

Faculty Mentor Guide to the Magellan Scholar Application Process

Faculty mentors play an important role in the Magellan Scholar application process. The primary application-related responsibilities of a Magellan Scholar mentor include:

- Provide guidance as the student writes the proposal and budget
- Complete the Magellan Scholar Mentoring Plan - Primary Mentor form
- If appropriate, ensure that Secondary mentor completes the Magellan Scholar Mentoring Plan – Secondary Mentor
- Once the student provides the final proposal and budget to you, append the mentoring plan(s) to the proposal
- Save document as one PDF document; name the file Last Name_First Initial (ex. Clark_L)
- Upload the proposal to USCeRA before the 5:00 pm deadline

Steps to Submitting Proposal in USCeRA

Login to USCeRA using USC username and password

<https://sam.research.sc.edu/uscera/>

Create New Proposal - Proposal Award Processing (PAP) Form

- At the top of the USCeRA homepage, in the garnet bar across the top, click on the **Proposals** dropdown and select **+Create New Proposal**
- You are now on the Create New Proposal Page
- Complete the fields as follows:

Basic Information

1. Title: Use the following format for the title: MGS_Student Last Name_Project Title
2. Primary Awardee Department: should auto-fill with your department/campus
-if a joint appointment, make sure the department selected is the one where the funds will be managed
3. Type: New or Revision if a resubmission
4. Grants.gov Workspace ID: leave this blank
5. Project Dates: enter start date (1/1 or 5/1)
6. Project Dates: enter end date (12/31 or 4/30)

7. Agency Deadline type: receipt
 - a. Agency Deadline Date: enter deadline from website
- ✓Continue

Source of Project and Sponsor

1. Is this an internal request? Yes
 - a. Internal Request Office: select Vice President for Research
 - i. Internal Request Type: Magellan Scholar Program
(if Magellan Scholar is not listed, please call Lauren Clark at 803-777-4649)
 - 2-4 Sponsor fields will populate automatically
- ✓Continue

Personnel

- PI name will appear as Lead PI
 - **+Add Personnel:** only complete if another faculty member is serving as secondary mentor
 - **+Add Student:** click on this button to add the undergraduate student name and USC email address.
 - Please select the department that aligns most closely to the student's major and make sure the student's email address is entered correctly to ensure that the student receives important emails regarding the application.
 - Add second student if a group project
- ✓Continue

Project Costs

1. Amount requested for the first or current year: total amount requested, should not exceed \$2500
(unless group of 2 - then maximum requested is \$5000)
 2. Project Years: 1
 3. Total Amount Requested for All Project Years: same as line 1
- ✓Continue

Questions

1. Does this proposal involve cost sharing: No
2. Faculty Release Time: No
3. Human Subjects: Yes or No
if Yes, enter approval number in text box or write "pending" if no approval number yet
4. Vertebrate Animals: Yes or No
If Yes, add approval number and date or write "pending" if no approval number yet
5. Sole source considerations: No
Does the project involve any hazardous materials of the following types:
6. Biological materials: Yes or No
If Yes, respond to questions b-f

7. Hazardous chemicals: Yes or No
If yes, respond to questions b-e
 8. Radioactive materials/substances: Yes or No
If yes, respond to questions b-e
 9. Comments: may leave blank
- ✓**Continue**

Now you are back on the Proposal Summary page. Under My Forms, the Administrative Information and Proposal/Award Processing Form (PAP) should show ✓**Complete**. The Internal Commit form should show Incomplete.

Internal Commit Form

On the Proposal Summary Page, under My Forms on the left side of the page, click on the Internal Commit Form.

In the Requested column, Year 1, enter the amount requested using only numbers in the text box. The amount requested should not exceed \$2500 (or \$5000 if a group of 2 students). The total should auto-fill. Nothing else is needed on this page – scroll to the bottom of the page and click on **Update**.

This will bring you back to the Proposal Summary page. Under My Forms, the Administrative Information, Proposal/Award Processing Form (PAP) and Internal Commit form should show ✓**Complete**.

Uploaded Documents

On the right side of the page, there is an Uploaded Documents section with an **↑Upload Document** button below. Click on **↑Upload Document**. You will be taken to a new page.

Proposal Award/Processing Upload Form

Category: Select Proposal/Proposal Summary

New Upload: click on **Choose File** and select completed proposal

Click **Upload** to upload the proposal

You will now see the proposal file name listed under Uploaded Documents

Start Approval Process

See screenshot below of Proposal Summary Page with all forms showing completed. Make sure that the proposal has been uploaded.

To submit the proposal, hit the **Start Approval Process** button.

A pop-up Confirm Proposal Submission message will appear asking if you are ready to submit. If yes, click on **Submit Proposal** button.

Once submitted successfully, a message will appear stating that the proposal was submitted successfully with a proposal number listed.

Proposals are due by 5:00 pm on the due date. Late submissions are not accepted.
Electronic signatures from Chairs and Deans can occur after the deadline.

USCORA

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[Dr. Lauren Clark](#)

Proposal Summary

✓ The document "Smith_J.docx" was successfully uploaded.

Title

"MGS_Clark_Magellan Scholar Project Title"

Project

Status

Not Submitted

Type

New

Dates

01/01/2027 - 12/31/2027

Internal Request Type

Magellan Scholar Program

Lead PI

Dr. Lauren Clark

Current & Pending

Research Infrastructure Support

Students

John Smith

Exercise Science

Tools

Audit Trail

Add Note

Delete This Proposal

Post Sponsor Revision

Print Cover Page

► Start Approval Process

My Forms

Administrative Information

USC/SCRF

Grant/Contract

Grant

Complete

Proposal/Award Processing Form (PAP)

View Report

Complete

Internal Commit

Complete

Uploaded Documents

Smith_J.docx

Proposal/Proposal Summary

Dr. Lauren Clark

Delete

13.1 KB

08/13/2026

For external proposal submissions please upload the following documents, as well as any other necessary support documents:

• Proposal/Proposal Summary

• Budget/Budget Justification

Upload Document