Magellan Programs Application CHECKLIST

Are you applying for any of the following?

- ✓ Magellan Mini-Grant
- ✓ Magellan Apprentice
- ✓ Magellan Explorer
- ✓ Magellan Guarantee
- ✓ Magellan Navigator

If you answered YES, then please complete the Magellan Programs Application. The application has four parts and a mentor collaboration form. The four parts must be uploaded to the online form in order for your application to be considered for review. The mentor collaboration form is to be sent in separately by your mentor. Questions? The Office of Undergraduate Research is here to assist you. Please feel free to contact us at (803) 777-1141 or our@sc.edu.

STEP 1: Complete the "Magellan Programs Application"
PART ONE: PROJECT OVERVIEW

- ☐ Mentor's name AND brief description of mentor's area of expertise or research area
- ☐ Research question/statement or general area of interest to be pursued
- ☐ Short project description and timeline
- ☐ How project is connected to student's goals
- ☐ Impact statement

PART TWO: RESEARCH COMPLIANCE

- ☐ Checked that you read and understood the information
- ☐ Checked appropriate boxes if your project is using animals and/or human subjects. *If unsure, just ask your mentor!*

PART THREE: RESEARCH ABROAD

If traveling outside of the US for research, have you:

- ☐ Completed questions (a) –(e) on page 3 of the Magellan Programs Application
- ☐ Completed part one of the following form, **tinyurl.com/research-abroad**, through Study Abroad
- ☐ Submitted a hard copy of the form to the Study Abroad Office

IMPORTANT:

This form is in addition to paperwork you may have already completed for your study abroad program. If you have questions about the status of your Study Abroad or Research Abroad application, please contact Keara DeKay at (803) 777-7557.

If you are not on the Columbia campus, call the Office of Undergraduate Research to discuss your required study abroad steps

PART FOUR: BUDGET

- ☐ Listed all materials, supplies, and/or travel costs along with estimates
- ☐ Listed all other grants or awards you have received or are in the process of applying
- ☐ Checked to make sure you could not receive the materials and supplies anywhere else (such as your department, the library, or the Office of Undergraduate Research)
- ☐ Checked to make sure the items you are requesting are not on the "non-allowable" list
- ☐ Arranged for the purchase of the materials upfront (materials and supplies are done through reimbursement only)

STEP 2: Have your mentor complete the "Mentor Collaboration Form"

- ☐ If you have co-mentors, they must complete a Co-Mentor Form
- ☐ Mentors may email forms to our@sc.edu

STEP 3: Complete the online application form

- ☐ Go to www.sc.edu/our/minigrantapp.php
- ☐ For Mini-Grant, Apprentice, Explorer, Guarantee, and Navigator
- ☐ Select the appropriate Magellan program from pull down menu
- ☐ Under "Magellan Programs Application," upload the completed Magellan Program Application (must be a word document of PDF)

All forms and applications may be found on OUR website, www.sc.edu/our. Under **Money & Awards**, select your program. On the homepage of your program, click on **Application Information**.