New Student Abstract Submission

- Create an account on the site by clicking the link “New Lead Student Abstract Submission” on the left
- Returning students may access the Abstract Submission site by entering username and password on the right
- **Bookmark this page** so you can return to it to complete your Abstract Submission process

State of North Carolina Undergraduate Research & Creativity Symposium

The Abstract Submission process will be open on 07/15/2015
Abstract Submission will be CLOSED on 10/16/2015 for new submissions.
Mentors may continue to review abstracts until 10/16/2015 11:59 PM.

UNDERGRADUATE STUDENT USERS
If you are the lead student presenter and have not previously begun the abstract submission process with the State of North Carolina Undergraduate Research and Creativity Symposium, please select the symposium link below to begin.

Undergraduate Co-Presenters **PLEASE DO NOT** submit an abstract if you are not the lead student presenter. Co-Presenters will be emailed a link to confirm the information provided by the lead presenter.

If you have previously begun the abstract submission process, please login using the adjacent form.

New Lead Student Abstract Submission

CONTINUING UNDERGRADUATE STUDENT USERS
Login below if you currently have a State of North Carolina Undergraduate Research and Creativity Symposium account.

User Name: 
Password: 
Login
Forgot your password?

Mentors - please go to the **Mentor Login Page**

If you have questions regarding the SNCURCS Conference, please email jaltman@highpoint.edu
If you have questions regarding the Abstract Submission process, please email jaltman@highpoint.edu
If you need to report a technical problem with this site, please email gsal-w@ncsu.edu
Creating an Account

• Enter your Student Presenter Information in all required fields, then click “Submit”
Logging Back into the Site

- After completing the Student Presenter Information page, you will receive an email with your new username and password.
- Use this to log back into the site on the right side (http://harvest.cals.ncsu.edu/applications/symposia_sncurcs/) and then click “Continue Registration Process” on the following page.
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If you need to report a technical problem with this site, please email web@ncsu.edu
State of North Carolina Undergraduate Research & Creativity Symposium

Lead Student Presenter Listings
You are listed as the lead student presenter for (No abstract listed)

Co-Presenter Listings

Submit a New Abstract as the Lead Student Presenter
State of North Carolina Undergraduate Research and Creativity Symposium
Adding a Faculty Mentor

• Review your Presenter Information under “Step 1” and make any necessary edits, then click “Add Lead Faculty and Assisting Mentor(s)” under “Step 2”
• Select your faculty mentor’s name from the drop-down list and then click “Add Mentor”
• If your faculty mentor is not available in the drop-down list, click “Request that your mentor be added”
• Add all correct mentor contact information, especially the .edu email address, and then click “Request Addition of this Mentor”
• The mentor approval process takes 24-48 hours, so log out of the website and come back again tomorrow to complete your Abstract Submission process
Your request will be sent to the Undergraduate Research Office. Please check back in 24-48 hours.

If you have questions regarding the SNCURCS Conference, please email jaltman9@highpoint.edu
If you have questions regarding the Abstract Submission process, please email jaltman9@highpoint.edu

If you need to report a technical problem with this site, please email cals_webapp@ncsu.edu
Help desk hours: M-F, 8 am - 5 pm EST
• After 24-48 hours, your mentor’s name will be available in the drop-down list
• Log back into the website and proceed to “Step 2” again, then choose your mentor’s name from the drop-down list and click “Add Mentor”
• If you have more than one faculty mentor, add your lead faculty mentor first, then repeat the process for any other faculty mentors by clicking “Add Additional Mentor Information” until all are listed
You should now see “Step 1” and “Step 2” marked as “Complete.”

Review information to ensure that it is correct, and make any necessary edits, then click “Step 3: Add Abstract Information.”
Adding Abstract Information

- Start by selecting your field of study or “Discipline” from the drop-down list
- If your discipline is not listed, please choose the discipline most closely related to your field of study or major
- It’s very important to choose the appropriate Presentation Type from the available options; read the descriptions closely, and if you are unsure which one you should choose, talk to your Faculty Mentor before completing the Abstract Submission process

Step 3: Abstract Information

Abstract

Was your project supported by a stipend from the Office of Undergraduate Research?

- No
- Yes

If you received a student research stipend from another source, please list:

Discipline:

PRESENTATION TYPES
Please read the descriptions below to help you determine what type of presentation you will give. We will try to accommodate your request, but cannot guarantee your preference.

POSTER

- Our largest poster board displays are 48” wide by 36” long. Posters bigger than this will not fit.
- Posters will be hung using thumbtacks. It is best that the posters NOT be laminated, as the weight can be too much for the pins. However, we can work with laminated posters, if necessary.
- Students should plan to stand by their poster to answer questions during their assigned time.

ORAL PRESENTATION

- Students who present in this format will stand in front of an audience to talk about their research.
- Each presenter will be allotted 15 minutes which includes presentation set-up, the actual presentation (a 10-minute limit), and a question and answer period.

EXHIBIT/DISPLAY
• Choose your “Presentation Type” from the drop-down menu, and then enter your “Abstract Title” and “Abstract Text” in the box below
• Your “Abstract Text” must be a concise summary of your project in 200 words or less, and it should **not** contain your name, your mentor’s name, the title of your abstract (you already entered this information into the site), or any citations or references
• Once you have completed the “Abstract Text” and proofed it for any spelling, grammar, or punctuation errors, click “Submit Abstract”
Adding Co-Presenter Information

- After completing “Step 3,” you should see Steps 1-3 marked as “Complete”
- Review that information to ensure that everything is correct, make any necessary edits, and then click on “Step 4: Add Undergraduate Co-Presenter Information”
- If you do not have any peer partners who will be presenting with you, you may skip “Step 4”
- All co-presenter(s) contact information must be added at this time; no co-presenters may be added after the Abstract Submission deadline of October 16, 2015
- The email address you list for your co-presenter must be accurate; a copy of your Abstract Submission will be sent to his/her address upon completion
- If a co-presenter whom you have listed changes his/her mind, that co-presenter may decline to participate, but you will still be allowed to present

![Image of the Step 4 Co-Presenter Information page]
Submitting Your Abstract

• If you added any co-presenters, you should now see “Step 4” marked as “Complete”
• Review all the information you have provided in Steps 1-4 one more time to ensure that it is correct; make any necessary edits now
• Please Note: this information will be printed exactly as you submitted it in the SNCURCS Abstract Book and the SNCURCS website
• Once you are certain all the information is correct, click “Submit Abstract for Approval” in “Step 5”
• You will be given one more opportunity to review your submission
• If you need to make any changes, click “Cancel and return to Status page” to edit the content of Steps 1-4
• If you are ready to submit your abstract AS IS to your Faculty Mentor for approval, click “Submit to Mentor for Approval”
• On the Status page, Steps 1-4 should be marked as “Complete,” and Step 5 should be marked as “Abstract submitted for approval”
• Your faculty mentor has now received a copy of your Abstract Submission via email
• Your faculty Mentor has until October 21, 2015 to:
  1) Approve your abstract as is
  2) Send your abstract back to you for revisions before approval
  3) Reject your abstract
• You will receive an email confirmation if your Faculty Mentor approves your abstract; you should then proceed to the sncurcs.org website to complete your Registration to attend the conference.
• You will receive an email if your Faculty Mentor requests any edits or revisions before approval; if that is the case, you will need to log back into the Abstract Submission website and click on “View Revision Requests” under “Step 5”.
• Complete all requested revisions, submit those changes, and then proceed to the sncurcs.org website to complete your Registration to attend the conference.
• If your Faculty Mentor rejects your abstract, take some time to discuss your project with your Faculty Mentor and try again next year!