



# Office of Undergraduate Research

UNIVERSITY OF SOUTH CAROLINA

## Magellan Scholar Terms and Conditions

### *Beginning with Fall 2023 Application Cycle*

**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” and **complete the Grant Review Quiz *within one month of award notification***. (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

**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.
- 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.