HOW-TO GUIDE:

ONLINE SUBMISSION PROCESS FOR
THE PURDUE UNDERGRADUATE
RESEARCH CONFERENCE

If you are interested in participating in the Purdue Undergraduate Research Conference, please visit purdue.edu/undergrad-research.

If you have questions about the online submission process after reviewing this guide, please email UGRResearch@purdue.edu.
Online Portal Registration

Go to docs.lib.purdue.edu/purc and click on My Account.

If you **do** have a Purdue e-Pubs account, utilize your login credentials.

If you **do not** have a Purdue e-Pubs account, click on Sign up.
Read through the Submission Agreement and check the box at the bottom of the page and click Continue.
Complete the submission form considering the following:

- Faculty should **not** be listed under “Presenter Information.” They should be included under “Research Mentor Information.”

- Include all authors under “Presenter Information” – **one** person can submit for the group.

- The semesters of research includes the current semester - if **multiple** authors, provide this information in the order the authors are listed.

- Oral presentation paper submissions are due **Feb. 7.** Poster abstract submissions are due **Feb. 28.**

- Oral paper presentations require submitting the full paper—2,500 to 3,500 words with at least 5 graphics/tables.

- Posters only require an abstract of 250 words.

- Copy and paste the abstract for the paper or poster in the “Abstract” text field.

- Click **Submit.**
Major(s)

Required courses: Select the major or minors that are included in the student's degree plan. If the selected major or minor is not listed, use the 'Other' box for each entry.

Available Options:
- College of Arts & Sciences
- College of Business Administration
- College of Engineering
- College of Education
- College of Health and Human Services
- College of Science
- College of Architecture and Planning
- College of Fine Arts
- College of Natural and Applied Sciences

Expected Graduation Date

Month Year

Disciplines

Please indicate the academic disciplines that best describe your submission. Click 'Add' to view the complete list of disciplines.

Available Options:
- Architecture
- Business Administration
- Economics
- Education
- Engineering
- Law
- Life Sciences
- Mathematics and Statistics
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Current Academic Standing

Select your current academic standing:

Research

Enter total numbers of papers the author has researched the topic:

Research Mentor Information

(Research mentor cannot be author)

Enter name of research mentor:

Enter research mentor's email address:

Enter Research Mentor phone number:

Enter Research Mentor department:

Type of Submission

Select submission type:
- Oral Presentation

Full Text of Presentation

If you are submitting a manuscript for consideration as an oral presentation, upload the complete paper with abstract in Word format by January 20. Your manuscript should be 1,500-2,500 words in length with a minimum of five pages per publication. If your manuscript is not selected to be an oral presentation, your abstract will be automatically included for poster consideration.

If you are submitting for poster consideration, upload the poster abstract in Word format by March 1. The abstract should be 250 words in length.

Upload file from your computer
Import file from manuscript site

Abstract

Please paste your submission's abstract here:

Submit
You should receive this confirmation page and a confirmation email. If you do not receive either of these, contact UGResearch@purdue.edu.

When you submit the paper and/or abstract, we will contact you if it is accepted with next steps.

Preparing for Your Presentation

Oral Paper Presentations (Morning - Stewart Center)

Presenters will learn the time of their presentation after selections have been determined.

Presentations are 15 mins: 10 mins of a presentation (PowerPoint, only) and 5 mins of Q&A.

Presenters will submit their presentations before the Conference to preload onto the computers.

Poster Presentations (Afternoon - PMU Ballrooms)

There are two allowable sizes: 3’ wide x 4’ high (portrait) OR 3’ wide x 2’ high (landscape) - check with the academic unit funding the printing costs to inquire about additional size limitations.

Posters will be placed on boards the day of the Conference - times will be provided, if selected.