OURCONNECT HOW-TO GUIDE:

SUBMITTING A PROJECT

Last updated: February 10, 2022

To submit an update recommendation, email ourconnect@purdue.edu and mention this guide for reference.
• Go to [https://www.purdue.edu/undergrad-research/ourconnect/](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](mailto: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](mailto: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.”
If you selected that you are part of Purdue University, your BoilerKey sign in screen will now appear for you to enter your information.

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

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
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):

**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:

![Screenshot of the projects page in OUR Connect](https://example.com/project-screen.png)

*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.*