

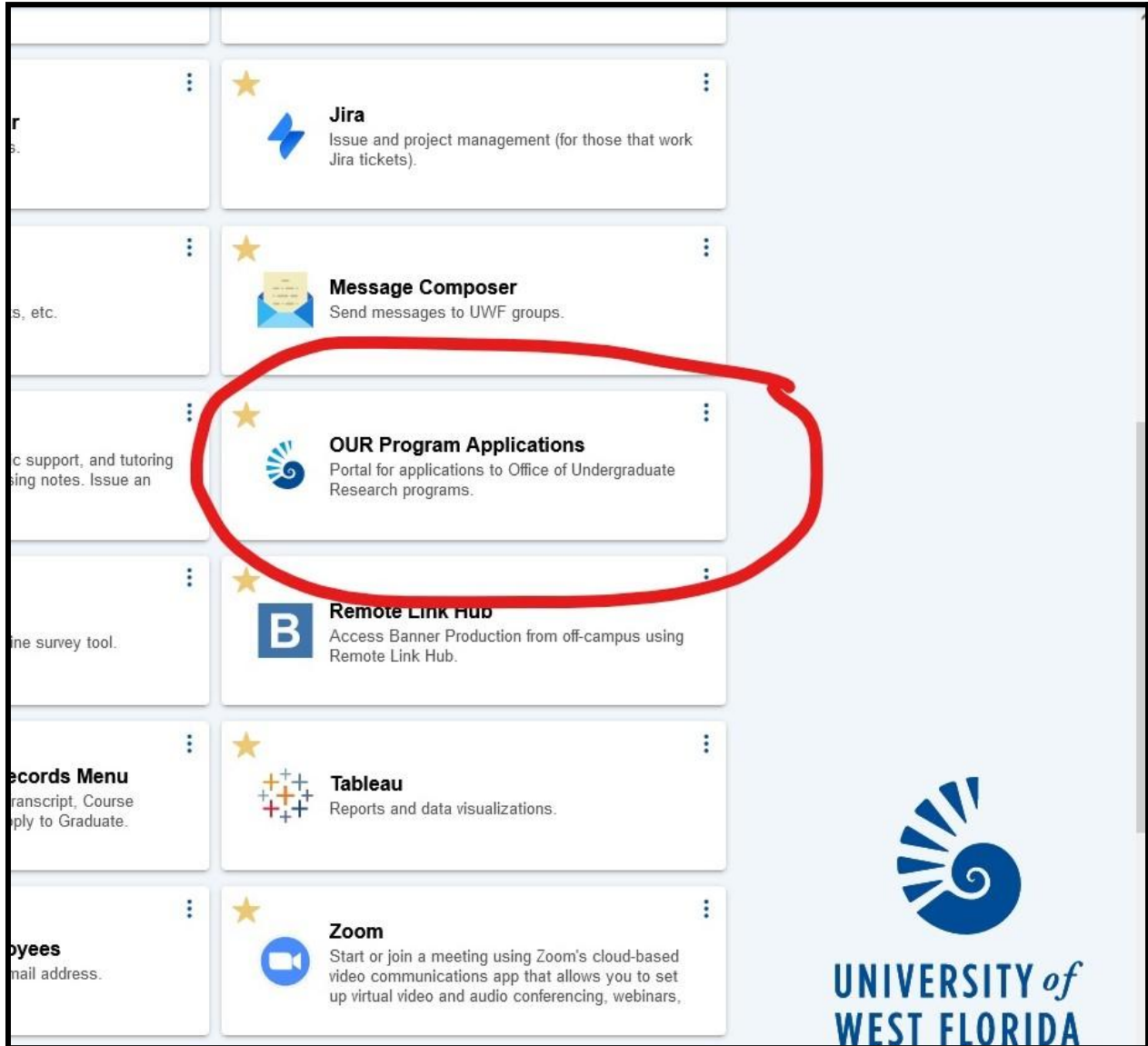


Office of
Undergraduate Research
UNIVERSITY *of* WEST FLORIDA

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

The screenshot displays the 'OUR Program Applications' portal. At the top, the header includes the 'Office of Undergraduate Research' logo and navigation links for Home, Manage Application Funds, Global Reports, Administration, and Review Assignments. A search bar for 'Search Applicants' is also present. The main content area shows a list of six awards, each with a description and an 'Apply' button. The awards are:

- OUR Office Staff Student Employee Position:** For students applying for a paid, student-employee position with the Office of Undergraduate Research staff.
- OUR Project Awards (Cycle 3):** Supports student researchers by providing funds for materials and supplies. Includes 'Begin Accepting Applications Date: 11/06/2021' and 'Deadline Date (CST Time Zone): 1/28/2022 11:59 PM'.
- OUR Travel Award (2021-2022):** Funding for students presenting research papers and posters at conferences. Includes 'Funding: OUR will fund a maximum of one OUR Travel Award per student annually' and 'Deadlines for the Award Cycle'.
- OUR Works! Federal Work-Study Program:** Applications for the OUR Works! program are typically reviewed on a rolling basis.
- 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. Includes 'Begin Accepting Applications Date: 1/31/2022' and 'Deadline Date (CST Time Zone): 3/01/2022 11:59 PM'.
- UWF Student Scholar Symposium Abstract Submission:** An annual event to highlight research and other scholarly activities. Includes 'Begin Accepting Applications Date: 1/18/2022' and 'Deadline Date (CST Time Zone): 3/04/2022 12:00 AM'.

At the bottom of the page, there is a pagination control showing 'Page 1 of 1' and a 'Records per Page' dropdown set to 'All'. The footer includes 'University of West Florida | UWF Award Database' and 'Business Intelligence | Help | Logout'.

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

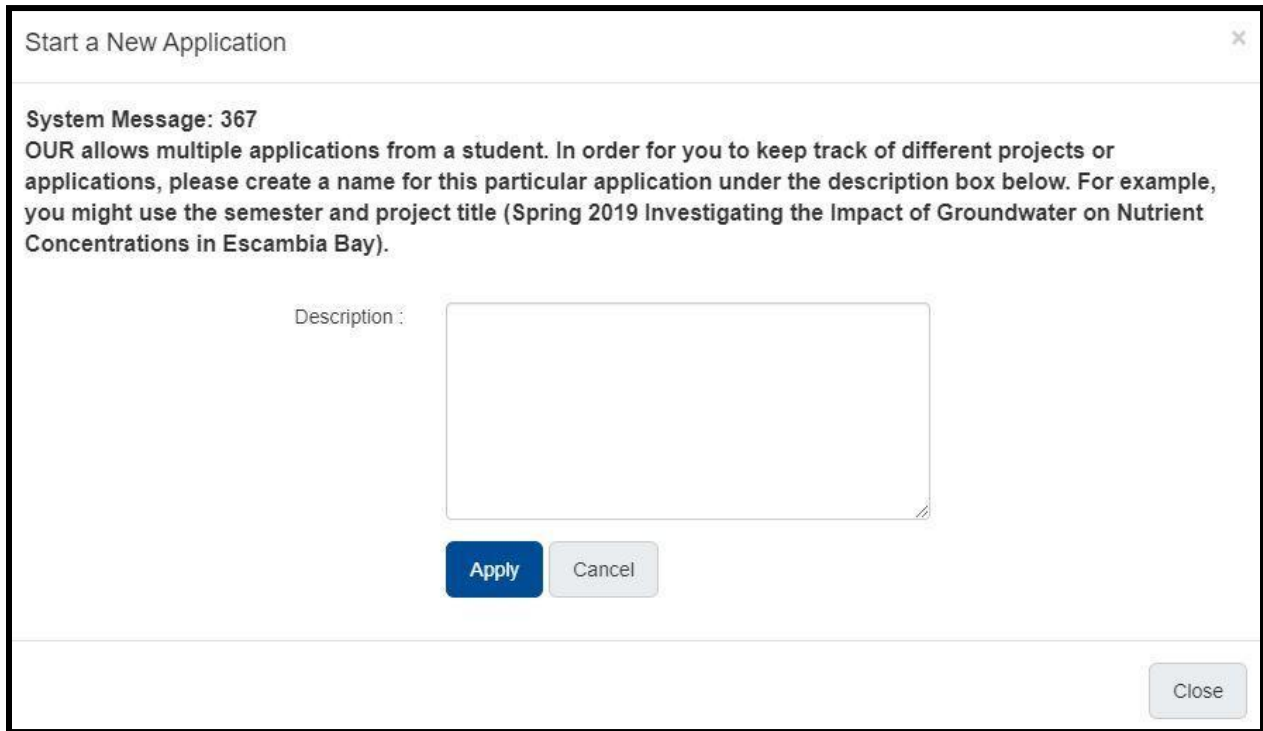
1. Select “UWF Student Scholar Symposium Abstract Submission”.

Step 3. UWF Student Scholar Symposium Abstract Submission Application

The screenshot shows a web application interface for the Office of Undergraduate Research at the University of West Florida. The page is titled "Application Fund Details" and features a search bar and a "My Applications" tab. The main content area displays the details for the "UWF Student Scholar Symposium Abstract Submission" application. A description states that the event is an annual showcase for student and faculty research, with the 2020 symposium held on Thursday, April 16. Key dates are listed: "Begin Accepting Applications Date: 2/09/2020" and "Deadline Date (CST Time Zone): 2/28/2020 5:00 PM". A blue "Apply" button is prominently displayed at the bottom right of the application details. A "Return to Search List" button is located at the top right of the application details section. The footer of the page includes copyright information: "(c) 2010 - 2019 CommunityForce. All rights reserved. (v 9.5)" and navigation links for "Help", "Contact", and "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 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).

Description :

Apply Cancel

Close

1. 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 Action ▾ Final Review and Submit

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**

<p>Symposium Abstract Submission Requirements</p> <p></p> <p>0%</p> <p>Deadline: 2/28/2020 5:00 PM</p>	<p>Student Information</p> <p></p> <p>0%</p> <p>Deadline: 2/28/2020 5:00 PM</p>	<p>Symposium Session Selection and Abstract</p> <p></p> <p>0%</p> <p>Deadline: 2/28/2020 5:00 PM</p>
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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: 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

[Submit](#) [Save](#) [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: Student (Presenter) Information)

Student Information

*UWF ID:

*First name:

Middle name:

*Last name:

*Current classification:

Semester of anticipated graduation (month, year): ⓘ

*Department:

*College:

*UWF Email address: ⓘ

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 UWF email address. However, if this is your last semester before graduating, we would like to be able to communicate with you on your research experience after graduation.

Do you have another, personal, email address to add?

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: Presentation Type and Abstract Submission)

Symposium Session Selection and Abstract Auto Save in 6:27

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 only those students in that course or department or who have been identified by the faculty member 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 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**

*For which session(s) do you wish to participate in for this year's Symposium?

*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, such as Honors, GeoScholars, or Sea Phages.

With what department or group would you like us to include your presentation?

If you selected Other, please list:

*Presentation title:

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 use plain text format for your abstract.

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 staff will contact you to discuss your needs, but cannot guarantee that all requests will be met.

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 ([Application Dashboard: Faculty Mentor Information](#))

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 faculty research mentor. Allowable mentors include current UWF faculty with a range of appointments, including adjunct, lecturers, post docs, and tenure line. [If you have been required to submit an abstract for the session that you will present in, Faculty Mentors will have the opportunity to approve your abstract as part of another section of the application.](#)

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:

*UWF Email address:

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 ([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 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.

Request For	Requested From	Email	Status	Requested Date	Received Date	Resend
Faculty Mentor Endorsement			Not Requested			

[Return To Dashboard](#)

1. Click "Faculty Mentor Endorsement".

Request

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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.

* Section: Faculty Mentor Endorsement

* Name:

* Email:

Optional: (Additional details provided here will be included in the email for this request.)

Email Request

Cancel

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)

Choose Action ▾ Final Review and Submit

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- Click on any section and fill in the answers to questions as they are presented on the page.
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***Indicates required field**

Symposium Abstract Submission Requirements and Guidelines	Student Information	Symposium Session Selection and Abstract	Faculty Mentor Information	Request
 100% Deadline: 2/28/2020 5:00 PM	 100% Deadline: 2/28/2020 5:00 PM	 100% Deadline: 2/28/2020 5:00 PM	 100% Deadline: 2/28/2020 5:00 PM	 Requested: 100.00% Received: 0.00%

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.