

UWF Student Scholar Symposium Abstract Submission Student Application Guide and How to Apply

### Step 1. Login to MyUWF

Within myUWF, simply search for "OUR" or "undergraduate research" and select "**OUR Program Applications**" and you will already be signed in when you access the portal.



## Step 2. Select the applications you want to apply for via the "OUR Program Applications" portal

Office of Undergraduate Research awardsmrv w visi rueea	Emily Harris + <u>Open Help</u>
👫 Home 🖹 Manage Application Funds 🕂 Global Reports 🗱 Administration 🖹 Review Assignments	Search Applicants Q
Home Awards Search	
Awards: 6 / My Results: 6	Awards (A-Z)
OUR Office Staff Student Employee Position The OUR Office Staff Student Employee Position is for students that want to apply for a paid, student-employee position with the Office of Undergraduate Research staff. This application is intended for students that want to apply for a staff position that supports the operations of the Office of Undergraduate Research such as for the marketing, administrative, and event planning positions. This is not a research-based position, and is not for the OUR Works program.	Apply
OUR Project Awards (Cycle 3) The OUR Project Awards program supports student researchers by providing funds for the purchase of materials and supplies related to conducting a research project. Students can apply for up of SSO (or STO for a group project) to purchase chemicals or laboratory equipment; photocopies of research questionnaires; visual at supplies; travel to get to a field site, external library or archival facility, etc. To quality for a Project Award, the student research must be mentored by a UWF faculty member. The OUR Project Award program typically has each academic year. Current undergraduate, degree-seeking students who are in good standing the with University are eligible to apply.	Begin Accepting Applications Date: 11/06/2021 Deadline Date (CST Time Zone): 1/28/2022 11:59 PM Apply
OUR Travel Award (2021-2022) Goal of OUR Travel Awards: Funding is available to support undergraduate students presenting research papers and posters at professional conferences, including virtual meetings and conferences. Awards are made through a competitive process, and funding is not guaranteed. The Office of Undergraduate Research will disturse awarded funds to support undergraduate student virtual and/or in-person conference participation after a target formal review process. Funding: OUR will fund a maximum of one OUR Travel Award per student annually. Students can apply for up to \$1,000 to cover allowable expenses. Deadlines for the Award Cycle: Applications can be submitted throughout the fail and spring semesters of the academic year. Applications for summer virtual conference participation should be submitted to before then of the spring semester. Applications must be submitted at least three weeks before conference registration fees are due. Notification of Awards: The Office of Undergraduate Research will review student applications like the other month. Applications must be complete by stard or busines on the tist or i will not be reviewed will the fifth of the month. Applicants will receive a notification letter regardless of acceptance or deniat. Award and denial letters will be sent via email on the 8th and 23rd of each month.	Apply
OUR Works! Federal Work-Study Program           Dates: Applications for the OUR Works! program are typically reviewed on a rolling basis until all positions are filled           OUR Works! Overview:           In collaboration with UWF Financial Aid, the Office of Undergraduate Research presents the OUR Works! program. Open exclusively for federal work-study eligible students; these assistantiships offer up to filteen hours of paid research experience a week. The OUR Works! program aims to introduce students to research and scholarly activities while providing an opportunity for professional development and one-on-one faculty mentorship. All federal work-study eligible students, regardless of discipline, are encouraged to apply           To quality for the OUR Works! program, a UWF student must qualify as a an eligible federal works student. Students should check with the UWF Office of Financial Aid and Scholarships.           Current undergraduate, degree seeking students who are in good standing the with University are eligible to apply.	Apply
Undergraduate Research Transcript Notation Request UWF students who have engaged in an undergraduate research project can now have this experience included on their official UWF transcript. To receive the transcript notation, the student must be engaged in research for a minimum of two semesters and contribute substantively to the research project. Additionally, these research projects must be mentored and endorsed by a UWF faculty member.	Begin Accepting Applications Date: 1/31/2022 Deadline Date (CST Time Zone): 3/01/2022 11:59 PM
UWF Student Scholar Symposium Abstract Submission The UWF Student Scholar Symposium and Faculty Research Showcase is an annual event to highlight all of the amazing research and other scholarly activities in which UWF students and faculty participate. This application is for students and faculty to submit abstracts and sign up to participate in the event. This year's Symposium will be on Thursday, April 14, 2022.	Begin Accepting Applications Date: 1/18/2022 Deadline Date (CST Time Zone): 3/04/2022 12:00 AM
Go to Page 1 of 1 >	All v Records per Page
University of West Florida   UMF Award Database	Business Intelligence   Help   Logout

Once you have signed in, available award applications will be listed.

1. Select "UWF Student Scholar Symposium Abstract Submission".

# Step 3. UWF Student Scholar Symposium Abstract Submission Application

V Office of	Welcome, Matthew Seaton - ? Help
Constrained and the second and	Return to Search List  Return to Search List  Regin Accepting Applications Date: 209/2020  Deadline Date (CST Time Zone): 2/28/2020 5:00 PM  Apply
(c) 2010 - 2019 CommunityForce. All rights reserved. (v 9.5)	Help   Contact   Logout

- 1. Read the Application Details to ensure that you have met the necessary requirements before starting the application.
- 2. Click "Apply" to begin the application

### Step 4. - Begin Your Student Scholar Symposium Abstract Submission Application

Start a New Application		×
System Message: 367 OUR allows multiple applications from applications, please create a name fo you might use the semester and proje Concentrations in Escambia Bay).	n a student. In order for you to keep track of different projec r this particular application under the description box below ect title (Spring 2019 Investigating the Impact of Groundwate	ts or . For example, er on Nutrient
Description :		
	Apply Cancel	Close

- For your records and the tracking of your applications, input the title or some description
  of your project to refer back to in the application portal. You can apply for multiple
  research programs, so a title or project description will keep you organized if you are
  applying for multiple OUR Programs and Awards.
- 2. Click "Apply".

# Step 5. UWF Student Scholars Symposium Abstract Submission Application (Application Dashboard)

#### Deadline for Submission || 2/28/2020 5:00 PM (CST)

			Choose Actio	n
Welcome to the 2020 UWF Studer between students and faculty. The already engaged.	nt Scholar Symposium Abstract Sub e Symposium is a forum for students	mission system. The event feature s to practice communicating their re	es research and creative works pro esearch and to share research opp	oduced through the collaboration portunities with students not
Students and faculty are welcome	to present in more than one session	n or with more than one presentation	on in a session. Please use a new	application for each presentation.
Welcome to your Dashboard. From	n here you will be able to view all se	ctions of your request and the stat	us of each section as it is complete	ed.
Important Instructions: • When you see a blue inform: • Click on any section and fill i • Each section below must rea Please check carefully for mi • When you are ready to subm successfully, and the applica Note: The file size for each docum Save your work as you go! You have the option to save your v section to save your work. Also, th required to log in again.	ation icon () just hover over it to vie In the answers to questions as they ad 100% in order to submit your app issed items. The content of the "Final Review and Submit tion contains all necessary informat tent uploaded should not exceed 10 work and submit the application at a ere is a timeout feature for security	w the tip. are presented on the page. lication. If a section does not read it" button. You will check a small ch ion. If it does not, it will give you a r mb/upload. later time. Be sure to click the Sav purposes. If the page remains idle	100%, there are unanswered requ neckbox and verify that your attach message. e/Save and Return to Dashboard for 10 minutes, your work may not	ired question(s) in that section. Iments have uploaded button at the bottom of each be saved, and you will be
Indicates required field				
Symposium Abstract Submission Requirements	Student Information	Symposium Session Selection and Abstract		
Deadline: 2/28/2020 5:00 PM	Deadline: 2/28/2020 5:00 PM	Deadline: 2/28/2020 5:00 PM		

Each Section and Field must be filled out to submit your application. Click on each field to enter the necessary information.

### Step 6. Student Scholar Symposium Abstract Submission Application (Application Dashboard: <u>Symposium Abstract Submission Requirements</u>)

UWF Student Scholar Symposium Abstract Sub	mission Requirements and Guidelines
UWF students and faculty who have participated in a Symposium. Student research projects must have b will not be accepted for presentation.	research project or other "high impact practice" are invited to present their work at the een mentored by a current UWF faculty member. Any submission without valid faculty support
To complete the abstract submission process, you will have	to submit the following items as part of this process:
1. 250 word abstract	¥
2. Faculty research mentor name and UWF email address	
3. All co-author information, including first and last names, U	IWF email address, department, and college
4. Information on the UWF programs that have supported ar	nd/or funded your research
**Your submission will be routed to your faculty research me other information before your abstract is accepted for inclusi Please note: if you are participating in a special faculty-led s	entor for approval and comments. Based on your mentor's comments, you may need to revise your abstract or ion in the Symposium. Ression or the High Impact Practice Showcase, you may not be required to submit all these documents.
"I have read the statement above and certify that I understand what is required for submission.	] Yes
	Submit Save & Return to Dashboard Return to Dashboard

- 1. Read and click "Yes" to the outlined requirements and guidelines.
- 2. Click "Submit". You will receive a status update message. Click "OK", and you will be directed to the dashboard.

## Step 7. Student Scholar Symposium Abstract Submission Application (Application Dashboard: <u>Student (Presenter) Information</u>)

Student Information		
*UWF ID:		
*First name:		
Middle name:		
"Last name:		
*Current classification:	Freshman	
Semester of anticipated graduation (month, year):		0
*Department:		
*College:	Select	
"UWF Email address:		0
Are you enrolled in a course for credit related to this research project?	© Yes © No	
"Do you have any co-authors on this project?	© Yes ⊙No	
OUR will generally communicate with students via their official UVVF email address. However, if this is your last senester before graduating, we would like to be able to communicate with you on your research experience after graduation.		
Do you nave another, personal, email address to add?	Submit Save Save & Return to Dashboard Return to Dashboard	

- 1. Enter Student (or Presenter) Information
- 2. Answer the questions in this section of the applicant submitting their abstract to present at the Symposium.
- 3. Click "Submit". You will receive a status update message. Click "OK", and you will be directed to the dashboard.

### Step 8. Student Scholar Symposium Abstract Submission Application (Application Dashboard: <u>Presentation Type and Abstract Submission</u>)

Symposium Session Selection and Abstract		Auto Save in 5/27
Students and faculty can submit their abstracts for different formats of presentations and	different "sessions".	
Sessions include: 1. General Poster and Oral presentation sessions (any student or faculty can participate) 2. HIP Showcase (any student or faculty can participate) 3. Special Faculty-Led or Course or Department Based Sessions (these are restricted to I	only those students in that course or department or who have been identified by the faculty member	r leading that session)
Save your work as you go!		
Please complete this section.		
You have the option to save your work and submit the application at a later time. Although minutes, you will be logged out for security purposes. You will be required to log back in, a	h each section has "Auto Save," please be sure to click the "Save" button at the bottom of the screer and you may find that your work has not automatically saved.	n after you make a change to the application. If the page remains idle for 10
Please complete the required fields. You may save and return to the application dashboa	ard by clicking "Save and Return to Dashboard". You can return any time to complete the process.	
*Indicates required field		
"For which session(s) do you wish to participate in for this year's Symposium?	Main Afternoon Poster Session (1PM-3PM) - CASSH COB and UKCOH	Y
"We generally try to group presenters by their home department. In some cases, students prefer to have their presentation grouped with another department. For example, a student may wish to present with his/her faculty mentor's department or grouped with a special project or program. Skinha schores (AccAdrollews or Sas Phases	My (student) Department	×
With what department or group would you like us to include your presentation?		
If you selected Other, please list:		
*Presentation title:	Test	
The session that you selected requires you to submit an abstract of your presentation. Please adhere to the following guidelines: 1. 250 word maximum 2. The form may not process all formatting and special characters (e.g., scientific symbols). Please us	se plain text format for your abatract.	
Abstract (please type the text of your abstract in the textbox)		
If you are presenting in one of the Main Poster Sessions, please list any special requests for your presentation, such as proximity to a power outlet, use of a limited number of library smart board, or use of a small table next to your poster. OUR safe full contractivo to discuss your needs. But cannot guarantee that all requests will be met.		
	Submit Save Save & Return to Dashboard Return to Dashboard	

- 1. Answer the questions on the page.
- 2. Enter your Presentation Title and your Abstract
  - a. Abstract cannot exceed 250 words.
- 3. Enter any special requests you may have.
- 4. Click "Submit". You will receive a status update message. Click "OK", and you will be directed to the dashboard.
  - a. You will notice some new icons.

### Step 9. Student Scholar Symposium Abstract Submission Application (<u>Application Dashboard:</u> <u>Faculty Mentor Information</u>)

Faculty Mentor Information	Auto Save in 9:25				
The session that you selected requires that participating students have been working under the mentorship of a faculty mentor.					
Save your work as you go!					
Please complete this section with information on your UWF facul post docs, and tenure line. If you have been required to submit a another section of the application.	ty research mentor. Allowable mentors include current UWF faculty with a range of appointments, including adjunct, lecturers, n abstract for the session that you will present in. Faculty Mentors will have the opportunity to approve your abstract as part of				
You have the option to save your work and submit the application at a later time. Although each section has "Auto Save," please be sure to click the "Save" button at the bottom of the screen after you make a change to the application. If the page remains idle for 10 minutes, you will be logged out for security purposes. You will be required to log back in, and you may find that your work has not automatically saved.					
Please complete the required fields. You may save and return to	the application dashboard by clicking "Save and Return to Dashboard". You can return any time to complete the process.				
*Indicates required field					
Faculty Mentor Information					
*First name:					
*Last name:					
*Department:					
*College:	Select				
"UWF Email address:					
	Submit Save & Return to Dashboard Return to Dashboard				

- 1. Enter Faculty Mentor Information with approval from your faculty mentor.\* Your faculty mentor will endorse your application before the final submission of your application. Without your faculty mentor's endorsement, your application will not be reviewed.
  - a. \*Best Practices: you should have already spoken with your faculty mentor about this application before beginning. Make sure they are aware of your application before sending this electronic request for endorsement.
- 2. Click "Submit". You will receive a Status Update message. Click "OK", and you will be directed to the dashboard.

## Step 10. Student Scholar Symposium Abstract Submission Application (<u>Application Dashboard:</u> <u>Request</u>)

Important Instructions:						
This section allows you to send Your Faculty Mentor must appro	a request to your Faculty Mentor to p ve your abstract in order for your pre	provide their end esentation to be	orsement of your a accepted.	bstract submission for presentat	ion at the UWF Student Sch	iolars Symposium
The following are instructions or	how to use this section:					
. Click on the link in the "Request our request, but you will not be ab	For" column on the far left of the table. le to view your Mentor's responses.	This is where you	u create a request for	your Faculty Mentor to endorse yo	ur request. You will be able to	track the status of
Once you click on the link, the te	ext fields for the request will open below	23				
. In the "Name" field, please enter	both the first and last names of the rec	ipient.				
. Enter the recipient's UWF email	address in the "Email" field.					
. In the "Optional" field, you may p	provide details about your request or a c	customized messa	age to be included.			
When ready, click the "Email Re-	quest" button to send your message. Or	nce completed, yo	ou will see the comple	eted request information at the both	om of the page.	
. To return to your application, clic	k "Return to Dashboard".					
. You should discuss your researc lentor notifying him/her of your red	h project plans and your application wit quest and providing him/her with a unique	h your Faculty Me ue link to submit a	entor before sending a response.	your email request. An email will b	e automatically sent to the rec	quested Faculty
If the recipient accepts this require ill also receive an email notifying	est, they will be directed to the appropria you that the information was submitted.	ate section that hat hat hat hat hat hat hat hat ha	as been assigned to the the second to the second term of t	them. The completion bar will read tached to your application, which y	100% when we have received ou cannot access.	d their response. Ye
0. If the recipient declines this req or a new Faculty Mentor who will r	uest, you will be sent an email indicatin eceive this request.	g their denial. You	u must return to the "	Request Section" icon, click on the	"Request For" link and enter	contact information
<ol> <li>If your Faculty Mentor has not r im/her to check the spam folder. Y</li> </ol>	eceived the email request that was sen fou may also resend the request by rep	t, it is possible tha eating Step 10, bi	at the request went in ut using the same Fa	to his/her spam folder or was block culty Mentor's contact information.	ed by his/her mail server's fire	ewall. Please ask
equest For	Requested From	Email	Status	Requested Date	Received Date	Resend
Faculty Mentor Endorsement			Not Requested			

1. Click "Faculty Mentor Endorsement".

Beguest	
important instructions.	
This section allows you to send a request to your Faculty Mentor to must approve your abstract in order for your presentation to be acce	provide their endorsement of your abstract submission for presentation at the UWF Student Scholars Symposium. Your Faculty Mentor spted.
The following are instructions on how to use this section:	
<ol> <li>Click on the link in the "Request For" column on the far left of the table. will not be able to view your Mentor's responses.</li> </ol>	This is where you create a request for your Faculty Mentor to endorse your request. You will be able to track the status of your request, but you
2. Once you click on the link, the text fields for the request will open below	K.
3. In the "Name" field, please enter both the first and last names of the red	cipient.
4. Enter the recipient's UWF email address in the "Email" field.	
5. In the "Optional" field, you may provide details about your request or a	customized message to be included.
6. When ready, click the "Email Request" button to send your message. C	Ince completed, you will see the completed request information at the bottom of the page.
7. To return to your application, click "Return to Dashboard".	
<ol><li>You should discuss your research project plans and your application wi your request and providing him/her with a unique link to submit a respons</li></ol>	th your Faculty Mentor before sending your email request. An email will be automatically sent to the requested Faculty Mentor notifying him/her of e.
<ol><li>If the recipient accepts this request, they will be directed to the appropr email notifying you that the information was submitted. The information th</li></ol>	iate section that has been assigned to them. The completion bar will read 100% when we have received their response. You will also receive an ey provide will be attached to your application, which you cannot access.
<ol> <li>If the recipient declines this request, you will be sent an email indicating who will receive this request.</li> </ol>	ng their denial. You must return to the "Request Section" icon, click on the "Request For" link and enter contact information for a new Faculty Mentor
11. If your Faculty Mentor has not received the email request that was ser folder. You may also resend the request by repeating Step 10, but using the	nt, it is possible that the request went into his/her spam folder or was blocked by his/her mail server's firewall. Please ask him/her to check the spam ne same Faculty Mentor's contact information
* Section:	Faculty Mentor Endorsement
* Name:	
* Email:	
Optional: (Additional details provided here will be included in the email	
for this request.)	
	Email Request

- 2. Enter your faculty mentor's name and email along with additional details you want to include.
- 3. Click "Email Request". You will be directed to the previous page which will indicate that the email was sent.
- 4. Click "Return to Dashboard".

## Step 11. Student Scholar Symposium Abstract Submission Application Completion

#### Deadline for Submission || 2/28/2020 5:00 PM (CST)

Welcome to the 2020 UWF Student Scholar Symposium Abstract Submission system. The event features research and creative works produced through the collaboration between students ar	d
faculty. The Symposium is a forum for students to practice communicating their research and to share research opportunities with students not aiready engaged.	

Final Review and Submit

Choose Action -

Students and faculty are welcome to present in more than one session or with more than one presentation in a session. Please use a new application for each presentation.

Welcome to your Dashboard. From here you will be able to view all sections of your request and the status of each section as it is completed.

#### Important Instructions:

- When you see a blue information icon , () just hover over it to view the tip.
- · Click on any section and fill in the answers to questions as they are presented on the page
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section. Please check carefully for missed items.
- When you are ready to submit click the "Final Review and Submit" button. You will check a small checkbox and verify that your attachments have uploaded successfully, and the application contains all necessary information. If it does not, it will give you a message.
- Note: The file size for each document uploaded should not exceed 10mb/upload.

#### Save your work as you go!

You have the option to save your work and submit the application at a later time. Be sure to click the Save/Save and Return to Dashboard button at the bottom of each section to save your work. Also, there is a timeout feature for security purposes. If the page remains idle for 10 minutes, your work may not be saved, and you will be required to log in again.

#### \*Indicates required field



- 1. When all required fields are completed, you will be able to review and submit your application.
- Under "Choose Action" select "Preview Application".
  - a. Your application preview will appear in a new window.
  - b. You may print your application if you choose.
- 3. When you are satisfied with your application, exit the window.
- 4. Select "Final Review and Submit". You will receive a System Alert message. Click "Continue with Review".
- 5. Review your application, and check the box in the lower-left corner of the page to indicate that you have done so. Click "Submit". You will receive an Application Submit message. Click "OK", and you will be directed to the dashboard.
  - a. Once you submit your application, you will not be able to make further changes.

Congratulations! You have successfully submitted your abstract for the Student Scholar Symposium. A confirmation email will be sent to you.