OURCONNECT HOW-TO GUIDE:

SUBMITTING A PROJECT

Last updated: Oct. 8, 2021

To submit an update recommendation, email ourconnect@purdue.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. [Link]

Local accounts, register here or log in below:

Email Address:

[Input field]

Password:

[Input field]

Local Login
Select the “Purdue accounts click here:” icon, which will bring up your Boilerkey login:

On the OURConnect Home page, select the “Projects” tab and select “Submit New Project”:

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Using the dropdown menu, select a Program to submit your project:

Note: If your project is not affiliated with a program listed, there are two potential solutions.
1. If the program should be listed, contact ourconnect@purdue.edu.
2. If the project is not within a program, select “Individual Research & Mentoring Opportunities.”
A “Submit a New Project” area will appear and you should fill out required information about your project. (Examples are provided for demonstration):

![OUR Connect](image)

**PROJECT SUBMISSION FORM**

Select a Program

OUR Scholars: Liberal Arts

Submit a New Project

The OUR Scholars: Liberal Arts program offers opportunities every semester for Purdue researchers to work with undergraduate students.

About the Project

- **Title:**
- **Timeframe:** [Full-Year 2021]
- **Research Area(s):**

Project Submitter

You are the project submitter for this proposed project. You can be either the project supervisor, the project mentor or another interested party. *The project submitter cannot be both project mentor and project supervisor for a project.*

- **Name:**
- **Email:**
- **Phone:**

Project Mentor

- Project Submitter will be Project Mentor
• After inputting all of your project information at the bottom of the page you can either save or submit your project. In this example, “Submit” was chosen:

![OUR Connect screenshot](image)

**YOUR PROJECTS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Program</th>
<th>Title</th>
<th>Mentor</th>
<th>Supervisor</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Year 2021</td>
<td>OUR Scholars: Liberal Arts</td>
<td>Angie test</td>
<td>Angie Welshimer</td>
<td>Angie Welshimer</td>
<td>Submitted</td>
<td>![checkmark]</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>DURI</td>
<td>Testing Site</td>
<td>Angie Welshimer</td>
<td>Angie Welshimer</td>
<td>Rejected</td>
<td>![checkmark]</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

**Note:** This screen shows all of the projects you have submitted and you will see the submitted example shows a Status of “Submitted.”

**Reminder:** If you make any changes to your project after it has been “Accepted,” it will go back into the “Submitted” status. Therefore, correspond with the program administrators before making any changes to ensure they can change the status back.