ABSTRACT APPROVAL VIA

OUR*Connect*

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

A HOW-TO GUIDE FOR MENTORS
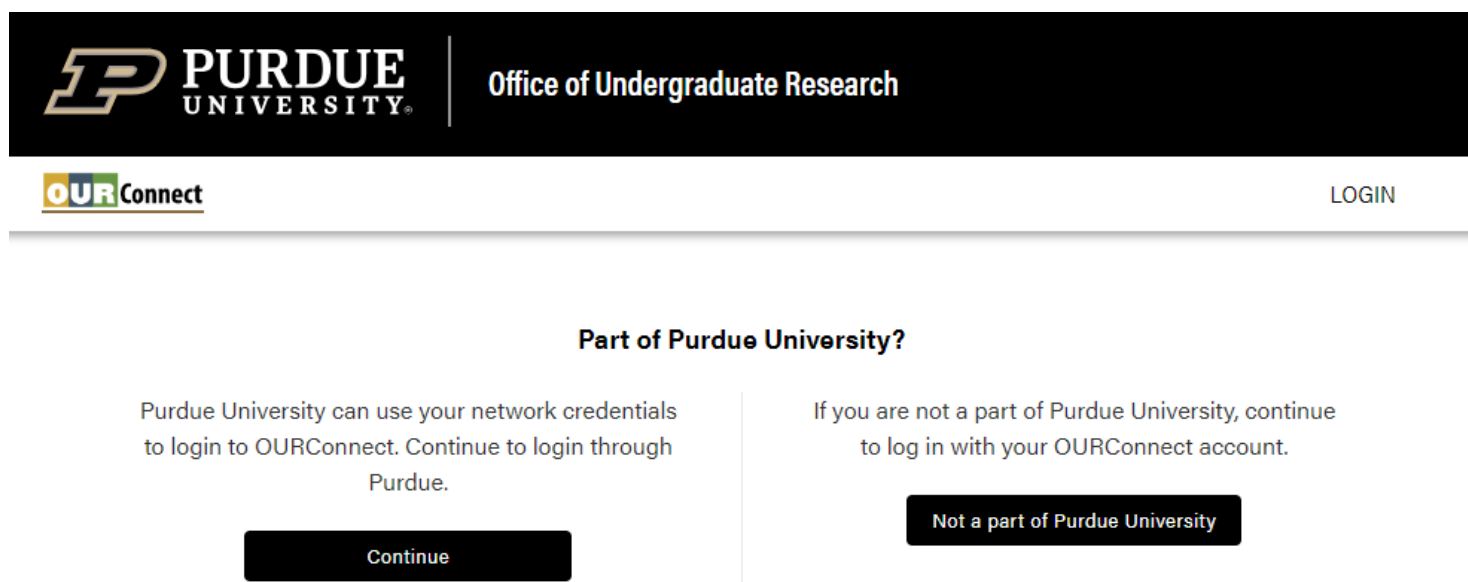
OURConnect is the abstract submission and approval platform. This guide will share the abstract review functionality of the conference portal.

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.
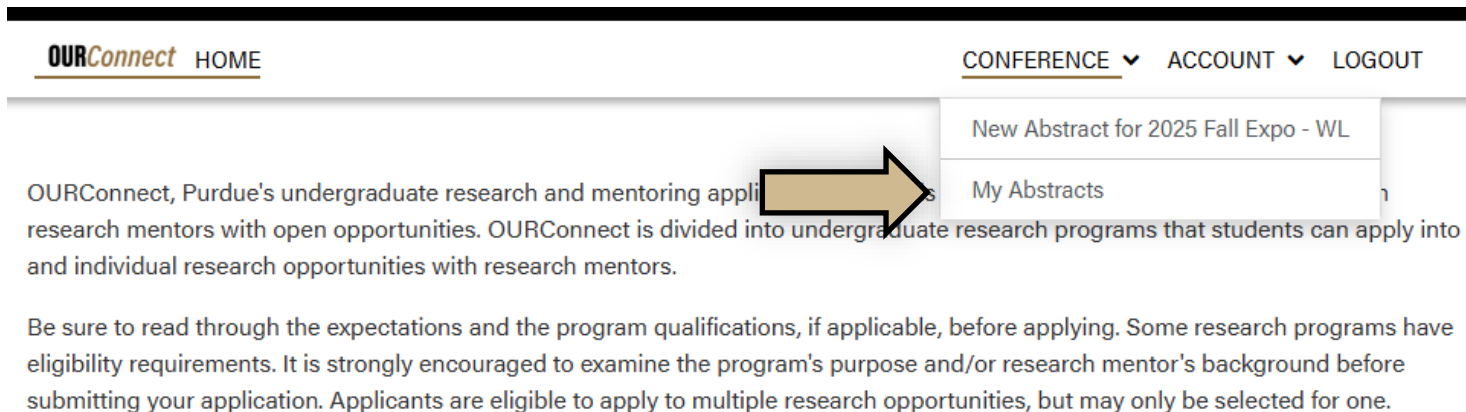
STEP 2: ENTER THE CONFERENCE PORTAL TO REVIEW ABSTRACTS

Click "Conference" and then "My Abstracts."
New proposals are submitted through the "New Abstract" links.

STEP 3: REVIEW "MY ABSTRACTS"

Submitted abstracts 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" below has the same person as the primary presenter and mentor with the "My Role" column indicating this, too. This is not possible with the current system.*

You are participating in these presentations

Show 10 ✔ entries   Search: [   ]

Submitted at	Conference	Presentation ID	Title	Primary Presenter	Primary Mentor	Updated at	My Role	Status
	2024-6		Test Application	James J Sadler	James J Sadler		Mentor, Presenter	Mentor approved

Showing 1 to 1 of 1 entries   Previous 1 Next

COLUMN TITLES FOR SUBMITTED PRESENTATIONS

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

"Conference": *Which conference your abstract is submitted to.*

"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 abstract submission was last updated.*

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

"Status": *The current status of the abstract. Can filter based on those that need action such as "Submitted" and "Presenter updated" statuses.*

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.

Title *

Abstract *
Please limit responses to 250 words.

> CHECK IF THE ABSTRACT CAN BE AVAILABLE ON THE CONFERENCE WEBSITE. IF NOT, THE ABSTRACT WILL BE REDACTED.

Can we include your abstract in the abstract booklet? *
○ Yes, the abstract can be published.
○ No, the abstract cannot be published.

Keywords

Format *

> IN-PERSON & VIRTUAL FORMATS AVAILABLE

Poster Availability *
Poster Session: November 18, 2025 the PMU North & South Ballrooms
Please select at least two time slots.
☐ 9:00 - 10:00am
☐ 10:30 - 11:30am
☐ 12:00 - 1:00pm
☐ 1:30 - 2:30pm
☐ 3:00 - 4:00pm

> DO NOT UPDATE STUDENT AVAILABILITY

Has the first student author presented a poster e? *
○ Yes
○ No

Presentation Type *

> IN-PERSON PRESENTATIONS ARE CONSIDERED AS POSTERS. AUTHORS CAN SELECT TO HAVE THEIR SUBSTRACT BE CONSIDERED FOR A RESEARCH TALK

Research Talk Availability *	***Research Talks: November 19, 2025 in Stewart Center, Room 214***
	☐ 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
	Has the first student author presented a research talk/oral presentation at a conference before? *
	○ Yes
	○ No

CATEGORIZATION

Primary Research Category *	Select the primary category describing the nature of the research experience. For definitions of categories, please see: **https://www.purdue.edu/undergrad-research/about/definitions.php**.
	[dropdown ⌄]
Final Judging Unit *	Select the college/school who should have the final judging determination of your project. Go to the **conference's FAQs webpage** for guidance on selecting this.
	[dropdown ⌄]

OTHER INFORMATION

Research Program	If this project is part of a current Purdue research progra[m] it is affiliated with.
	[dropdown ⌄]
Funding	If applicable, please list any undergraduate research program that partially funded this project. For example, HHMI, HHS REACH, NSF, OUR Research Gra[nt] Undergraduate Research Scholarship, URSA, USDA, etc.
	[text area]

PROGRAMS HAVE MULTIPLE PROJECTS AND MENTORS

THESE ITEMS ARE OPTIONAL

Institutional Focus	If applicable, which Purdue University initiative is your project best aligned with?
	[dropdown ▾]
Publishing	☐ Check here if you are interested in learning more about publishing in the **Journal of Purdue Undergraduate Research**.

PARTICIPANTS

In the following sections, all people related to this proposal need to be identified. Note the following:

- Each person can be identified only once with one role. **Every person must possess either a Purdue account or have an OURConnect account created.**
- If you cannot locate an individual based on their Purdue email, they may have another alias that can be found by searching on the **Purdue directory**.

UNDERGRADUATE STUDENTS (UG)
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 acknowledgment 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.
- Acknowledgments 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.**

UG Presenting Authors *	Identify each UG student who deserves authorship credit for this presentation and will be presenting this work at the conference. Abstracts can include up to 4 pres⸻ of ⸻ more than 4 presenters, consider submitting multiple abstract submissi⸻
	Enter official email Purdue addresses (if available) or existing OURCon⸻
	The first person listed will be the primary presenter.
	[ ] [Confirm]
	[dropdown ▾] [Delete]
	[Add Student]

ENTER EMAIL, THEN SELECT THE LOCATION

TO "LOCK IN" A NAME, CLICK THE "CONFIRM"

UG Contributing Authors

Then list each UG student who deserves authorship credit for ~~~~ be presenting this work at the conference.

Enter official email Purdue addresses (if available) or existing ~~~~

[Add Student]

UG Researcher Acknowledgments

List each other UG student with substantial contribution ~~~~ deserve authorship credit for this presentation.

Enter official email Purdue addresses (if available) or existing O~~~~ ses.

[Add Student]

MENTORS AND OTHER ACKNOWLEDGMENTS

Mentors *

Enter official email Purdue addresses (if available) or existing OURConnect user email addresses.
The first will be the primary mentor and will approve the presenta~~~~

[Add Mentor]

Other Acknowledgments

List any other individual with substantial contribution to ~~~~ student and not a mentor.

Enter official email Purdue addresses (if available) or ex~~~~

[Add Another]

Associated Project

Search for an OURConnect project associated with the listed ~~~~ can be found.

[   ]

[NOT APPROVED]   [Update and approve]

DO NOT APPROVE PRESENTATION

UPDATE ANY CHANGES AND APPROVE

UPDATING PROPOSALS

Primary authors and mentors can update abstracts until the final date of changes communicated by the Purdue OUR.

Student updates to the title, abstract, keywords, and participants after approval will require mentor approval again to ensure awareness.

STEP 5: CONFIRM "MY ABSTRACTS" STATUSES

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

Note the "Mentor approved" status (circled below) indicating it has been reviewed and approved to be presented. This is required for all presentations to be delivered.

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.*

Withdrawn: *Student has withdrawn the abstract from the event.*

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