# ABSTRACT APPROVAL VIA OUR Connect

# A HOW-TO GUIDE FOR MENTORS

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

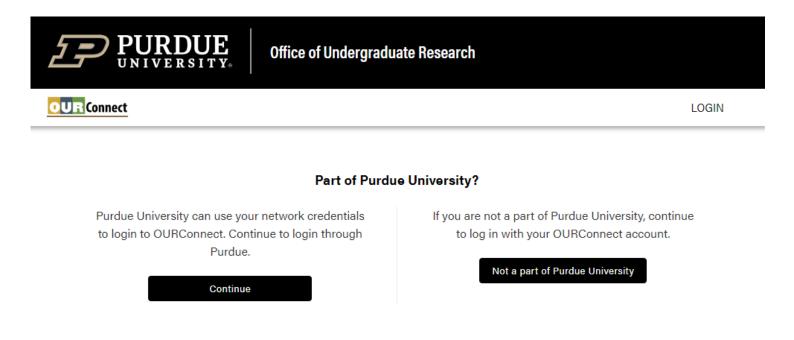
Last Updated: June 2024

OURConnect is the abstract submission and approval platform. This guide will share the proposal review functionality of the conference portal.

#### Go to: <u>purdue.edu/undergrad-research/ourconnect/</u>

#### STEP 1: LOGIN OR CREATE AN ACCOUNT

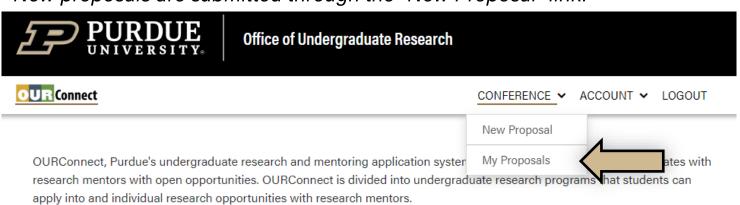
Click "Login" and either sign in with BoilerKey or create an account to login *If you have an @purdue.edu email, login via BoilerKey.* 



#### STEP 2: ENTER THE CONFERENCE PORTAL TO REVIEW PROPOSALS

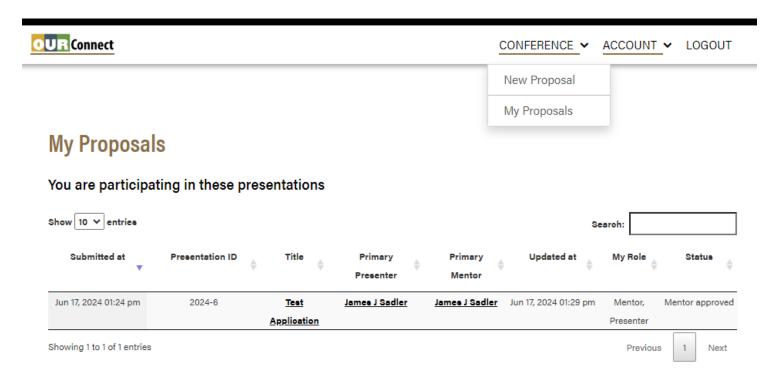
Click "Conference" and then "My Proposals."

New proposals are submitted through the "New Proposal" link.



#### STEP 3: REVIEW "MY PROPOSALS"

Submitted proposals are visible on OURConnect to all individuals with a role. Click on the Title to review, update, and approve. Click on a name to send them an email. Only the primary mentor can approve the presentation. Note the "Test Application" has the same person as the primary presenter and mentor with the "My Role" column indicating this, too.



#### **COLUMN TITLES FOR SUBMITTED PRESENTATIONS**

"Submitted at": When the proposal was first saved/submitted.

"Presentation ID": System-generated number for quick reference.

"Title": Title of the presentation; click to update the submission.

"Primary Presenter": Lead author of the presentation; can update information.

"Primary Mentor": Lead mentor (faculty/staff); can update information; only one who can approve the presentation to be delivered.

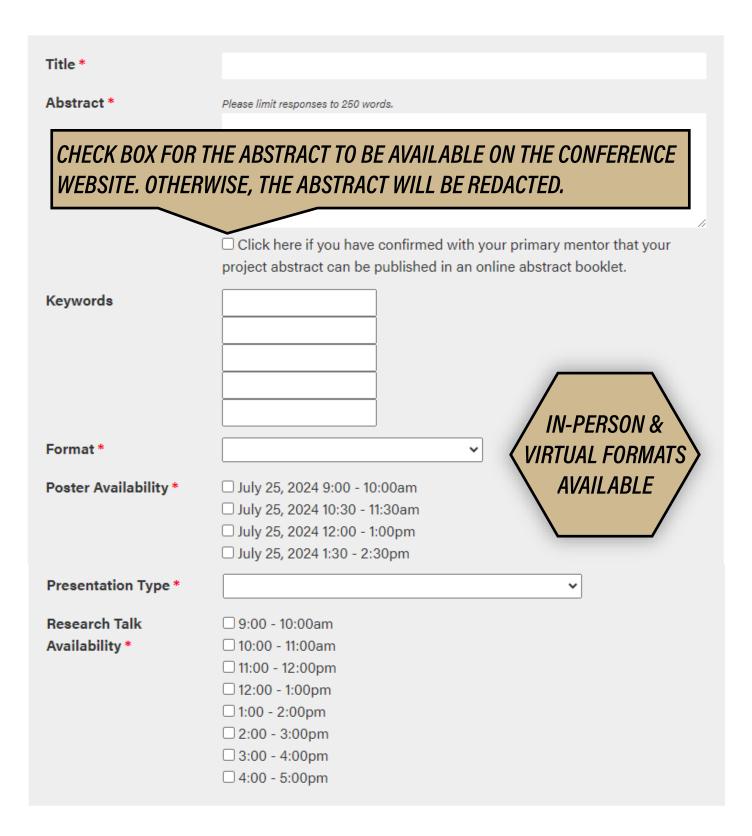
"Updated at": When the proposal was last updated.

"My Role": Your contribution for the presentation.

"Status": The current status of the proposal.

#### STEP 4: REVIEW SUBMITTED PROPOSALS

Review and update information. Fields with a red asterisk are required. Do not update format or availabilities without confirming with the presenters as this affects the information we use to schedule the presentations.



#### CATEGORIZATION

Discipline *	~	

#### OTHER INFORMATION

Summer Program	If this project is part of a current Purdue summer undergraduate research program, select the
-	program it is affiliated with.
Funding	If applicable, please list any undergraduate research program that partially funded this project.  For example, Dammon, The Data Mine, DUIRI, EPICS, HHMI, HHS REACH, LSAMP, MASI, NSF, OUR  Research Grant, OUR Scholars, Purdue Summer Stay, SROP, SURF, Undergraduate Research  Scholarship, URSA, USDA, VIP, WILKE, etc.
Publishing	☐ Check here if you are interested in learning more about publishing in the <u>Journal of Purdue Undergraduate Research</u> .

#### **PARTICIPANTS**

Before identifying undergraduates involved in this project, please become familiar with the university policy on <u>Authorehip of Soholarly Worke</u>. Specifically:

- Accuracy of authorship attribution is paramount to scholarly integrity and maintaining the public trust in the research and scholarship generated from Purdue University. Attribution of authorship is as critical to the integrity of the publication record as the reported methodology, interpretation or conclusions.
- · Inaccurate identification of authors harms the participating scholars and the credibility of the research and the institution.
- This standard affirms the University's commitment to research and scholarship integrity as represented by listed authors and associated
  acknowledgement sections. This standard and its requirements are rooted in, and informed by, Purdue's overarching Statement of
  Integrity and Code of Conduct.
- At Purdue University, substantial contribution to a work that deserves credit as an author requires both material participation and intellectual contribution. Credit for a co-author is expected when an individual both materially participates in a research project and provides intellectual contribution for which a resulting publication would suffer if it were lacking.
- Acknowledgements may be used to denote contributions to the work that do not meet the criteria of authorship, such as supporting the study, general mentoring, acting as study coordinator or research technician, and other related auxiliary activities.

Presenters must also abide by the Purdue Statement of Integrity and Code of Conduct.

Undergraduate presenting authors: List first each UG student who deserves authorship credit for this presentation and will be presenting this work at the conference.

Undergraduate contributing authors: Then list each UG student who deserves authorship credit for this presentation but will not be presenting this work at the conference.

**Undergraduate researcher acknowledgements:** Finally list each other UG student with substantial contribution to the research project, but does not deserve authorship credit for this presentation.

	Non-Purdue users must first create an OURConnect account. Be sure to save your
	work and submit after they create their account.
	Use the [?] button to look up and confirm email addresses.
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Presenting Authors *	Enter official email Purdue addresses (if available) or existing OURConnect user email a  USERS MUST
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Contributing Authors	Enter official email Purdue addresses (if available) or existing OURConnect user email addresses.
	Add Author
Acknowledgements	Enter official email Purdue addresses (if available) or existing OURConnect user email address
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	TO "LOCK IN"
	Enter official email Purdue addresses (if available) or existing OURConnect user email A NAME, CLICK THE
Mentors *	
	mentor. [?] BUTTON
	? Delete
	Add Mentor
Associated Project	Search for an OURConnect project associated with the listed mentors. Leave blank if no project can be found.
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Update and approve

DO NOT APPROVE PRESENTATION

**UPDATE ANY CHANGES AND APPROVE** 

#### **UPDATING PROPOSALS**

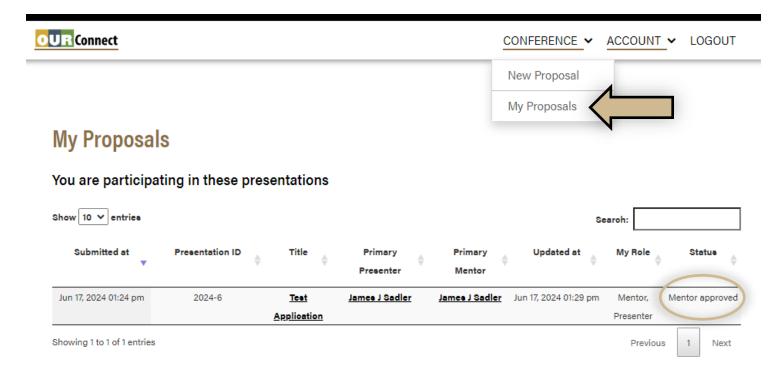
Primary authors and mentors can update the abstract proposals until a final date communicated by the Purdue OUR when the information is needed to create the schedule.

Any update by the primary presenter, including availability, submitted after approval will require mentor approval again.

#### STEP 5: CONFIRM "MY PROPOSALS" STATUSES

Confirm statuses of all proposals you are primary mentor for are either "Mentor approved" or "Not approved."

Note the "Mentor approved" status (circled) indicating it has been reviewed and approved to be presented.



#### **AVAILABLE STATUSES**

Pending: Not submitted for review. (Only seen by application initiators who have not submitted the proposal.)

Submitted: Initially submitted for mentor review.

Mentor approved: Presentation is approved to be delivered.

Presenter updated: Updated by primary author for mentor review.

Not approved: Presentation is not approved to be delivered.

# OURConnect

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

### RECRUITMENT

POST & MANAGE project administration SEARCH & APPLY TO research positions

## REPORTING

TRACK & RECORD projects over time COMPLETE undergrad research learning contracts

# **CONFERENCE MANAGEMENT**

**SUBMIT & UPDATE** presentation abstracts **APPROVE** presentations and availability

Login to update your profile to

CONNECT with the possibilities

