

OURCONNECT HOW-TO GUIDE:

SUBMITTING A PROJECT

Last updated: February 10, 2022

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. Select the “Continue” button on the left if you are part of Purdue University. If you are not, select “Not a part of Purdue University.”



OURCONNECT LOGIN

PART OF PURDUE UNIVERSITY?

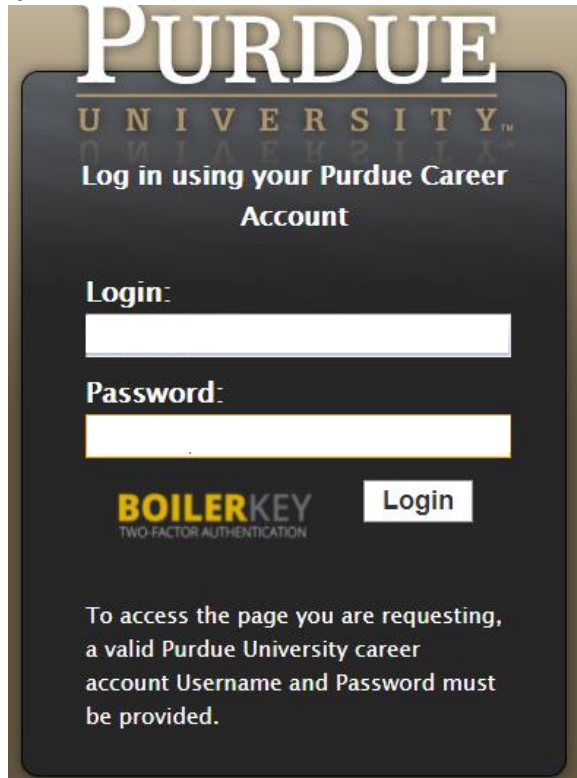
Purdue University can use your network credentials to login to OURConnect. Continue to login through your network.

Continue

If you are not a part of Purdue University, continue to log in with your OURConnect account.

Not a part of Purdue University

- If you selected that you are part of Purdue University, your BoilerKey sign in screen will now appear for you to enter your information.



PURDUE
UNIVERSITY™
Log in using your Purdue Career Account

Login:

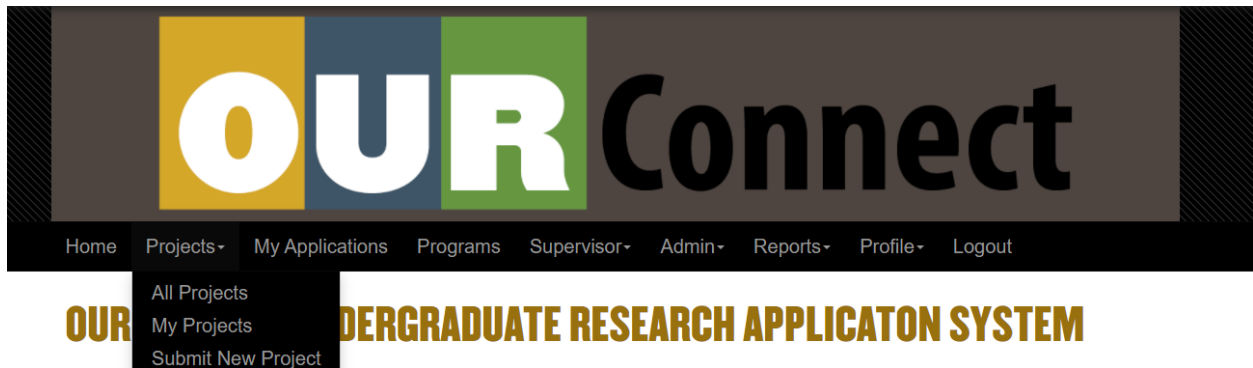
Password:

BOILERKEY
TWO-FACTOR AUTHENTICATION

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

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



OURConnect

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

OUR All Projects
My Projects
Submit New Project

UNDERGRADUATE RESEARCH APPLICATION SYSTEM

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



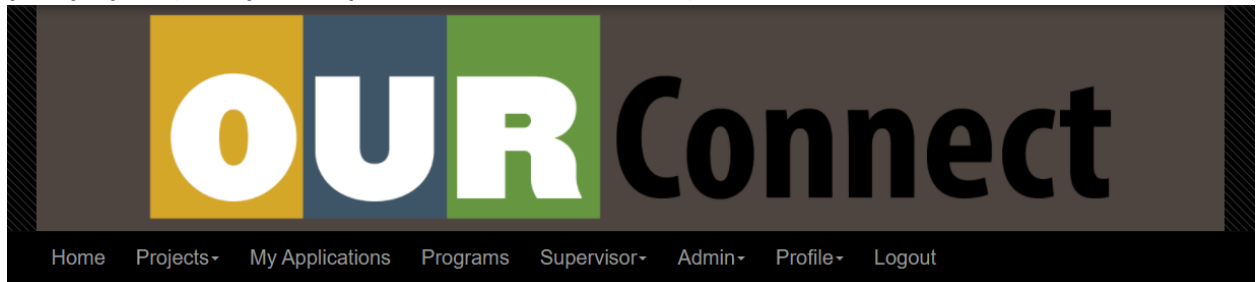
Select Program

- Discovery Park Undergraduate Research Internship (DURI) Program
- Honors College Research Programs
- Individual Research & Mentoring Opportunities
- Margo Katherine Wilke Undergraduate Research Internship Program
- OUR Scholars: Agriculture
- OUR Scholars: Education
- OUR Scholars: Engineering
- OUR Scholars: Health & Human Sciences
- OUR Scholars: Honors
- OUR Scholars: Krannert
- OUR Scholars: Liberal Arts
- OUR Scholars: Libraries and School of Information Studies
- OUR Scholars: Pharmacy
- OUR Scholars: Polytechnic Institute
- Not Currently Accepting Project Submissions**
 - Cancer Prevention Internship Program (CPIP)
 - HHS Honors Scholars

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):



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: *

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:

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

YOUR PROJECTS

Show entries Search:

Term	Program	Title	Mentor	Supervisor	Status	Actions
Academic Year 2021	OUR Scholars: Liberal Arts	Angie test	Angie Welshimer	Angie Welshimer	Action Required	Edit Download
Academic Year 2022	OUR Scholars: Liberal Arts	Angie test	Angie Welshimer	Angie Welshimer	Submitted	Edit Download
Spring 2021	DURl	Testing Site	Angie Welshimer	Angie Welshimer	Rejected	Edit Download

Showing 1 to 3 of 3 entries Previous **1** Next

Note: This screen shows all of the projects you have submitted and you will see the submitted Academic Year 2022 OUR Scholars: Liberal Arts example shows a Status of “Submitted.” When your project is accepted, you will see “Accepted” under Status.

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 will change the status back.