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. Read the information.

If you do not have a Purdue e-Pubs account, click on Sign up. When you sign up, go back to docs.lib.purdue.edu/purc and click on My Account to sign in. Read the information.
After clicking on “Submit Event” read through the Submission Agreement and check the box at the bottom of the page and click Continue.

Preparation Your Submission

Oral Presentation Full Paper

Oral presentations require a full paper (3-5 pages) that includes an abstract. You should work with your research mentor(s) to create a paper that discusses what your presentation will be about. Those who selected to be considered for an oral presentation that are not selected will automatically be considered for a poster at the poster symposium.

Poster Presentation Abstracts

Check out the Purdue Office of Undergraduate Research’s website for tips on creating an abstract.
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.
- Full papers (3-5 pages) for oral presentations are due **Feb. 4** at 11:59pm.
- Abstracts (around 250 words) for posters are due **March 1** at 11:59pm.
- Copy and paste the abstract for the paper or poster in the “Abstract” text field.
- Submissions are to present a poster. Check “Yes, I want to be considered for an oral presentation.” if you want to be considered for a presentation.

- **Click Submit.**
Continued...

**Major(s)**

Double-click available items to include in or delete from the selected list. Click on the plus icon to add selected items to the list.

**Expected Graduation Date**

**Disciplines**

Please select the academic discipline(s) that best describe your submission. Click here to view the complete list of disciplines.

**Select the category the research project fits.**

**Current Academic Standing**

Select your current academic standing:

- [ ] Fresh
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] Graduate

**Is this research project part of a funded undergraduate research program?**

If yes, please include the name(s) of the research programs, e.g., SURF, RUG, SPRF, AAB Grant, etc.

**Is this submission part of ICWP? (Introductory Composition at Purdue / Professional Writing)?**

- [ ] No
- [ ] Yes

**Research**

Enter the total number of semesters the lead author has researched the topic:

**Research Mentor Information**

Enter the name, department, and college of the research mentor:

**Consider for oral presentation?**

Do you want your abstract to be considered for an oral presentation on the morning of the Conference? (If you select “Yes,” your paper may be considered for an oral presentation. It will be selected in March.) If you are one of the authors presenting an oral presentation, complete the above section of the Conference.

- [ ] Yes
- [ ] No

Submission form continues on the next page...
When you 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 (April 4 :: 1-4pm :: STEW 214)

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 (April 9 :: All Day :: 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 that do not fit these specifications will be cut or folded.

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