**Please send this completed form (two pages) to** **our@sc.edu****.**

**Mentor confirmation and responsibilities:**

1. **This program is based on the foundation of providing students with experience in writing about their research as an educational practice. The primary criterion is the student’s ability to explain the project and awards are made in the name of a specific student, not the project itself.** The program requires student authorship of the application for the grant writing and editing experience. The application is the student’s work and shall not be written or rewritten by the mentor. However, mentors are expected to work with the student to develop the project plan and budget, to enhance the student’s understanding and ability to explain the work, and to provide guidance through the writing and editing process.
2. **Human subjects and vertebrate animals**: Mentors are responsible for ensuring the project is compliant with all human subject, animal use, and ethical guidelines, requirements, approval, and student training. Please 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. For questions, please contact the Office of Research Compliance at 803-777-7095 for human subjects or Animal Resources at 803-777-8106.

 ***Please mark as appropriate***: This project does or does not involve the following

   -  Human subjects: Yes \_\_\_ No \_\_\_ (if yes, students are required to complete CITI Human Subjects training)

   -  Vertebrate animals: Yes \_\_\_ No \_\_\_

1. **Funding requirements**:

The Controller’s Office will set up individual "N" accounts for each awarded Magellan Guarantee project. All fund management (including hiring and processing of payroll) occurs within the mentor’s department. Projects must comply with university procedures and requirements as well as those outlined on the Magellan Programs award webpage. Budgets should be monitored closely as overages are the responsibility of the mentor and department.

**New Process Required for Account Setup:\***

Within one week of an award notification, a department/unit business administrator must email the following to Gina Hambrick at HAMBRICG@mailbox.sc.edu.

* Dept Number & operating unit number for the department that will be managing the award account (this may be different than the PIs primary department)
* PI name and USCID
* Level 1 Account Approver name(s) and USCID(s) (up to 3 are permitted)
* Level 2 Account Approver name(s) and USCID(s) (up to 3 are permitted)

\*any delay in sending this information significantly impacts account setup. Expenditures are not possible until the account is established. Accounts will be set up centrally by the Controller’s office. Be mindful that you cannot spend funds related to human subjects or animal care until you have secured IRB or IACUC approvals.

1. **Award requirements:** Mentors are responsible for ensuring the *student completes the following* (additional details on the Magellan Programs funding webpages)
	1. Blackboard management of award requirements and expectations
	2. Maintain consistent effort towards the completion of the project. This is evaluated each term by the research mentor through the [Research Registry](https://sc.edu/our/researchregistry/) system, based on [this rubric](http://sc.edu/our/doc/research_verification.pdf) OR upon a set of guidelines/requirements established by the mentor for a successful research term. Mentors will receive an email at the end of the semester to complete this.
	3. Complete the CITI Responsible Conduct of Research on-line training. *This is the same training required for NSF/NIH funded projects.*
	4. Magellan Programs end-of-experience survey
	5. Discover USC attendance and/or presentation
2. **Mentors confirm they are not related to the applicant(s).**

**By entering my name as the student’s mentor, I confirm and agree to the above.**

*Non-compliance may result in loss of funding or ineligibility for future Magellan awards.*

**Mentor name:**

* Please list the name(s) and position title(s) of all secondary mentors, including graduate students with supervisory role; please have secondary mentors complete the [secondary mentor form](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/co-mentorform.docx) and email the form to our@sc.edu:

**Student Name:**

**How long have you known this student?**

*If different*, how long has the student worked with you in research?

**1) Please comment briefly on the student’s readiness or preparation for this project. 300 words max.** You may include such factors as coursework, current or past research experience, strengths, weaknesses, intellectual ability, writing ability, analytical skills, initiative and maturity, and level of independence (novice through advanced).

**2) Briefly describe how you will work with the student during this project. 5000 words max.** Considering the tasks, deliverables, and timeline of this project, please address the specific ways you will help the applicant develop the skills and techniques needed to complete the project. Please include meeting frequency and skills known vs needed, if applicable.

**3) Based on your knowledge of the applicant’s abilities and personal characteristics, please rate your recommendation of this candidate.**

\_\_\_\_Very Highly Recommend \_\_\_\_Highly Recommend \_\_\_\_Recommend With Reservations \_\_\_\_Do Not Recommend