Magellan Money and Research Abroad
Guidelines and Tips

YES, you can receive Magellan money for doing research while studying (or interning, volunteering, etc.) abroad and some of the funds can be used to off-set your travel expenses. However, you must have a well thought-out and planned research project (with details). You need to convince the reviewers that we aren't abandoning you in a foreign country without guidance or resources and that we aren't funding you to study, work, volunteer, sight-see, or party abroad.

This document includes:
➢ People to Visit
➢ Research Abroad requirements
➢ Travel and Budget
➢ Things to Ask Yourself (& include in your application)

People to Visit
- **Office of Undergraduate Research Staff** - *Legare College 120 – 803.777.1141 – our@sc.edu*
  - o To discuss your research interests and begin to identify a faculty mentor and project
  - o To help guide you through the application process

- **Education Abroad or Study Abroad Office Staff**
  - o To discuss potential locations for your research and obtain pre-departure information
  - o Find your Study Abroad contact:
    - *Aiken*: Office of International Programs, Student Activities Center (SAC), Room 157; 803-641-3671
    - *Beaufort:* Dr. Juanita (Babet) Villena-Alvarez at JIVILLEN@uscb.edu
    - *Columbia*: Education Abroad Office, Close-Hipp Building, Suite 453; 803-777-7557; studyabroad@sc.edu
    - *Upstate*: Center for International Studies, Burroughs Building
    - *Palmetto College, Lancaster, Salkehatchie, Sumter, and Union:* Talk with your academic advisor AND contact the Office of Undergraduate Research our@sc.edu; 803-777-1141

- **Your Faculty Research Mentor**
  - o To further define your project and develop your research question and methodology

- **Your Academic Advisor**
  - o To explore how research abroad will fit into your academic plans and courses, how credits abroad can transfer and if you can obtain credit for your research

Research Abroad requirements
1) Review the application materials for research abroad requirements and guidelines specific to the Magellan grant program to which you are applying.

2) All travel covered by a Magellan grant program is subject to the approval and standard terms and conditions of the university and Education Abroad Office (or campus specific study abroad oversight). Should your travel be deemed non-compliant or unsafe for any reason, at any time (before or during stay), the Magellan grant program will follow the recommendations of the Education Abroad Office and has the right to deny and/or revoke funding.

3) ALL Magellan program awardees conducting and presenting research abroad are REQUIRED to submit all required forms and complete all pre-departure orientation requirements of their campus Study/Education Abroad contact. *All Magellan awards are contingent upon Study/Education Abroad compliance. Failure to comply may result in loss of Magellan funds.*

   ➢ PRIOR to the Magellan grant deadline, complete the following forms and requirements:
   - *For Columbia and Palmetto College students*: Non-credit programs application AND pre-departure videos
   - *For Aiken, Beaufort, and Upstate*, contact your Study Abroad office or academic advisor (see above) for appropriate forms, documentation requirements, and deadlines

4) Based on campus requirements: Magellan program awardees conducting or presenting research abroad are REQUIRED to be protected by the Emergency International Medical Insurance. See Health and Safety here. **For Columbia**: You will be signed up automatically and the fee added to your tuition bill.

Travel and Budget

CAREFULLY review the budget section of the Magellan Scholar guidebook related to Travel expenses or the application materials for research abroad requirements and guidelines specific to the Magellan grant program to which you are applying. Pay particular note to allowable and unallowable costs, travel limits, graduation and travel, justifying travel expenses, etc.

➢ Travel costs for research or conferences MUST be itemized with estimates. They must include destination and an explanation or justification for this travel or reason for this particular conference. For travel allowances, contact the Controller's office.

➢ Registration and allowable program participation costs affiliated with travel should be listed under travel; NOT materials/supplies.

➢ NO Expenses such as transportation within 10 miles of campus, vaccinations, passport fees, ID cards, travel visas, etc. are permitted (unless paid within approved program costs).

➢ Satellite phone expenses are permitted ONLY if mandated by the Study/Education Abroad Office for safety and security for travel to certain countries.

➢ Travel and graduation:
   o ALL research travel must be completed prior to graduation
   o Conference travel WITHIN the US is permitted up to one semester post-graduation
   o NO travel OUTSIDE the US, of any kind, is permitted post-graduation, this includes both conference travel and research travel

Things to Ask Yourself (& include in your application)

- **Why are you applying for Magellan money?**
   o If you are doing this just to get money to off-set your travel expenses, STOP now. You need to have a well thought-out and designed project before you can apply and you need to be committed to doing the work involved in a research project. You will also need time while you are abroad, support/help from people while you are researching, and a plan for the work you will do before you leave, while you are there, and once you return. If this sounds like something you want to do, excellent!

- **Why do you need to conduct your research in this specific country?**
  - Your application must explicitly state the necessity of your travel to a specific location. If the information you need can be found on-line, you will not be able to justify why you need to be there in-person. You must clearly explain why you must travel for your research as opposed to staying in the U.S.

- **Will you have sufficient time outside of your classes or other commitments to conduct this research without over-committing?**
  - Talk with the Study/Education Abroad Staff to discuss the commitments of your program, internship, service activity, etc. If you are traveling with another university or host program, contact them for this information.

- **Do you have contacts or mentors in your country of study? If so, who are they? Who will you need to talk with, interview, etc? If you don't know who yet, how will you find them?**
  - If you have names, list them.
  - Start making contacts now – including this in your application shows your commitment to the project and emphasizes that you have thought through the process and needs of the project.
  - If you can, include emails or letters of agreement from contacts.
  - Include how these contacts fit into your project, if they are key to project completion. Don't just say, "I'll be working with John Doe." Say, I'll be working with John Doe, director of the service provider who will be providing access to the survey participants and will act as translator, if needed. (*NOTE: only say this if it is true and John Doe has agreed to this!!!)*

- **Have you traveled to this country before?**
  - Define your level of experience with the country and your topic of study, including what makes you interested in returning to the country for research.

- **Do you speak the language necessary to conduct your research? How well? Well enough to conduct the interviews, discussions, etc? If not, how will you handle this?**
  - If you will be taking language classes abroad, include this. If you need to hire interpreters or translators, how will they be paid (they can NOT be paid directly from Magellan money).
  - If English is commonly used in your destination country and this isn't immediately obvious, state this in the proposal so that the reviewers know that language will not be a barrier.

- **Are you traveling on your own or will your faculty mentor be there?**
  - It is important that you have contact with your UofSC faculty mentor while abroad. If your mentor will not be traveling with you, describe in your proposal your plans to keep in contact. Also include how your mentor will be able to help you through any concerns, questions, or problems with your research that may arise while you are abroad.

- **What are your travel logistics?**
  - Where will you be staying, will you need to travel within the country, etc.? These details emphasize that you have thought through the process. Don't dwell on these details, but do mention them.

- **Emphasize the research**
  - Remember this application is for your RESEARCH not the classes, volunteering, internship, etc., NOR the travel itself. Everything in your application needs to focus on the research and show how you plan to answer your research question - NOT on the details of the other activities. However, if there are aspects of the activities that will enhance or support your research (such as contacts, access to participants, language immersion, etc.) then absolutely include this information.

- **Your project plan: before, during, and after travel**
  - A good project requires background/pre-trip work and post-trip wrap-up, reflection, synthesis, and/or analysis. Be sure to describe the time and work that you will do before, during, and after your trip. Do NOT just focus on your time abroad.

- **Are you proposing to compare/contrast the US with country of choice**
  - Be sure that your research question will be _answered_ by your project plan
  - Does your plan describe an appropriate comparison? Is the country known/suspected to be better, different, etc than the US?
  - Are you REALLY comparing the entire country vs US or a few locations in country vs Columbia, SC? The city of Columbia does not equal the US.
  - Is this information, data, etc only available in person?
  - Is a case study more appropriate?
  - Consider the following: Are interviews/focus groups/surveys going to answer your question; are there other ways or more information needed to answer your question; are these individuals representative of your needed population to answer your question.