URE FAQs: Mentors

I received an email stating that a student indicated I was their research mentor. Why did I receive this email?

Students must indicate a research mentor on their Undergraduate Research Experience (URE) submission. You were listed as a mentor on this submission. Please note that mentors for URE submissions must be a faculty or staff member. The undergraduate student listed may have worked with one of your trainees (e.g. graduate student).

Can I view or edit my student’s URE submission?

Yes. MSU faculty and staff can log-in and view URE submissions they are connected to. Please check out our step-by-step guide here.

The undergraduate student listed was not mentored by me or one of my trainees. What should I do?

If you or your trainee (e.g. graduate student) do not know the undergraduate student listed on a URE submission you are connected to, please decline the submission. To do this, check out our step-by-step guide here.

What does a status of "Approved & Inactive" mean?

The status of a submission indicates where in the approval process the submission is. A status of "Pending" indicates that it has been entered, but not reviewed by anyone from URCA or a mentor. "Approved & Inactive" indicates that URCA (our office) has reviewed the submission and completed minor edits. A status of "Approved & Active" is verification by the mentor that the submission is correct for the stated time period.

I followed all the steps, but I don’t see my student's submission. What should I do?

Some mentors have multiple accounts in My Spartan Story, the account connected to the submission is the "faculty/staff" account. You can switch between accounts by clicking on "Access Different Account" from the top ribbon. If this does not work, please contact us at ugrsrch@msu.edu