To complete the Symposium Abstract Symposium Submission, please use the application through the “Community Force” website (launched Spring 2020)

First, go to “uwf_our.communityforce.com” or follow the link on the OUR website. This will bring you to the login page.

- New users will need to create an account.
- Returning users need to log in.
Article I. Create New Account

Registration

Use your UWF email address (ex. jsmith@students.uwf.edu or jsmith@uwf.edu) to create your account. Once you create a user account and begin an application, you can save your work and return later to finish. All applications must be submitted by the deadline dates. You will not be able to submit your application after the deadline has passed. It is important that you review each section of the application, making sure no information is missing.

Do not hesitate to contact OUR (our@uwf.edu) if you have questions. Good Luck!

* First Name: 
* Last Name: 
* Date of Birth: Month ▼ Day ▼ Year ▼ (Month/Day/Year)
* Login Id (Email Format): 
* Password: 
* Confirm Password: 

Image Verification: □ I'm not a robot

Submit  Cancel

After creating an account, sign in with your username and password.
Once you have signed in, available award applications will be listed.

1. Select “UWF Student Scholar Symposium Abstract Submission”.
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
1. For your records and the tracking of your applications, input the title or some description of your project. Students can apply for multiple research programs, so a title or project description will keep you organized.

2. Click “Apply”.

System Message: 367
OUR allows multiple applications from a student. In order for you to keep track of different projects or applications, please create a name for this particular application under the description box below. For example, you might use the semester and project title (Spring 2019 Investigating the Impact of Groundwater on Nutrient Concentrations in Escambia Bay).
Welcome to the 2020 UWF Student Scholar Symposium Abstract Submission system. The event features research and creative works produced through the collaboration between students and faculty. The Symposium is a forum for students to practice communicating their research and to share research opportunities with students not already engaged.

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*

Each Field must be filled out to submit your application. Click on each field to enter necessary information.
Article VI. Student Portal - Student Scholar
Symposium Abstract Submission Application
(Application Dashboard: Symposium Abstract Submission Requirements)

UWF Student Scholar Symposium Abstract Submission Requirements and Guidelines

UWF students and faculty who have participated in a research project or other "high impact practice" are invited to present their work at the Symposium. Student research projects must have been mentored by a current UWF faculty member. Any submission without valid faculty support will not be accepted for presentation.

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, UWF email address, department, and college
4. Information on the UWF programs that have supported and/or funded your research

**Your submission will be routed to your faculty research mentor for approval and comments. Based on your mentor's comments, you may need to revise your abstract or other information before your abstract is accepted for inclusion in the Symposium.

Please note: if you are participating in a special faculty-led session 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

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.
Article VII. Student Portal - Student Scholar Symposium Abstract Submission Application
(Application Dashboard: Student Information)

1. Enter Student Information
2. Answer the questions at the bottom
3. Click “Submit”. You will receive a status update message. Click “OK”, and you will be directed to the dashboard.
Article VIII. Student Portal - Student Scholar Symposium Abstract Submission Application (Application Dashboard: Symposium Session Selection and Abstract)

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.
Article IX. Student Portal - Student Scholar Symposium Abstract Submission Application (Application Dashboard: Faculty Mentor Information)

1. Enter Faculty Mentor Information with approval from your faculty mentor.
2. Click "Submit". You will receive a Status Update message. Click "OK", and you will be directed to the dashboard.
Article X. Student Portal - Student Scholar Symposium Abstract Submission Application (Application Dashboard: Request)

Request

Important Instructions:

This section allows you to send a request to your Faculty Mentor to provide their endorsement of your abstract submission for presentation at the UWF Student Scholars Symposium. Your Faculty Mentor must approve your abstract in order for your presentation to be accepted.

The following are instructions on how to use this section:

1. Click on the link in the "Request For" column on the far left of the table. 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 will not be able to view your Mentor’s responses.

2. Once you click on the link, the text fields for the request will open below.

3. In the "Name" field, please enter both the first and last names of the recipient.

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. Once completed, you will see the completed request information at the bottom of the page.

7. To return to your application, click "Return to Dashboard".

8. You should discuss your research project plans and your application with your Faculty Mentor before sending your email request. An email will be automatically sent to the requested Faculty Mentor notifying him/her of your request and providing him/her with a unique link to submit a response.

9. If the recipient accepts this request, they will be directed to the appropriate section that has been assigned to them. The completion bar will read 100% when we have received their response. You will also receive an email notifying you that the information was submitted. The information they provide will be attached to your application, which you cannot access.

10. If the recipient declines this request, you will be sent an email indicating 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 who will receive this request.

11. If your Faculty Mentor has not received the email request that was sent, it is possible that the request went into their spam folder or was blocked by their mail server’s firewall. Please ask him/her to check the spam folder. You may also resend the request by repeating Step 10, but using the same Faculty Mentor’s contact information.

<table>
<thead>
<tr>
<th>Request For</th>
<th>Requested From</th>
<th>Email</th>
<th>Status</th>
<th>Requested Date</th>
<th>Received Date</th>
<th>Resend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Mentor Endorsement</td>
<td></td>
<td>Not Requested</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click “Faculty Mentor Endorsement”. 
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”.

---

Important Instructions:

This section allows you to send a request to your Faculty Mentor to provide their endorsement of your abstract submission for presentation at the UWF Student Scholars Symposium. Your Faculty Mentor must approve your abstract in order for your presentation to be accepted.

The following are instructions on how to use this section:

1. Click on the link in the “Request For” column on the far left of the table. 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 will not be able to view your Mentor’s responses.

2. Once you click on the link, the text fields for the request will open below:

3. In the “Name” field, please enter both the first and last names of the recipient.

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. Once completed, you will see the completed request information at the bottom of the page.

7. To return to your application, click “Return to Dashboard”.

8. You should discuss your research project plans and your application with your Faculty Mentor before sending your email request. An email will be automatically sent to the requested Faculty Mentor notifying him/her of your request and providing him/her with a unique link to submit a response.

9. If the recipient accepts this request, they will be directed to the appropriate section that has been assigned to them. The completion bar will read 100% when we have received their response. You will also receive an email notifying you that the information was submitted. The information they provide will be attached to your application, which you cannot access.

10. If the recipient declines this request, you will be sent an email indicating 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 who will receive this request.

11. If your Faculty Mentor has not received the email request that was sent, 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 folder. You may also resend the request by repeating step 10, but using the same Faculty Mentor’s contact information.
1. When all required fields are completed, you will be able to review and submit your application.

2. 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.