



# Office of Undergraduate Research

UNIVERSITY OF SOUTH CAROLINA

## Magellan Scholar Terms and Conditions

### *Fall 2023 to present*

**Grant Period** - The project period is 12 months; end date is either based on the grant start date (see below for end dates) OR when the student awardee graduates, whichever is FIRST.

- For *December* awards, the grant period is January 1st – December 31st of the award year (1/1-12/31).
- For *April* awards, the grant period is May 1st of the award year – April 30th of the following year (5/1-4/30).
- Extensions past the end date, or after the student graduates, are not allowed.

### **Student Requirements**

- 1) Manage award requirements and expectations through Blackboard, under “My Organizations” and “Magellan Programs.” Select “Magellan Scholar”. This organization will automatically activate in your Blackboard account within one week.
- 2) Maintain consistent effort towards the completion of the project throughout the grant period. This is evaluated each semester by the research mentor through the [Research Registry](#) system, based on [this rubric](#) OR upon a set of guidelines/requirements established by the mentor for a successful semester of research. The student must register at the beginning of the semester that your grant starts (or that you begin working) and **re-register every semester** of project work. *Depending on the circumstances, awardees who do not meet expectations may be at risk for loss of funding or be ineligible for future awards.* For more on the Registry, see page 2.
- 3) Complete the [CITI Responsible Conduct of Research](#) (RCR) on-line training at the beginning of your project period. Use the [How-To Guide \[pdf\]](#) to access CITI training. *RCR is NOT the same as Human Subjects Training; however, RCR IS the same training required for NSF/NIH funded projects.* Proof of certification from CITI training must be uploaded to Blackboard. \*This training is only done once at the beginning of the project period.
- 4) Fulfill compliance requirements for projects involving human or animal subjects and/or research abroad. See page 2.
- 5) Present research at one of three USC sponsored events: [Spring Discover UofSC](#) (*preferred*), Summer Research Symposium, or the CIEL Fall Showcase. If you have concerns regarding your presentation and intellectual property rights, please contact the Office of Technology Commercialization at 777-9515.
- 6) At the end of the grant period, submit a one- to two-page [research report \[pdf\]](#) **PLUS pictures**. This report must be reviewed and approved by your mentor *prior to submission* to our office through Blackboard. Your report is due one month after grant end date or before graduation, *whichever is first*. **For group projects**, please review the [research report guidelines](#) for important instructions.

Magellan Scholars are encouraged to:

- 1) publish in professional, peer-reviewed journals
- 2) present, perform, or showcase work at professional, discipline specific conferences, meetings, and events

**New Process Required for Account Setup:**

**Within one week of this notification, a department/unit business administrator must email the following to Gina Hambrick at [HAMBRICG@mailbox.sc.edu](mailto:HAMBRICG@mailbox.sc.edu).**

- Dept Number & operating unit number for the department that will be managing your award account (this may be different than the PI's primary department)
- PI name and USCID
- Level 1 Account Approver name(s) and USCID(s) (up to 3 are permitted)
- Level 2 Account Approver name(s) and USCID(s) (up to 3 are permitted)

**Any delay in sending this information significantly impacts account setup. Expenditures are not possible until the account is established.** Accounts will be set up centrally by the Controller's office. Be mindful that you cannot spend funds related to human subjects or animal care until you have secured IRB or IACUC approvals.

**Expenditures** - Established University procedures must be followed in expending project funds. Pay special attention to policies and procedures relating to such items as purchasing, travel, participant support, and student hiring.

- **Funds may only be used for the awarded student(s) and project.**
- Compensation (of any form) for faculty, graduate students, or any student other than awardee(s) is not permitted.
- Expenditures must be in compliance with the allowable and unallowable costs described in the guidebook.
- Account overages are the responsibility of the mentor's department.
- Funds remaining for any reason, including student leaving the project, **if \$100 or over**, must be returned to the Office of the Vice President for Research. Email [our@sc.edu](mailto:our@sc.edu) to initiate this process. Account balances below \$100 can be transferred to the mentor's research incentive fund or department account.
- Extensions past the end date are not allowed. Extensions past the student's graduation date are not allowed.
- See Scholar webpage – [Using your money](#) for more information and details.

### **Compliance Issues** –

- 1) **All domestic and international travel** must comply with university policies, guidelines, and restrictions - both [Controller's Office](#) and, if applicable, [Education Abroad](#).
- 2) **If your project includes the use of humans as research subjects,**
  - Review [these guidelines](#) immediately with your mentor to determine if additional IRB oversight is required. Most projects will not require IRB approval, however, if it does: the portion of the project involving humans may not begin until IRB approval has been obtained.
  - All students working with human subjects, regardless of IRB oversight, must complete on-line CITI Human Subject training *in addition to* the CITI Responsible Conduct of Research [RCR] training, required of all students. Certificates of completion must be uploaded to Blackboard. Follow the [CITI training guide for Human Subjects](#) for assistance.
- 3) **If vertebrate animals are used in your project,**
  - The project must have a valid IACUC approval number. For questions, talk with your mentor and/or the [IACUC office](#).
  - All students working with vertebrate animals must complete animal use training and upload the certificate of completion to Blackboard.
- 4) Mentors are also responsible for compliance with university, state, and federal requirements relating to the use of **radioisotopes and biohazardous materials**. Student training is provided through the [Office of Environmental Health and Safety](#).
- 5) Undergraduate research activities must maintain compliance with all university guidelines for safety, modified operations, etc. at all times.

**Research Abroad** - Projects involving travel outside the US, including conference travel and travel to US territories, must be approved by the *campus-appropriate* Education/Study Abroad authority. Students **MUST** comply with all requirements, terms and conditions of the Education/Study Abroad authority,

including insurance and pre-departure training. Should your travel be deemed unsafe for any reason **at any time**, the Magellan Scholar program will follow the recommendations of the Education/Study Abroad authority and has the right to deny and/or revoke funding.

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

**Intellectual Property** - All projects are subject to the UofSC Intellectual Property Policy. Direct questions to the [Technology Commercialization Office](#).

**Extensions** - Extensions past the end date are not allowed. Extensions past the student's graduation date are not allowed.

**Research Registry** - Students are required to register their project in the [Research Registry](#) for every semester of work on the project. The student's mentor will evaluate whether the student met expectations based on [this rubric](#). Please contact [our@sc.edu](mailto:our@sc.edu) with questions or concerns.

