

***SUBMITTING PROJECTS &
REVIEWING APPLICATIONS VIA***
OUR*Connect*

PURDUE'S UNDERGRADUATE RESEARCH PORTAL

A HOW-TO GUIDE

Last Updated: January 2023

How to submit a project:

Go to <https://www.purdue.edu/undergrad-research/ourconnect/>

**PURDUE**
UNIVERSITY

Office of Undergraduate Research



African American Studies and Research Center Undergraduate Summer Research Internship

Clarence E. Dammon Dean's Scholar Program

Discovery Park Undergraduate Research Internship (DURI) Program

Select the Program tile that best fits your project. Here we've selected the "Margo Katherine Wilke Undergraduate Research Internship Program":

Explore a program below, or [view all projects](#)

African American Studies and Research Center Undergraduate Summer Research Internship

Clarence E. Dammon Dean's Scholar Program

Discovery Park Undergraduate Research Internship (DURI) Program

First Year Investigators Undergraduate Research Program

Honors College Research Programs

Individual Research & Mentoring Opportunities

Margo Katherine Wilke Undergraduate Research Internship Program

OUR Scholars

The Department of Nutrition Science

You'll see this screen:

The screenshot shows the Purdue University Office of Undergraduate Research 'OURconnect' website. The header includes the Purdue University logo and the text 'Office of Undergraduate Research'. Below the header, the 'OURconnect' logo is visible. The main content area is titled 'Program Information' and features a blue header for the 'Margo Katherine Wilke Undergraduate Research Internship Program'. The text describes the Wilke Scholars Program as involving Purdue College of Liberal Arts undergraduates in interdisciplinary research projects in the arts, humanities, and social sciences. It lists contact information for Holly Tittle-Hudson under both 'Applicant Information' and 'Management Information'. A link to 'Propose a new project within this program' is highlighted. At the bottom, there is a 'Projects' section with a 'Show 28 entries' link and a search bar.

Select “Propose a new project within this program”:


The screenshot shows a rectangular button with a black border and a white background. The text on the button is '[Propose a new project within this program](#)'.

The BoilerKey login screen will appear:

The screenshot shows the Purdue University BoilerKey login screen. The background is a light brown gradient. In the center is a black box containing the Purdue University logo, the text 'Login:', a white input field, the text 'Password:', another white input field, the 'BOILERKEY TWO FACTOR AUTHENTICATION' logo, and a white 'Login' button. Below the black box, the text 'If you need help with logging in, click the link below:' is displayed.

Enter your information:

ps://qa.www.purdue.edu/undergrad-research/ourconnect/new/index




Login:

Password:


BOILERKEY
TWO-FACTOR AUTHENTICATION

If you need help with logging in,
click the link below:

This screen will appear, and you'll be prompted to fill in the information for your project.

**PURDUE**
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ADMIN ACCOUNT

Propose a new project within Margo Katherine Wilke Undergraduate Research Internship Program

Details

MAIN DETAILS

Title *

Term *

Research Area(s) *

PROJECT MANAGEMENT

Supervisor *

Angela S Welshimer (aseldrid@purdue.edu) ✓

Mentor *

?

OTHER INFORMATION

Description *

brief description of the project written for an undergraduate audience

Example of what you see upon entering information:

Propose a new project within Margo Katherine Wilke Undergraduate Research Internship Program

Details

MAIN DETAILS	PROJECT MANAGEMENT
<p>Title * Angie OURConnect Test Project</p> <p>Term * Fall 2022</p> <p>Research Area(s) * Sociology, Law & Society, Political Science, History, Peace St</p>	<p>Supervisor * Angela S Welshimer (aseldrid@purdue.edu) ✓</p> <p>Mentor * htittleh@purdue.edu ?</p>

OTHER INFORMATION


Description *	brief description of the project written for an undergraduate audience
Type of work *	expected contributions to the research group
Qualifications *	GPA, class standing, necessary course work, special skills or experience, etc.


At the bottom of the screen, you will see the option to “Save project for later” or “Submit new project.” Make your selection:

Save project for later Submit new project

Upon submitting your new project, you will see this screen:

← → ↻ 🏠 📄 qa.www.purdue.edu/undergrad-research/ourconnect/new/index.php?q=projectedit&inprogram=1

 **PURDUE UNIVERSITY** | Office of Undergraduate Research

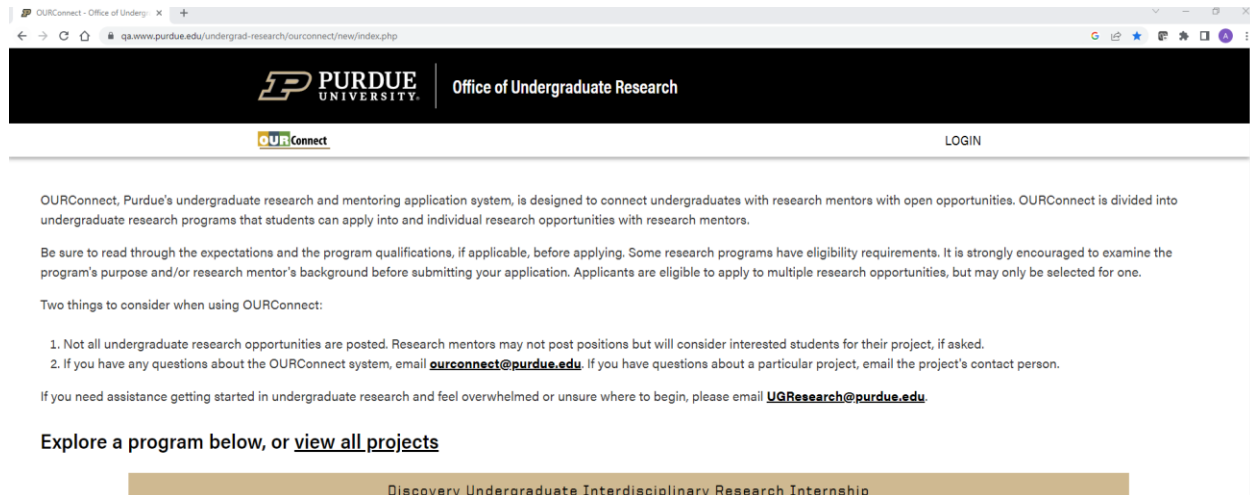
 **OURConnect**

Thank you for submitting your project proposal. An email will be sent to you once it is reviewed.

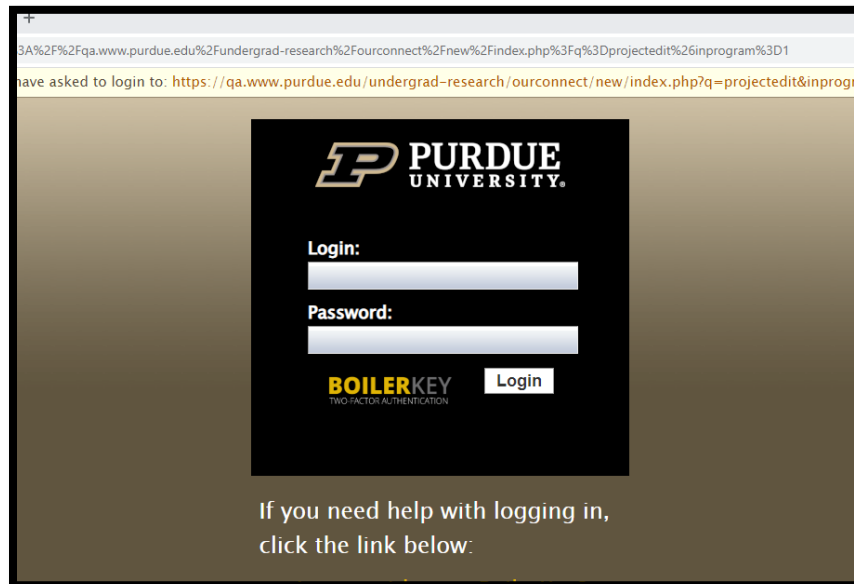
COMMUNICATION **CAMPUS** **PURDUE LIBRARIES** **PEOPLE**

How to review and select students for your project:

Go to <https://www.purdue.edu/undergrad-research/ourconnect/> and select the login button in the upper far right corner:




The BoilerKey login screen will appear:



Enter your career account information:

ps://qa.www.purdue.edu/undergrad-research/ourconnect/new/index



Login:

Password:


BOILERKEY
TWO FACTOR AUTHENTICATION


Login

If you need help with logging in,
click the link below:

Now, on the far right, under the Account Tab, when you click the caret, you will see “My Profile” and “My Projects”, select “My Projects”:

→ qa.www.purdue.edu/undergrad-research/ourconnect/new/index.php

 **Office of Undergraduate Research**

 ADMIN ACCOUNT LOGOUT

My Profile

My Projects

OURConnect, Purdue's undergraduate research and mentoring application system, is designed to connect undergraduates with research mentors and individual research opportunities. OURConnect is divided into undergraduate research programs that students can apply into and individual research opportunities with research mentors.

Be sure to read through the expectations and the program qualifications, if applicable, before applying. Some research programs have eligibility requirements. It is strongly encouraged to examine the program's purpose and/or research mentor's background before submitting your application. Applicants are eligible to apply to multiple research opportunities, but may only be selected for one.

Two things to consider when using OURConnect:

1. Not all undergraduate research opportunities are posted. Research mentors may not post positions but will consider interested students for their project, if asked.
2. If you have any questions about the OURConnect system, email ourconnect@purdue.edu. If you have questions about a particular project, email the project's contact person.

If you need assistance getting started in undergraduate research and feel overwhelmed or unsure where to begin, please email UGResearch@purdue.edu.

Explore a program below, or [view all projects](#)

You are then shown all projects you manage and any projects you may have applied to. For the project you would like to review, select the “Manage” tab on the far right:

My Projects

You manage these projects

Term	Program	Project	Project Status	Actions
Spring 2023	Discovery Undergraduate Interdisciplinary Research Internship	Angie Test-Holly Edit	Rejected	Manage
Academic Year 2022	Liberal Arts	Angie test	Rejected	Manage
Academic Year 2022	Liberal Arts	Angie test	Accepted	Manage
Academic Year 2022	Liberal Arts	Angie test	Pending	Manage
Academic Year 2021	Liberal Arts	Angie test	Accepted	Manage
Spring 2021	Discovery Undergraduate Interdisciplinary Research Internship	Testing Site	Rejected	Manage

Showing 1 to 6 of 6 entries

You have applied to these projects

Term	Program	Project	Application Status	Actions
Academic Year 2022	Liberal Arts	Angie test	Withdrawn	Manage
Academic Year 2022	Health & Human Sciences	Building better models of early language growth and delay	Withdrawn	Manage
Academic Year 2022	Health & Human Sciences	Building better models of early language growth and delay	Not Selected	Manage

The selected project will appear and show the tabs titled “Details”, “Applications” and “Status. Select the “Applications” tab to see all applications:

Manage project "Angie test"

Details
Applications
Status

Show 25 entries

☐
Submitted at
Applicant
College
Major
Status
Actions

☐
Nov 3, 2022 02:34 pm
Angela S.Welshimer
SB
Ag
Qualified
[Manage](#)


☐
Aug 26, 2022 05:20 pm
Annabelle Ruth Hock
College of Education
Elementary Education
Not Selected
[Manage](#)

☐
Feb 16, 2022 05:40 pm
Holly L.Tittle-Hudson
CLA
COM
Selected
[Manage](#)

Showing 1 to 3 of 3 entries

Previous
1
Next

For this example, the top application for Angie Welshimer shows as “Qualified”. Please select the “Manage” tab to review it. This screen will appear with multiple tabs for you to select from:


ADMIN ▾ ACCOUNT ▾ LOGOUT

Application
Address
Academics
Other
Status

Applicant [Angela S Welshimer](#)

Program Liberal Arts


Term Academic Year 2022

Project Angie test

Resume / CV [download file](#)

Transcript [download file](#)

After reviewing the information under each tab, the final tab “Status” will allow you to select the applicant if that is your decision:


ADMIN ▾ AC

Application
Address
Academics
Other
Status

Application Status Qualified

Other Accepted Experiences

Program	Term	Project
Dammon Dean's Scholar Program	Academic Year 2021	The Menominee River Documentary Project

Actions

Once you have selected an applicant, an automated email will be sent to the applicant notifying them of the change. They can then either “accept” or “decline” the offer.

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

