
MAGELLAN MENTORS PROGRAM

I. PURPOSE:

The Magellan Mentors Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program is intended to help faculty members provide students with experiential learning opportunities. The Magellan Mentor program is a competitive program (see section III below) and dependent on the availability of funds (see section VI below).

II. AMOUNT:

A faculty mentor whose student receives funding support through [USC Columbia's Magellan Scholar](#) program is 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 \$3,000.00; (ii) if the incentive is used for supplies, total purchases including taxes and shipping cannot exceed \$3,000.00; and (iii) if the incentive is used for travel, we must receive a copy of the faculty mentor's completed travel authorization form.

III. ELIGIBILITY AND TIME LINE:

Faculty mentors 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, 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. POST AWARD REQUIREMENTS:

A. Funded projects must be presented at the Annual SC Upstate Research Symposium by either the faculty mentor or the student; *presentation at the symposium must be acknowledged in the timeline and expected outcomes sections of the application.*

B. 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.

C. At the end of the semester, the faculty mentor must complete a final report form; a link to the form will be emailed to the faculty member and they will have 30 days to complete the report. Faculty members will not be eligible to apply for future support through the SARS office if this Final Report Form is not completed. **NOTE:** If a faculty mentor 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:

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. Mentor 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 or IACUC Approval

Note: If your project involves human or other vertebrate animal subjects in any way, you will need IRB or IACUC approval. Funding will not be granted for such projects that have not been approved by the IRB or IACUC. You are responsible for compliance issues associated with the use of human or other vertebrate animal subjects consistent with USC IRB & IACUC protocols. *You may apply before approval is secured; however, if your proposal is awarded, funds **cannot** be distributed until the project is approved.*

See the website of the Office of Research Compliance – https://sc.edu/about/offices_and_divisions/research_compliance/index.php for additional information.


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:

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:

Shipping/Taxes	400	Other 
----------------	-----	---

5) Final Budget Totals

- a. Current Total. The maximum budget request allowed is \$3000.00; the form will auto-calculate the total.

6) Budget Justification. (Maximum 500-word count)

Briefly describe exactly how your funds will be used (e.g., what role in the project, and/or when during the project period 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 use the proposal rankings from the review committee and equitable distribution of funds across disciplines to make Magellan Mentor award decisions.

VII. QUESTIONS:

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

Revised 12/19/2019