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| **Student Name(s):**       | **Date:**       |
|  |  |
| **Project Title:**       |  |

PART ONE: PROJECT OVERVIEW

This application must be developed with the assistance of your mentor and your mentor must approve the final draft BEFORE submission.

Please answer the following questions regarding the proposed project. Note the word limits.

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| Mentor’s name AND brief description of mentor’s area of expertise or research area  |

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| Research question/statement or general area of interest to be pursued (1-3 sentences) |

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| Project description A – Provide an overview of the project that gives background and general information about the project and topic for the reviewers to understand the context of this work (max 300 words) |

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| Project description B – Provide a description of the methods and tasks that you will undertake, from this point forward, based on your role with the project. Please be specific with the details, tasks, methods outlined here to help reviewers understand what you plan to do and how you will accomplish it. If your project involves people (including surveys and interviews), you must address recruitment and selection of subjects, who will be assisting with this process, etc. (max 700 words) |

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| Project timeline – Estimate how long each task will take and when they will be started/completed. ([for help with this, see examples of timelines here](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/magellanprograms_timeline_examples.pdf)) |

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| Impact statement – Address how the research can be used and why this project is important in the broad context of community, society, scholarship, etc. (max 200 words) |

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| Personal statement – Share how this project connects to your goals (academic, personal, and/or professional) and why this project is important to you. (max 300 words) |

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| Professional development plan – Include skills you have and those needing development related to this project, and who will teach you those skills. Include training for human subjects, animal care, safety and compliance, special equipment, etc. (max 300 words) |

PART TWO: RESEARCH COMPLIANCE

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| **Projects involving vertebrate animals or human subjects** |

**For research projects involving live, vertebrate animals**: it must have approval through the [Animal Care and Use Committee](https://sc.edu/about/offices_and_divisions/research_compliance/iacuc/index.php) and the student must have appropriate training. If the project already has approval, the student must be added. Contact the Department of Animal Resources, 803-777-8106, iacuc@mailbox.sc.edu. For USC Aiken, contact the [Sponsored Research Office](https://www.usca.edu/academic-affairs/special-centers-programs/sponsored-research).

**For research projects involving human participants** (including but not limited to interviews, surveys or review of personal/private information): mentors must review the [Student Research guide](https://sc.edu/about/offices_and_divisions/research_compliance/irb/student_research.php). Based on this guidance from the Office of Research Compliance, most student driven projects will not require further review. **Faculty oversight and student training through the CITI Human Subjects modules are required**. Some projects may also require use of the Undergraduate Research Consent Form. *A template is available on the* [*Student Research page*](https://sc.edu/about/offices_and_divisions/research_compliance/irb/student_research.php). If a student is “[engaged in the research](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html)” on a mentor’s project requiring IRB oversight (new or approved protocol), the student must be added. Contact the [Office of Research Compliance](https://sc.edu/about/offices_and_divisions/research_compliance/index.php) (803-777-7095) with questions.

**[ ]  I have read and understood the information above**

**[ ]  YES, my project involves vertebrate animals**

**[ ]  YES, my project uses human subjects**

**[ ]  NO, my project does not use human subjects or vertebrate animals**

*Note: For all gray boxes on this form, double click in the box and select “checked”*

PART THREE: RESEARCH ABROAD

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| **Research outside of the US**  |

Will you be traveling outside of the US for this research project?

[ ] Yes [ ] No

If yes, please read and complete the section below. If no, please skip to page 4 (budget).

**\*\*If you are non-USC Columbia student, please contact the Office of Undergraduate Research**

**at** **our@sc.edu** **or (803) 777-1141 before completing this page\*\***

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| --- | --- |
| 1. Where will you be traveling for research?
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| 1. What dates will you be traveling? (Start and end dates)
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| 1. Have you met with an Education Abroad Advisor?
 | [ ] Yes [ ] No |
| 1. Are you traveling as a part of an Education Abroad program?
 | [ ] Yes [ ] No |
| 1. Is English the primary language?
 | [ ] Yes [ ] No |
| * If no, please list relevant language courses
 |       |
| * What is your competency?
 | [ ] beginner [ ] intermediate [ ] advanced |
| * Will your project require communication skills beyond your competency?
 | [ ] Yes [ ] No |
| * If yes, who will help you and how will you obtain their services/assistance?
 |       |

**RESEARCH ABROAD STEPS**

1. Complete the [Magellan Research Abroad](https://www.service4mobility.com/global/BewerbungServlet?identifier=COLUMBIA01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=GR_NC&sprache=en) EAASy application.
2. View the [pre-departure video modules](https://www.youtube.com/playlist?list=PLJ-tiq5nrz0faWw5dTm2rLjv3e0m7AIWM) on Academics, Health, Safety, and Navigating Culture.

**IMPORTANT RESEARCH ABROAD INFORMATION**

* All travel covered by Magellan programs is subject to the approval and standard terms and conditions of the Education Abroad Office. Should your travel be deemed unsafe for any reason, at any time (before or during stay), Magellan programs will follow the recommendations of the Education Abroad Office and has the right to deny and/or revoke funding.
* ALL Magellan recipients conducting research abroad are REQUIRED to be protected by the “Overseas Emergency Medical Insurance.” Columbia campus students will be signed up automatically. For more information visit, <http://sc.edu/about/offices_and_divisions/study_abroad/steps_to_study_abroad/prepare_to_go/insurance/>
* No Magellan program will pay for tuition associated with a study abroad program. Room MAY be covered. Program fees may be considered if DIRECTLY associated with or required for the research.

**[ ]  I have read and understood the information above**

PART FOUR: BUDGET

*Step one: List all anticipated expenses (even if the total exceeds the maximum grant award) along with explanations to justify the budget request under the Budget Justification/Description section.*

*Step two: Enter total expenses and amount requested for the award in the Budget Request table.*

NOTE: materials/supplies and travel costs are done by reimbursement – money is provided after the student or mentor has paid for the item or travel expense.

**Budget Justification/Description**

**Student Salary:** Indicate estimated number of student research hours per week and hourly rate separated by semesters when student is enrolled in classes or not enrolled in classes (generally fall or spring vs summer semesters). Time during breaks (Fall, Winter or Spring break) are still hours during semesters of enrolled classes. Most students earn $11-15 per hour; USC minimum hourly rate for undergraduates starting in fall 2023 is $11 per hour.

**Materials/Supplies:** List below items, quantity, and estimated price. *Be sure to include taxes on all purchases.* Include an explanation/purpose for the item if not clearly described in the project plan.

* ***Are you requesting funds for participant incentives?*** *You must attach an approval memo from business manager.*
* *ALL non-expendable items MUST be fully explained/justified, if not described in methods.*
* *Publication costs are not permitted.*
* *Shipping (if applicable) should be included in estimates.*

**Travel:** Indicate destination, purpose of travel, provide itemized costs (list each cost separately: transportation, lodging, etc). Indicate the following below:

1. Destination (city and state or country)
2. Purpose of travel (if for a conference, include name of conference)
3. Itemized costs (provide as much detail as possible)
	1. Type of transportation (plane, car, etc)
	2. Transportation cost estimate (ticket cost or mileage estimate)
		1. Mileage = miles to and from destination multiplied by [current USC reimbursement rate](https://sc.edu/about/offices_and_divisions/controller/documents/fina_1.00_procedure.7-1-2021.pdf)
	3. Lodging cost estimate
		1. Cost per night x number of nights = total lodging estimate
	4. Other travel expenses and cost (registration, local transportation, etc)

**Additional Funding:** Please indicate all additional funding sources related to this project, including those applying for, pending and previously received. This may include grants from the Office of Undergraduate Research, South Carolina Honors College, and other offices or departments which provide funding.

**Magellan Programs Budget Request**

 Double-click on table to enter data

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