OURCONNECT HOW-TO GUIDE:

REVIEWING PROJECT APPLICATIONS FOR MENTORS, SUPERVISORS, & PROGRAM ADMINISTRATORS

Last updated: Oct. 8, 2021

To submit an update recommendation, email ourconnect@purude.edu and mention this guide for reference.

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

OURCONNECT UNDERGRADUATE RESEARCH APPLICATION SYSTEM

OURConnect, Purdue's undergraduate research application system, is designed to connect undergraduates with research mentors with open opportunities. OURConnect is divided into undergraduate research programs that you could 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 do research on the program and/or research mentor 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**.

- **Select the Login button next to Home button and you will see this screen:**
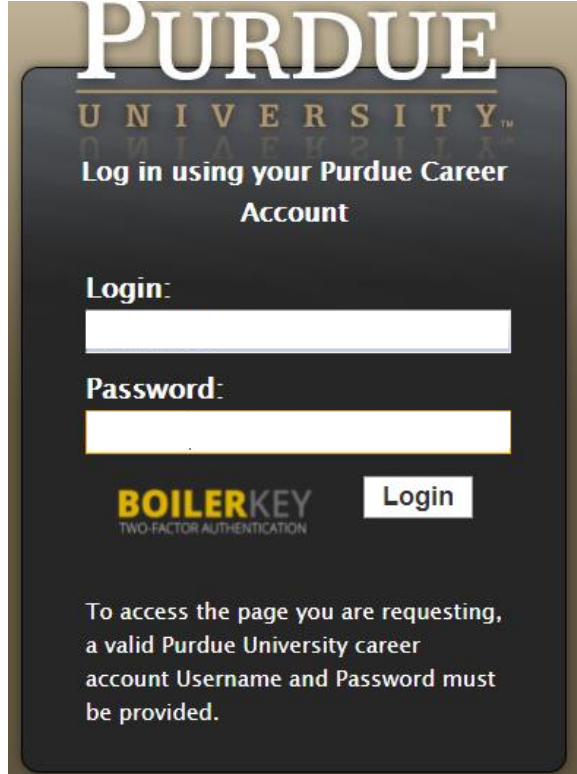
OURCONNECT LOGIN

Purdue accounts click here:

Local accounts, register **here** or log in below:

Email Address:

Password:

Local Login

- **Select the "Purdue accounts click here:** **" icon, which will bring up your Boilerkey login:**

- **On the Home page for OURConnect, select the "Projects" tab and select "My Projects":**

OUR[DEC] ~~DERGRADUATE~~ RESEARCH APPLICATON SYSTEM

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- **The next screen will display your projects. (Examples are provided for demonstration):**

YOUR PROJECTS

Show 10 ⌄ entries   Search: [＿＿＿＿＿＿＿]

Term	Program	Title	Mentor	Supervisor	Status	Actions
Academic Year 2021	OUR Scholars: Liberal Arts	Angie test	**Angie Welshimer**	**Angie Welshimer**	Rejected	✏ x
Spring 2021	DURI	Testing Site	**Angie Welshimer**	**Angie Welshimer**	Rejected	✏ x

Showing 1 to 2 of 2 entries   Previous | 1 | Next

Note: Click on the "x" icon to download an Excel spreadsheet with all active applications to review.

- **You can access this information by individual application, if you prefer. On the Home page, select the "Programs" tab and select your unit in the drop down menu. Once the program is selected, click the "Applications" tab and sort by any listed field or use the search bar and clicking on the "eye" icon to view the application:**

Home   Projects▾   My Applications   Programs   Supervisor▾   Admin▾   Reports▾   Profile▾   Logout

PROGRAMS

[Add new program]

[OUR Scholars: Engineering   ⌄]

| Details | Projects | **Applications** |

[Download Active Applications]

Show 10 ⌄ entries   Search: [＿＿＿＿＿＿＿]

Date	Applicant	Project	Project Group	Status	Actions
2021-04-07 00:18:29	Aliah Adriana Binti Khairul Hisham	System on Chip (SoC) design security, flexibility	Academic Year 2021	Qualified	👁

- **Under the "Projects" tab, you can select the "x" icon on the right to download all active applications for the project. (Examples are provided for demonstration):**

PROGRAMS

Add new program

OUR Scholars: Engineering

| Details | **Projects** | Applications |

Download Active Projects

Show 10 entries

Search:

Term	Title	Mentor	Supervisor	Status	Actions
Academic Year 2021	System on Chip (SoC) design security, flexibility, radiation hardening		john martinuk	Accepted	✏ 🗗 ⧉

- **When downloading active project applications using the "x" icon either under "Programs" or "My Projects," you will receive an Excel spreadsheet and can use the information as needed.**

- **To change the status of an application, go to the "Applications" tab and click on the "eye" icon to view the individual application. Scroll to the bottom to select the current status in the drop-down menu and then click "Change Status":**

Desire to Explore Something New   very important

Please describe any other factors not mentioned

Application Status

Current Status: Qualified

Change to: Pending

Change Status

Extend Offer

Note: The "Current Status" has to be changed to "Qualified" before you can offer the position by clicking on the "Extend Offer" button. Therefore, if an application is still "Pending" you should change the status to "Qualified" and then click on "Extend Offer."

Reminder: An offer <u>cannot</u> be rescinded within the OURConnect portal at this time.