campus, vaccinations, passport fees, ID cards, travel visas, etc (unless paid within approved program costs)
- No more than $1000 may be requested for conference travel
- Expenditures made prior to the project period
    - *What does this mean?* You cannot get paid (salary) or reimbursed (materials/supplies/travel) for work or purchases made or completed BEFORE the start of the grant date (Grant start dates: Jan 1 for October deadline and May 1 for February deadline)
    - Exception: with special permission, some travel expenses such as plane tickets purchased prior to the start date of the grant can be reimbursed ONLY IF the primary research travel period occurs after the project period begins. Reimbursement will happen after the grant start date.
    - EXAMPLE: if your research travel is from Jan 10-May 15. Your plane ticket purchased in November might be reimbursed _with permission_. The travel reimbursement voucher cannot be submitted until after January 1.

WHAT'S FRINGE?? Fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. This includes things like: FICA (Social Security and Medicare), unemployment, insurance for workplace accidents (worker's comp), etc. When you are taking classes, the only cost is worker's comp. This means that fringe rate is calculated differently when you are taking classes and not taking classes. The budget form should calculate this automatically.

FOR MENTORS: Mentor form and submitting through USCeRA

NOTES:

1) **Please call me if you have ANY problems** – I can often fix things through the admin system: Julie Morris at 803-777-4649
2) The 5pm requirement on the deadline date is for <u>submission</u> of the completed application/proposal INTO USCeRA (*submitting requires clicking on the "Start approval process" button*). Electronic signatures from the chair and dean can occur later and they are notified automatically by the system of pending applications.
3) Students do NOT submit the proposal through USCeRA.

There are **7 steps** described below to successful submission of the Magellan Scholar proposal:

1) **Complete the faculty mentor Primary Collaboration Form**:
   www.sc.edu/our/doc/MentorCollabForm.docx (It can also be found on the Magellan Scholar webpage, under "For Mentors," "Preparing the application," "Primary Collaboration Form.")
   ➢ Please use ONLY the form provided. Other formats will not be accepted.
   ➢ For multiple mentors:
      i. The primary mentor of the project and one most familiar with the student should complete the "Primary collaboration form"
      ii. All other mentors should complete a "secondary mentor form."
          http://www.sc.edu/our/doc/SecondaryMentorForm.docx
   ➢ If you have ANY problems with the forms, please contact our@sc.edu for assistance.
   ➢ The forms do not require physical signatures. Submission by mentor through USCeRA is signature equivalent.

2) **Attach (or cut and paste) the completed primary/secondary mentor form(s) to the end of student's proposal.**
   ➢ This should create ONE document (Word or PDF is acceptable) containing:
      i. Student's project description
      ii. Budget form
      iii. *If applicable,* memo from business manager regarding participant incentives
      iv. Student transcripts
      v. Primary and, if applicable, secondary mentor collaboration form(s)
      vi. *If applicable,* memo from supporting partner or expert (see page 6)
          NOTE: for resubmissions, the first item will be the "Resubmission Response" sheet
   ➢ This document should be named: Student last name_first initial: Doe_J; for groups: Doe_Jones_Smith (alphabetically by last name)
   ➢ <u>Please do not scan</u>. Proposals can be submitted in Word or PDF.
   ➢ If you cannot combine the documents, please contact Julie Morris at jmorris@sc.edu.

3) **Login to USCeRA** (sam.research.sc.edu/uscera/) using your USC ID and password

4) **Complete the USCeRA Proposal / Award Processing Form (PAP)**
   ➢ Along the left side of the main USCeRA page OR at the top (depending on the width of your page), in the garnet area, select "Proposals" and "Create New Proposal." This will take you to the "Proposal / Award Processing Form" or PAP.
   ➢ Complete the fields on the PAP form as follows:

a. Title: *enter* Magellan-Student Last Name-Title

    EXAMPLE Magellan- Doe-Measuring the fun during undergraduate research experiences

b. Routing prevented: N/A

c. Institution Co-PI: *Most likely leave BLANK*

Please note:
- The student is NOT added as a co-PI. This information will be added in a different location in USCeRA.
- Only use this section if there are additional Faculty/Staff mentors involved in the project.

    i.   *Click on "ADD Co-PI" button*. A new window will open with a search form.

    ii. Either enter the additional Faculty/Staff mentor's last name or choose a department.

    iii. *Click on the "SEARCH" button.*

    iv. To select the desired name, click on "ADD." This will auto-fill the name and department.

    v.   Repeat for each additional mentor

d. Additional Investigators: *leave blank unless there are additional FACULTY/STAFF who will be collaborating on this project (if not listed as co-PIs) – do **NOT** enter the student's name here*

e. Primary Awardee Department: *should fill automatically with your department; if not, select "Change"*

f. Total Amt. Requested 1st or Current year: *Enter total budget requested (max $3000 per student)*

g. Project Years: *1*

h. Indirect Cost: *Blank*

i. Total Project Amt Requested (All Years): *Enter total budget requested (max $3000 per student)*

j. Project Dates: *Enter Start date of Jan. 1, May 1, or Aug 15 (end date can be left blank)*

k. Proposal Type: *New* or *Revision* (if this is a resubmission)

l. USC account number: *Blank*

m. Agency deadline: *Found on Magellan webpage; select – Receipt*

n. Internal Request: **Select** YES **AND** after "VP for Research" **SELECT** "Magellan Scholar" in the dropdown box. It is CRITICAL that you do BOTH. **Failure to do so will result in improper routing of the proposal – it WILL get lost!**

    ➢ *What if "Magellan Scholar" is not available in list?* Contact me immediately as you will be unable to submit: jmorris@sc.edu or 803-777-4649.

o. Provost drop down box: leave blank

p. The following fields should autofill OR disappear, if NOT, please complete as follows:
    ➢ Project Source: select "Private, Foundations, Non-Profit (PHI)"
    ➢ Project Purpose: select "Research"
    ➢ Sponsoring Agency: Leave blank
    ➢ Address: Leave blank
    ➢ Program Type: select "Fellowship/Undergraduate Research"
    ➢ COEE center: Select appropriate center OR leave blank
    ➢ Solicitation: leave all 3 fields blank

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> Funding section: leave unchecked (unless any are true)

q. Questions: *Answer yes/no as appropriate – most should be no*. **EXCEPTIONS:** See box below for Human subjects or vertebrate animal usage
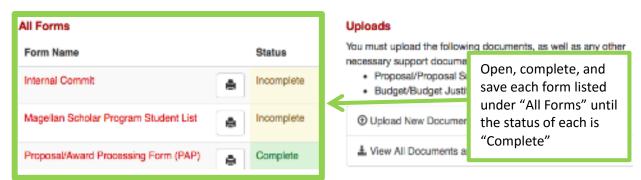

Human Subjects or Vertebrate animals? If TRUE, select YES (approval is not required for submission)

After selecting YES (even if you do not yet have IRB approval):

1) Click on "LOOKUP" button. A new window will open with a search form.
2) Select one of the following:
    a. the appropriate approved research project listed OR
    b. if not yet approved, click on the spot next to "OTHER" and in text box type "PENDING".
3) Click on "CHOOSE" to save and close the pop-up window.

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r. Remarks: (last box on form): *Blank*

s. Click on <SAVE> button

5) Complete and save EVERY form listed under "All Forms" box

Once you have successfully saved the PAP form, you will be brought to a "Proposal Summary" page. Scroll to bottom (*see screen capture below*).

> Under the section entitled "All Forms" (near bottom of page), you will see, at minimum, three forms listed in red. Forms will include, at minimum: Internal Commit, Magellan Scholar Program Student List, and Proposal/Award Processing Form (PAP). Each form must show a **status** of complete before the proposal can be submitted.

> Instructions for completing the forms are as follows:

All Forms

Form Name		Status
Internal Commit	🖨	Incomplete
Magellan Scholar Program Student List	🖨	Incomplete
Proposal/Award Processing Form (PAP)	🖨	Complete

Uploads

You must upload the following documents, as well as any other necessary support docume...
- Proposal/Proposal S...
- Budget/Budget Justi...

⊕ Upload New Documer...

⬇ View All Documents a...

Open, complete, and save each form listed under "All Forms" until the status of each is "Complete"

a) "Internal Commit" form

NOTE: This form indicates a proposal is REQUESTING funds from USC (an internal funding source), which includes the Magellan Scholar program. It does NOT indicate a need for cost-sharing from your department or college.

i. Open form by clicking on the form name

ii. In the blank square beside **Year 1**, enter the total amount requested for the Magellan Scholar award (max of $3000 <u>per</u> student).

iii. All other squares and boxes should be blank.

     iv.   Scroll to the bottom of the page and click <SAVE>.

     v.   This will bring you back to the "Proposal Summary" page and the Internal Commit form will now have a status of "Complete."

b) "Magellan Scholar Program Student List" form
This is where you will enter your student investigator(s). S*ee screen capture below*.

i. Open form by clicking on the form name

ii. Type in the name and email address of the student (for groups, please enter the students individually and alphabetically by last name)

iii. For department, click on "select department" and choose the department of the student's major. **See the notes below for non-Columbia campuses and special majors.** You can type in partial words to begin searching or scroll the list. It is not in alphabetical order. *IF the department is not listed, please select your own department.*

iv. Click on "Add Student" The student's information will appear under "Current Students."

v. More than one student? Repeat i-iii above for each student. You may need to type over the information listed in the form text boxes. Click on "Add Student" for each student. Please enter the students alphabetically by last name.

vi. When all students have been entered, scroll up or down and click on "Proposal Summary" to return to the Proposal Summary page. The names of the student(s) will appear under yours in the "Students" area.

Students for a New Proposal

Proposal Summary / Students

First Name

Last Name

Email Address

Select Department ...

Add Student

Current Students

Proposal Summary / Students

NOTES on campuses and majors:
- o For **non-Columbia** campuses: choose your specific campus (e.g. USC Aiken).
- o For **Columbia** campus: choose the department of the student's major.
  - ▪ For Baccalaureus Artium et Scientiae or BARSC, choose "Honors College"
  - ▪ For ALL Business students (Columbia), choose "Business, Moore School of - Division of Research"
  - ▪ For Economics, choose "Business, Moore School of - Division of Research"
  - ▪ For Environmental Science, choose "School of Earth, Ocean & Environment"
  - ▪ For Environmental Studies, choose "School of Earth, Ocean & Environment"
  - ▪ For Geology or Geophysics, choose "School of Earth, Ocean & Environment"
  - ▪ For International Studies majors, choose Political Science NOT International Studies, Walker Institute
  - ▪ For Marine Science, choose "School of Earth, Ocean & Environment"
  - ▪ For Pharmacy and Pre-Pharmacy, choose "Pharmacy-Clinical Pharmacy and Outcomes Sciences"
- ❖ If the major is not listed above and is not in USCeRA (such as Biomedical Engineering) please select your primary department of record.
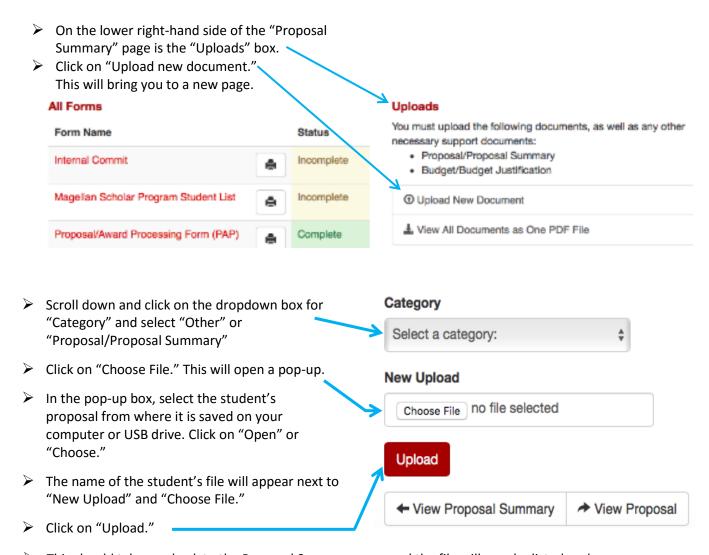
     c) **Proposal/Award Processing Form (PAP)**

       This form will already be complete

     d) **Other forms** are completed by clicking on the form name, completing as directed in the form, and clicking on SAVE

6) **"Upload" the Magellan Scholar proposal**
NOTE: please submit as ONE word or PDF document. Do not scan. Do not submit separate files unless you have received prior permission to do so (contact Julie Morris at jmorris@sc.edu or 803-777-4649).

➢ On the lower right-hand side of the "Proposal Summary" page is the "Uploads" box.
➢ Click on "Upload new document." This will bring you to a new page.

All Forms

Form Name		Status
Internal Commit	🖶	Incomplete
Magellan Scholar Program Student List	🖶	Incomplete
Proposal/Award Processing Form (PAP)	🖶	Complete

Uploads

You must upload the following documents, as well as any other necessary support documents:
- Proposal/Proposal Summary
- Budget/Budget Justification

⊕ Upload New Document

⬇ View All Documents as One PDF File

➢ Scroll down and click on the dropdown box for "Category" and select "Other" or "Proposal/Proposal Summary"

Category

Select a category: ▲▼

➢ Click on "Choose File." This will open a pop-up.

➢ In the pop-up box, select the student's proposal from where it is saved on your computer or USB drive. Click on "Open" or "Choose."

New Upload

Choose File no file selected

➢ The name of the student's file will appear next to "New Upload" and "Choose File."

Upload

➢ Click on "Upload."

← View Proposal Summary → View Proposal

➢ This should take you back to the Proposal Summary page and the file will now be listed under "Uploads."
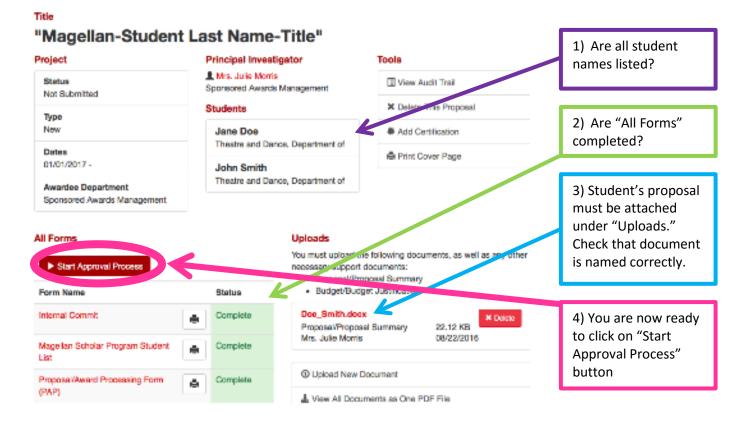
NOTES:
➢ Do NOT upload the budget as a separate file. All documents, including the budget, are combined into ONE document, named "Student Last Name_first initial."
➢ If the upload takes longer than a minute to process – the system is stuck, try again or call me. I will have you email the proposal to me at jmorris@sc.edu or OUR@sc.edu and will upload it for you.

7) Start the approval process:

    a. At this point, everything should be ready (*See screen capture below*): Student name(s) listed, all forms should have a status of "completed," and the proposal should be listed under "Uploads."

    b. Select the "Start approval process" button under "All Forms."

    c. A pop-up will appear that says "Are you sure…"

    d. Click on OK.

    e. A note will appear at the top of your USCeRA main page stating that the proposal has been successfully submitted with a proposal number listed.

Please call me if you have ANY problems – I can often fix things through the admin system: 803-777-4649

If you do not see a proposal number after submitting, something is wrong – Please call me at 803-777-4649

Group Projects

A small team of 2-4 students may be considered. For group submissions:

- Submit ONE "Applicant information form" (www.sc.edu/our/magellan_compliance.shtml) with all students listed beginning alphabetically by last name (Click on the "add students" link below the student 1 data). All students in the group need to be together to complete this form as there is personal information needed for each of you.

- Describe the group project in ONE "Proposal or project description."

- ONE additional page is permitted for group proposals. This is a MAX total of 3 pages for a group proposal.

- Under the section "Methodology or project design," clearly state duties and role of each student (if doing the same work, state this specifically); provide justification for size of group

- A separate personal statement is required from each student in the group.

- Transcripts must be included for every student.

- FILE name listed alphabetically by last name: Student 1 last name_Student 2 last name_etc (Doe_Jones_Smith).

- Budget:
  - Up to $3000 may be requested for EACH student (separate budget forms recommended)
  - RECOMMENDED: create a separate budget form for EACH student. NOTE: create each form using the WORD document. Do NOT use the PDF form because when they are combined it will over-write the tables.
  - If using one budget form, all students must be listed at the top.

- Primary Mentor Collaboration Form: use one mentor form for the group and provide justification for the size of the research team

- The mentor submits the proposal through USCeRA and will list each student (entered alphabetically by last name) on the "Magellan Scholar Program Student List" form accessible from the Proposal Summary page. Students do NOT submit the proposal into USCeRA!

Research Abroad or International Travel

NOTES:
- All travel covered by the Magellan Scholar program is subject to the approval and standard terms and conditions of the Study Abroad Office (campus dependent). Should your travel be deemed unsafe for any reason, at any time (before or during stay), the Magellan Scholar program will follow the recommendations of the Study Abroad Office and has the right to deny and/or revoke funding.

- ALL Magellan Scholars conducting research abroad are **REQUIRED** to be protected by Overseas Emergency Medical Insurance. Columbia campus students will be signed up automatically. For more information: http://sc.edu/about/offices_and_divisions/study_abroad/steps_to_study_abroad/prepare_to_go/insurance/index.php

- It is recommended that students meet with the Office of Undergraduate Research, in addition to your campus Study Abroad contact, well in advance of submitting a proposal that includes international research.

- The Magellan Scholar program will not pay for tuition associated with a study abroad program. Room and board MAY be covered. Program fees may be considered if DIRECTLY associated with or required for the research.

If your project involves research abroad (including international travel to present at a conference):

1. Review the "Research Abroad" proposal writing tips on the Magellan Scholar webpage.

NOTE your proposal MUST clearly and specifically justify the need/requirement to conduct this project abroad. Just because you want to talk to people or see something in person is NOT sufficient justification with today's technology. You must convince the reviewers of this need or it is very likely that you will not be funded. PLEASE read the tips for Research Abroad!

2. Follow the "Steps to Study Abroad" guide on the Study Abroad page

3. Meet with a Study Abroad advisor on your campus to discuss your travel plans and learn what you need to know before traveling abroad

4. PRIOR to the Magellan Scholar deadline, complete the following forms and requirements:

   a. *For Columbia and Palmetto College students*: tinyurl.com/MagellanAbroad

   b. *For Aiken, Beaufort, and Upstate*, contact your Study Abroad office or academic advisor for appropriate forms, documentation requirements, and deadlines

NOTE: All Magellan awards are contingent upon Study Abroad compliance. Failure to comply may result in loss of Magellan funds.

What do I do once awarded as a Magellan Scholar researching abroad?

1) Contact your campus' Study Abroad contact to confirm that you have met all travel requirements.

2) If you have included travel expenses in your budget, you MUST have a Travel Authorization (TA) completed through your mentor's department (plan ahead – recommend at least ONE MONTH prior to departure). Take your budget form, which should include the estimates for your travel expenses.

Projects involving vertebrate animals

Animal usage review and approval must be obtained prior to initiating any part of your project involving animals; the Review Board will not approve studies retroactively. **There are NO exceptions.**

- Magellan Scholar proposals may be submitted prior to approval by the Animal Care and Use Committee.
- Include a statement within your project description/timeline that you are submitting for Animal Care and Use Committee approval and will comply with all rules, regulations, and training requirements.
- *Once approved*, send your animal use approval number (IACUC#) to our@sc.edu.
- NOTE: Projects involving animals must maintain compliance with regulations at all times or funding will be revoked.
- For more information and forms, go to sam.research.sc.edu/animalcare/index.html.

WHEN should I complete these tasks??

*WHEN? When you are positive that you will be conducting the project.

- Will you do the project even if you don't get funded? Then you and your mentor should start the approval process immediately.

- Will you do the project ONLY if you receive funding? Wait until you receive the Magellan Scholar award email from OUR (when does this happen? See the website for the appropriate announcement date)
- NOTE: Approval for animal use is NOT required prior to submission of your Magellan Scholar application HOWEVER you may not begin this portion of your research until approval is granted.
- Include a statement within your project description/timeline that you are submitting for Animal Use approval and will comply with all rules, regulations, and training requirements.
- Once approval received, send the notification of status to our@sc.edu.

Projects involving people as participants or personal information

Human subjects review and approval must be obtained prior to initiating any part of your project involving people; the Institutional Review Board will not approve studies retroactively. **There are NO exceptions.**

USC is required by the federal government to follow strict guidelines when human subjects are involved in research projects requiring Institutional Review Board (IRB) approval. Human subjects research INCLUDES studies that use:

- o data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or
- o existing data sets containing any personal information (e.g., medical records, educational records, voting records).

- Include a statement within your project description/timeline that you are submitting for Human Subjects approval and will comply with all rules, regulations, and training requirements.
- **Please note the following during your eIRB submission:**
  - o Your mentor MUST be listed on the eIRB submission form as BOTH Mentor AND Co-Investigator or Study Coordinator
  - o If your mentor is not listed as an approved mentor, please have your mentor contact jmorris@sc.edu.
- *Once approved*, send your approval number or email of exempt status to our@sc.edu.
- For more information and the application process: orc.research.sc.edu/humansubject.shtml
- For Human Subject FAQs: orc.research.sc.edu/hs_faq.shtml
- For ALL Human subjects questions: contact the Office of Research Compliance (orc.research.sc.edu/contact.shtml; 803-777-7095) NOTE: The OUR cannot help with Human Subjects questions, you will be referred to Research Compliance!

NOTE: Projects involving human subjects must maintain compliance with regulations at all times or funding will be revoked.

WHEN should I complete these tasks??

*WHEN? When you are positive that you will be conducting the project.

- Will you do the project even if you don't get funded? Then you and your mentor should start the approval process immediately.

Revised for: Fall 2016

- Will you do the project ONLY if you receive funding? Wait until you receive the Magellan Scholar award email from OUR (when does this happen? See the website for the appropriate announcement date)
- NOTE: Approval for human subjects is NOT required prior to submission of your Magellan Scholar application HOWEVER you may not begin this portion of your research until approval is granted.
- Include a statement within your project description/timeline that you are submitting for Human Subject approval and will comply with all rules, regulations, and training requirements.
- Once approval received, send the notification of status to our@sc.edu.

Application Review Process

Applications from eligible students that are complete and responsive to these guidelines will be evaluated for merit by the Review committee. The Review committee will provide a prioritized list of recommendations for funding to the Office of the Vice President for Research, based on the quality of the proposals per the review criteria. Awards will be made based on review committee recommendations and available funds.

The following criteria will be used to assess proposals (a copy of the review rubric can be found on the Magellan Scholar webpage):
➢ Overall merit
➢ Student's clarity of explanation
   o Research topic or question
   o Project plan or how the question is to be answered
   o Significance or impact of project
   o Writing style
   o Timeline
➢ Overall strength of collaboration form and mentor's role in project
➢ Student's readiness for project and/or the plan for gaining needed skills

Applicants and mentors will be notified via e-mail of award decisions. See webpage for announcement date.

Award Administration

Magellan Scholars are **required** to:
1) Complete a research ethics course/Responsible Conduct of Research (this is not the same as Human Subjects Training): sessions provided by the Office of Undergraduate Research or complete the online training. Instructions and access here: www.sc.edu/our/doc/CITItraininghowto.pdf. *NOTE for NSF/NIH funded projects, the on-line CITI training is required.*
2) Present research at one of three USC sponsored events: Spring Discover USC (*preferred*), Summer Poster Symposium, or Fall USC Connect Showcase
3) Submit a 1-2 page research report to the Office of Undergraduate Research (guidelines: www.sc.edu/our/doc/ResearchReportGuidelines.pdf). The research report is due 1 month after completion of the project or prior to graduation.

Magellan Scholars are **encouraged** to:
1) publish in Caravel, USC's undergraduate research journal (caravel.sc.edu/)
2) publish in professional, peer-reviewed journals
3) present, perform, or showcase work at professional, discipline specific conferences, meetings, and events

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➢ Expenditures –Established University procedures must be followed in expending project funds. Special attention should be paid to policies and procedures relating to Purchasing, Travel, and Personnel. Compensation (of any form) for faculty and graduate students is not allowed. **All grant overages are the mentor's responsibility.** See the Grant management FAQ on the Magellan Scholar webpage for assistance.

➢ Compliance Issues - If the project includes the use of **humans** as research subjects (including surveys) OR vertebrate **animals**, the faculty member is responsible for ensuring IRB or IACUC approval (see page 18). The faculty member is also responsible for compliance with USC, state and federal requirements relating to the use of radioisotopes and biohazardous materials.

➢ Publications and Presentations - Any publications or presentations produced as a result of this award must contain an acknowledgment of USC's support such as: "This work is partially supported by a grant from the University of South Carolina Magellan Scholar program."

Resubmissions

The review committee strongly encourages students to revise and resubmit proposals that are not funded the first time, if the project and timing permit. The proposal writing process is also meant to provide students with an introduction to grant writing. In addition to a great project idea and a supportive mentor, the reviewers want the student to be able to communicate this effectively in written form.

> **FAILURE to follow the rules and guidelines below are cause for immediate decline without review**

How to resubmit:

1. You do NOT need to attend another workshop. However, review the guidebook of the **CURRENT** round or semester for updates and changes and to make sure you have met any and all new requirements/sections.

2. PROPOSAL
   - Revise your two-page project description based on the reviewers' comments and suggestions. In most cases, the reviewers are looking for additional details regarding your project plan.
   - Prepare a cover page or response page that directly addresses how you have strengthened your project description in response to the reviewers' comments.
     - At top of this page, title it "Magellan Scholar Resubmission Response"
     - You may wish to format this as a letter to the review committee describing or outlining the changes or updated made to your proposal (Dear Magellan Scholar review committee, …)
     - The response can either be narrative, paragraph form or a bulleted list
     - Respond to the reviewers' comments with brief comments or summaries of how you have incorporated suggestions or addressed concerns
   - Edit and revise your project timeline.
   - Revise and adjust your budget form with new dates and schedule (especially the salary section)
   - Provide your most recent transcript.

3. HUMAN SUBJECTS/ANIMAL USE COMPLIANCE ISSUES
   - If your project involves people as participants/human subjects OR vertebrate animals, you must complete all compliance paperwork and requirements. See relevant sections above.

4. TRAVEL ABROAD: If your project includes international travel, you MUST redo all forms and meet all requirements. See section above on research abroad

Revised for: Fall 2016

5. SUBMISSION PROCESS

- Complete a NEW on-line applicant information form. Select "Resubmission" at the bottom of the form. This can be done at any time BEFORE your proposal is submitted through USCeRA. (I know you completed this form previously but you need to do one for the new deadline date.)

- Just like before, provide your mentor with an electronic copy of your full proposal (including transcripts and budget). The name of this file should be Last name_First initial or for groups, Last name student1_Last name student2.

- Your mentor will attach an <u>updated</u> collaboration form. NOTE: be sure this is the current, most up-to-date form, check under "For Mentors," "Preparing the application," "Primary Collaboration Form" OR "Application Information & Guidebook," "Preparing the application," "Primary Collaboration Form."

- The proposal is submitted the same way: through USCeRA by your mentor (see page 10).