UNIVERSITY OF
SOUTH CAROLINA
Office of Research
Undergraduate Research

Magellan Apprentice for Capstone
Requirements, Terms, and Conditions

GRANT PERIOD - The project period is 12 months. The project period concludes on the project end date, when you graduate or when you leave USC, *whichever is first.*

- For December awards, the award end date is the last day of finals of the fall semester.
- For March/April awards, the award end date is the last day of finals of the spring semester.

REQUIREMENTS

1) Manage award requirements and expectations through Blackboard, under "My Organizations" and "Magellan Programs." Select "Magellan Apprentice" and complete the Grant Review quiz **within one month** of award notification.

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 the grant begins (or when you begin the research) 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 online and attend an in-person research ethics workshop from our office (dates will be emailed). Use our How-To Guide [pdf] to access CITI training. *Note: 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.

4) Fulfill compliance requirements for projects involving human or animal subjects and/or research abroad. See page 2.

5) Present research at one of two USC sponsored events: Spring Discover USC (*preferred*) or the Summer Poster Symposium. If you have concerns regarding your presentation and intellectual property rights, please contact the Office of Technology Commercialization at 803-777-9515.

6) Submit a 1-2 page research report to the Office of Undergraduate Research through Blackboard (report guidelines and instructions). The report is due 1 month after completion of the project or prior to graduation, *whichever is first*.

EXPENDITURES

Salary: Hired through the Capstone Scholars office at rate of $11 per hour. You are responsible for providing the appropriate documents to the office for completing the hiring paperwork (see last page of the I-9 form).

Materials and supplies: All items are to be reimbursed by receipt. **NOTE:** All materials and supplies remain USC property upon project completion.

Travel: All travel (international AND domestic; both research and conferences) must comply with USC policies and procedures. These can be found through the Office of the Controller Policies and Procedures page under General Accounting. Please be sure to look at the Travel guidance documents under BOTH policies and procedures, as they contain different resources. International travel must also comply with policies, procedures, and requirements of the Education Abroad Office.

A Travel Authorization (TA) Form must be completed through Capstone Scholars prior to any travel. Reimbursement by receipt upon return.

Funding questions? Contact the Capstone Scholars Office.
David DeWeil | Director, Capstone Scholars Program | deweil@mailbox.sc.edu | 803-777-4430

<u>COMPLIANCE ISSUES</u>

1) **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: <u>the portion of the project involving humans may not begin until IRB approval has been obtained</u>.
   - All students working with human subjects, regardless of IRB oversight, must complete CITI Human Subject on-line 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 assistance.

2) **If vertebrate animals are used in your project,**

   - The project must have a valid IACUC approval number. For questions, speak with your mentor and/or the IACUC office.
   - Connect with your mentor to determine the specific animal use training that applies to you and your project. Once complete, you must upload the certificate(s) of completion to Blackboard.

3) 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.

<u>RESEARCH ABROAD</u> - Projects involving international travel, including conference travel, must be approved by the Education Abroad Office. Students MUST comply with all requirements, terms and conditions of the Education Abroad Office, including insurance and pre-departure training. Should your travel be deemed unsafe for any reason *at any time*, the Magellan Apprentice program will follow the recommendations of the Education Abroad Office and has the right to deny and/or revoke funding.

<u>PRESENTATIONS AND PUBLICATIONS</u> - Any presentations and 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 Apprentice Program."

<u>INTELLECTUAL PROPERTY</u> - All projects are subject to the USC Intellectual Property Policy. Direct questions to the Technology Commercialization Office.

<u>EXTENSIONS</u> - Extensions will be granted under extraordinary circumstances only. Requests must be made in writing by the faculty mentor at least 30 days prior to the project end date and emailed to David DeWeil at deweil@mailbox.sc.edu.

<u>RESEARCH REGISTRY</u>
The Research Registry is used as part of the University's experiential learning initiative to recognize student's involvement with research and compliance with grant awards. Compliance is evaluated by the student's mentor based on either this rubric (developed by a faculty committee of research mentors) OR upon a set of guidelines/requirements established by the mentor for a successful semester of research.

Grant awardees are required to register their project every semester of involvement. The system will auto-generate a message to the student's mentor to confirm willingness to mentor the student and complete the end of semester evaluation. At the end of the semester, an email will be sent to the mentor requesting an evaluation of the student for meeting or not meeting the expectations established by the mentor (or rubric) for a successful semester of research.

If the student's participation meets expectations, the student's information and research involvement will be shared with the University as part of the experiential learning initiative. At the student's request, this record may also be provided to the Graduation with Leadership Distinction program. If a grant awardee does not meet minimum expectations, depending on the situation, the student may be at risk to lose funding or be ineligible for future awards. Mentors and students are encouraged to be in conversation throughout the semester regarding expectations for a positive research experience.

Please contact our@sc.edu with questions or concerns. Further information regarding data usage is available in the rubric.