



MAGELLAN MENTORS PROGRAM

I. PURPOSE: The Magellan Mentors Program is offered by the USC Upstate Office of Sponsored Awards and Research Support and provides an incentive to faculty members whose students receive funding through the [Magellan Scholars Program](#) offered through USC Columbia (pending availability of funds; see section VI below).

II. AMOUNT: Faculty mentors whose students receive funding support through USC Columbia's Magellan Scholar program are eligible to compete for a **\$3,000.00** incentive. If awarded, the faculty mentor may use the \$3,000 incentive as salary or for research needs (e.g., travel or supplies). Please note that (i) if the incentive is used as salary, total charges including fringe benefits, taxes and salary cannot exceed \$3000; (ii) if the incentive is used for supplies, total purchases including taxes and shipping cannot exceed \$3,000; and (iii) if the incentive is used for travel, we must receive a copy of the faculty member's completed travel authorization form.

III. ELIGIBILITY: Faculty members whose students are **awarded** Magellan Scholar support through USC Columbia (see <http://www.sc.edu/our/magellan.shtml>) are eligible to compete for a Magellan Mentor's Award (see section VI below), provided they have also submitted a Magellan Mentors Award application form (see Section V below) by 5:00pm the day of their Magellan Scholar application deadline. NOTE: A maximum of one mentor award can potentially be received per funded Magellan Scholar proposal – regardless of whether the funded proposal is a group project, a co-mentored project, or simply a student-mentor team.

IV. REQUIREMENTS: Faculty must submit a final report form; a link to the form will be emailed at the close of your grant period and you will have 30 days to complete the form. Any external publications, presentations, performances or exhibits resulting from the funded project must acknowledge the Office of Sponsored Awards and Research Support for partial funding of the work. The faculty member must notify us if the funded project leads to external publication, presentation, performance, or exhibition after the final report form is submitted. Faculty members will not be eligible to apply for future Magellan Mentors incentives if we do not receive a final report form. (Note: If a faculty member has an active Magellan Grant at the time of a second award, we will accept a progress report in lieu of a final report, provided we do receive final report forms after the respective grant periods close).

V. APPLICATION PROCESS: Complete ALL parts of the [online application form](#), by 5:00pm on the day of the Magellan Scholar application deadline. All deadlines are available on the Office of Sponsored Awards and Research Support [website](#). We suggest developing the application pieces (see below) in word, then copy and paste the application pieces into the appropriate parts of the form. The form will request the following information from you:

- 1) Application Formatting
Use the following page formatting when entering information into the application:
 - a. Standard, single column format for the text
 - b. Line spacing (single-spaced)
 - c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)
- 2) Contact Information
 - a. Student Information
 - i. Name (First Middle Last)
 - ii. Student Status
 - iii. Major
 - iv. Email
 - v. Group Project

1. List all other student involved with the project (if yes):
 - b. Magellan Mentors Information
 - i. Name (Last, First)
 - ii. Title
 - iii. Tenured
 1. When will you be applying? (if no)
 - iv. Department
 - v. Phone Number
 - vi. Email
 - c. Department Information
 - i. Chair/Dean (Last, First)
 - ii. Administrative Assistant Name (Last, First)
 - d. IRB Approval
- 3) Project Information
- a. Proposal Title
 - b. USCeRA Deadline Date
 - c. Expected Grant Start Date

4) Budget

- a. Name (person funds are intended for OR object name if supplies)
- b. Cost (amount)
- c. Type
 - i. Salary (If you indicate you are allocating funds for Salary you must indicate the amount of fringe for that salary as well.)

1. Example:

Name	Cost	Type
Jane Doe	2401	Salary

- ii. Fringe (Fringe rates can be found on the [USC Sponsored Awards Management webpage.](#))

1. Example:

Name	Cost	Type
Jane Doe	599	Fringe

- iii. Travel
- iv. Supplies

1. Example:

Name	Cost	Type
Example Supplies	2600	Supplies

- v. Other (If you indicate you are allocating funds for Supplies you must indicate the amount you are allocating for taxes/shipping under Other.)

1. Example:

Name	Cost	Type
Shipping/Taxes	400	Other

5) Final Budget Totals

- a. Current Total (Maximum request is \$3000. The form will auto-calculate the total.)

6) Itemized Budget: (Maximum 500-word count. Briefly describe exactly how your funds will be used.)



NOTE: A PDF of the application will be generated and emailed to you once the application is complete and you hit submit.

VI. APPROVAL CRITERIA: In a situation where we have more Magellan Scholar Awards than the Magellan Mentors Program budget can accommodate, we will simply use the proposal rankings from the review committee to decide among our awardees (the highest ranked proposals will be funded).

VII. QUESTIONS: Please direct questions regarding this program and the application process to: Dr. Melissa Pilgrim; (864) 503-5781; mpilgrim@uscupstate.edu

Revised 3/31/2017
