



Required Process 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.

- 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) and network ID(s) (up to 3 are permitted)
- Level 2 Account Approver name(s) and USCID(s) and network ID(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.

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 "OUR Grant Recipients." Select "Magellan Scholar". This organization will automatically activate in your Blackboard account within one week of award announcement.
- 2) Complete the [Research Registry](#) each semester to help the OUR track undergraduate research engagement.
- 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. Certificate of completion from CITI training must be uploaded to Blackboard.
- 4) Fulfill and maintain compliance requirements for projects involving human or animal subjects and/or research abroad. Faculty mentors are responsible ensuring compliance with vertebrate animals and human subjects.
- 5) Attend one [OUR professional development workshop](#) each semester during the project period.
- 6) Present research at a USC sponsored poster session: [Discover USC](#) in the spring (*preferred*) or the Summer Research Symposium. If you have concerns regarding your presentation and intellectual property rights, please contact the Office of Technology Commercialization at 777-9515.
- 7) Submit a brief, end-of-experience survey. Your survey response is due 1 month after completion of the project or prior to graduation, *whichever is first*. (if part of a group, each group member submits their own survey): You'll find the link to the survey on the OUR Grant Recipients Blackboard page.

Using the Magellan Scholar Funds

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 listing of allowable and unallowable costs described in the

application guidelines.

- 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 to initiate this process.
- Extensions past the end date are not allowed. Extensions past the student's graduation date are not allowed.

Funds for this award cannot be used to clear the overages on other awards or projects.

Students are hired by the mentor's department. Faculty mentors should introduce the student to the department HR/Business Manager to initiate the hiring process.

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**,
 - The faculty mentor must review [these guidelines](#) immediately 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.
- 3) 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.
- 4) **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.
- 5) 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](#).
- 6) 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 Abroad authority. Students **MUST** comply with all requirements, terms and conditions of the Education 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 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](#).

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 the rubric published on the website. Please contact our@sc.edu with questions or concerns.