ABSTRACT SUBMISSION VIA

OUR*Connect*

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

A HOW-TO GUIDE
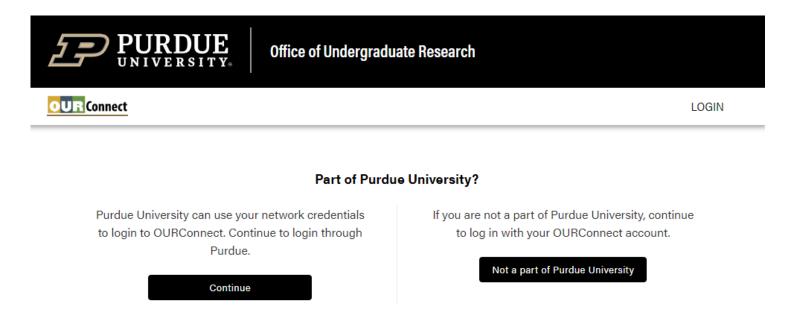
OURConnect is the abstract submission and approval platform. This guide will share functionalities of the conference portal to submit an abstract.

Go to: purdue.edu/undergrad-research/ourconnect/
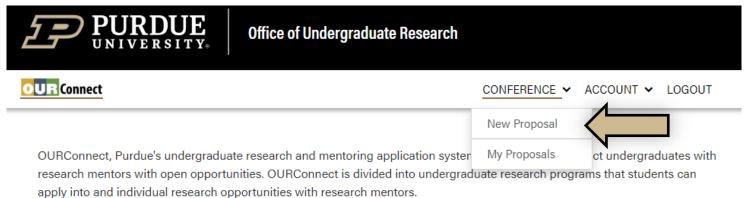
STEP 1: LOGIN OR CREATE AN ACCOUNT

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

Click "Conference" and then "New Proposal."
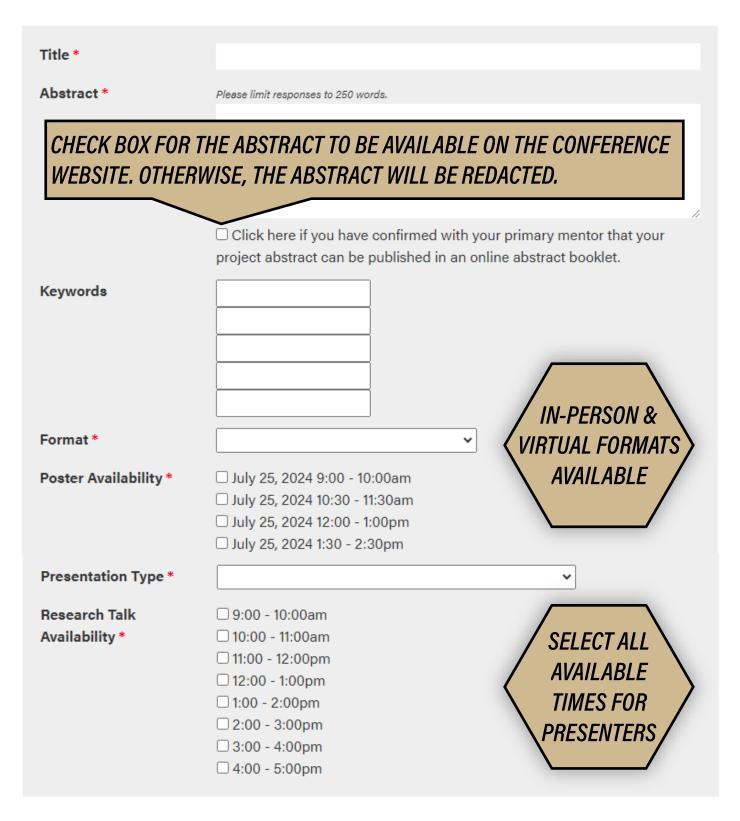*Saved or submitted abstracts are found under "My Proposals."*

STEP 3: SUBMIT A NEW PROPOSAL

Fields with a red asterisk are required.

Confirm information with your research mentor and team before submitting.

PRESENTATION

Title *

Abstract *

Please limit responses to 250 words.

CHECK BOX FOR THE ABSTRACT TO BE AVAILABLE ON THE CONFERENCE WEBSITE. OTHERWISE, THE ABSTRACT WILL BE REDACTED.

☐ Click here if you have confirmed with your primary mentor that your project abstract can be published in an online abstract booklet.

Keywords

Format *

Poster Availability *
☐ July 25, 2024 9:00 - 10:00am
☐ July 25, 2024 10:30 - 11:30am
☐ July 25, 2024 12:00 - 1:00pm
☐ July 25, 2024 1:30 - 2:30pm

IN-PERSON & VIRTUAL FORMATS AVAILABLE

Presentation Type *

Research Talk Availability *
☐ 9:00 - 10:00am
☐ 10:00 - 11:00am
☐ 11:00 - 12:00pm
☐ 12:00 - 1:00pm
☐ 1:00 - 2:00pm
☐ 2:00 - 3:00pm
☐ 3:00 - 4:00pm
☐ 4:00 - 5:00pm

SELECT ALL AVAILABLE TIMES FOR PRESENTERS

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 **Journal of Purdue Undergraduate Research**.

PARTICIPANTS

Before identifying undergraduates involved in this project, please become familiar with the university policy on **Authorship of Scholarly Works**. 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.

Presenting Authors *

Enter official email Purdue addresses (if available) or existing OURConnect user email a
presenter.

[   ] [?] [Delete]

[Add Author]

Contributing Authors

Enter official email Purdue addresses (if available) or existing OURConnect user email addr

[Add Author]

Acknowledgements

Enter official email Purdue addresses (if available) or existing OURConnect user email

[Add Acknowledgement]

Mentors *

Enter official email Purdue addresses (if available) or existing OURConnect user email addre   ary
mentor.

[   ] [?] [Delete]

[Add Mentor]

Associated Project

Search for an OURConnect project associated with the listed mentors. Leave blank if no pr

[   ]

[Save without submitting] [Submit]

NON-PURDUE USERS MUST CREATE AN ACCOUNT

TO "LOCK IN" A NAME, CLICK THE [?] BUTTON

IF A PURDUE EMAIL IS NOT FOUND, CHECK THE DIRECTORY FOR THE ALIAS

SAVE YOUR PROPOSAL TO COME BACK

SUBMIT TO SEND CONFIRMATION EMAILS
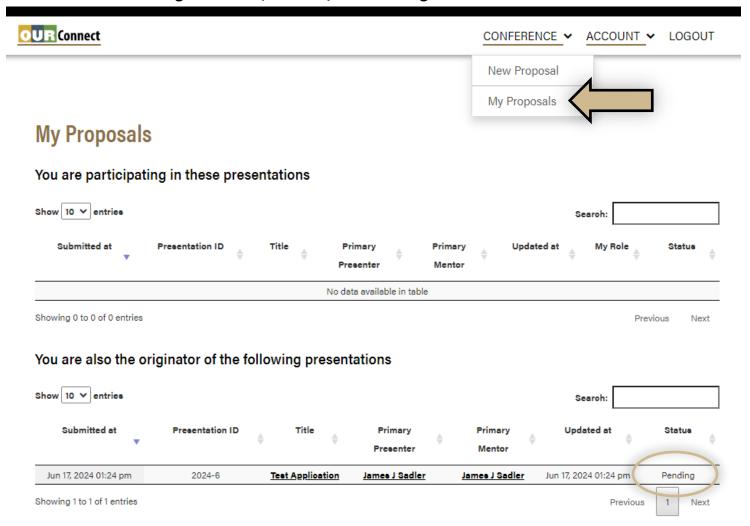
UPDATING PROPOSALS

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, including availability, submitted after mentor approval will require the mentor to approve the proposal again.

STEP 4a: REVIEW "MY PROPOSALS"

A saved-only proposal is only visible to the individual who started it.
Note the "Pending" status (circled) indicating it has not been submitted.

COLUMN TITLES FOR NON-SUBMITTED PROPOSALS

"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.*

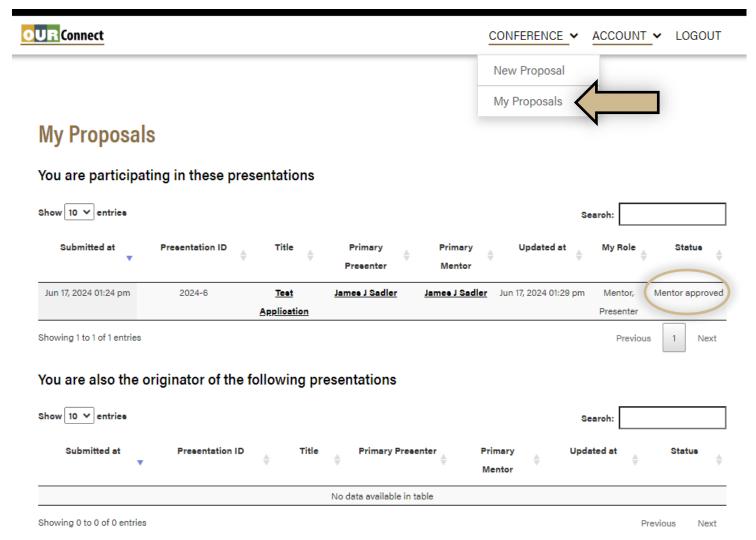"Primary Presenter": *Lead author of the presentation; can update information.*

"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.*

"Status": *The current status of the proposal.*

STEP 4b: REVIEW "MY PROPOSALS"

A submitted proposal is visible on OURConnect to all individuals with a role.
When submitted, the application moved to the top table with the status indicating the proposal was approved to be presented by the mentor.

ADDITIONAL COLUMN TITLE FOR SUBMITTED PRESENTATIONS

"My Role": *Your contribution for the presentation.*

AVAILABLE STATUSES

Pending: *Not submitted for review.*
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.*

OUR*Connect*

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

PURDUE UNIVERSITY® | Office of Undergraduate Research