**Magellan Programs Primary Mentor Collaboration Form** Rev 08/15/2023

**This form is used by the review committee to aid in understanding the mentoring support plan for your student during the research experience. This plan contributes to 25% of the proposal evaluation** ([review rubric](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_review_rubric.pdf)). **The following may be of assistance in outlining your plan.**

**Please note:** Your student may be asking questions related to mentoring support. A [student guide](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/student-mentoring-guide.pdf) has been developed in order to help them better understand what is expected of them during their research experience.

**Items to include/consider in answering questions on Page 2-3 under Collaboration plan and overview.**

**Do NOT answer these here.**

* *Process for the development and writing of this proposal.* If this was a student generated idea, please address this. If the project contributes to a larger, on-going project, please address: how the student will be contributing, if there is a “portion” to which the student has ownership, how he/she will be included in the whole to gain understanding of the bigger picture.
* *Skill development.* Reiterate briefly the student’s current level of expertise. Address specific skills and knowledge needed for project completion including background knowledge and involvement with literature/articles as well as end of project analysis, assessment, reflection process, etc. and from whom he/she will learn these.
* *Meeting frequency.* Do you have formal meetings (how often), informal, group meetings, etc? Are there expectations for the student during these meetings (presentations, reports, etc.)? If the student will be abroad during the project period, how will you be communicating or providing mentoring support?
* *Resources.* Are there specific or special resources the student will have access to for project completion? Will you be providing access to persons, places, etc. of special note?
* *If a secondary mentor is involved:* who, and what is his/her position? If this individual is your advisee or direct report (e.g. a graduate student), briefly describe how he/she will work with the student and how you will oversee and/or manage this relationship so that both are supported, etc. *NOTE: a co-mentor form is required from this individual with specifics on how he/she will be working with the student. The letter should address the topics outlined in this document as well.*
* *Outcome phase and communication plan.* Address the process used for development of presentations or papers and student’s role (primary author, co-author, etc.)
* *Other.* Any other items of note that you believe are important for the reviewers to know.

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**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 proposal for the grant writing and editing experience. The proposal is the student’s work and shall not be written 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. The submission must meet the Program Compliance, Research Integrity, and Authorship guidelines on page 1 of the guidebook.
2. Mentors are responsible for ensuring the project is compliant with all human subject, animal use, and ethical guidelines, requirements, approval, and student training. ***Please mark as appropriate-***This project does or does not involve:

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

**For Human Subjects:** Please review the page related to [Human Subjects and student research](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.

1. Funding requirements:

Projects must comply with university procedures and requirements and those in the current Magellan Scholar guidebook including allowable/unallowable expenditures. Budgets should be monitored closely as overages are the responsibility of the mentor and department.

1. Mentors are responsible for ensuring the Scholar complies with the following award requirements (additional details in the [Magellan Scholar Application Guidebook](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_guidebook.pdf)):
   1. Blackboard management of award requirements and expectations
   2. Maintain consistent effort towards the completion of the project within the grant period. This is evaluated each semester 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 semester of research. Mentors will receive an email at the beginning and end of the semester for the evaluation process. More information on page 21 of the [Guidebook](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_guidebook.pdf).
   3. Complete the CITI Responsible Conduct of Research on-line training. *This is the same training required for* ***NSF/NIH funded projects****.*
   4. Magellan Scholar Final Report
   5. Discover UofSC presentation
2. Mentors are **not related to the student** applicant.

**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 a supervisory role; secondary mentors must complete the [secondary mentor form](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_secondarymentorform.docx) to be student’s proposal:

**Collaboration plan and overview:**

**GROUP PROJECTS may be provided on one form. However, please provide separate readiness statements (#1) unique to each student in the group. Questions 2-4 may be the same or vary depending on students and project needs.**

**Student Name(s):**

How long have you known the student(s)?

*If different than above,* how long has/have the student(s) worked with you in research?

*If you are related to the student applicant, you cannot serve as the mentor for this project.*

**1) Please comment on the student’s readiness or preparation for this project.** 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) What do you expect the student(s) to gain (or how will they benefit) from this project and experience?** You may include such information as skill development and professional experience.

**3) What are the anticipated outcomes, deliverables, and dissemination plan for this project?** Discover UofSC alone is acceptable for dissemination.

**4) Feasibility.** Based on the student’s project plan, research question, timeline, and readiness, what is the likelihood of project completion, *as the student has described within the proposal*? It may be helpful to address the volume of work, sampling, processing, access to resources, participants, data, etc. particularly if this information may not be immediately clear to the reviewers. **For group projects**, please address the need/benefit of multiple mentees.

**5) Please provide details on how you will work with the student(s) during various stages of this project / describe mentoring plan.** Using the guidance provided on the coverpage and considering the tasks, deliverables, and timeline of this project, address the specific ways you will help the applicant(s) develop the skills and techniques needed to complete the project. Please include meeting frequency and skills known vs needed. *While this may include a standard mentoring plan used with each of your mentees, it is also encouraged to provide specifics for this applicant based on the student’s strengths, weaknesses, level of independence, etc.*