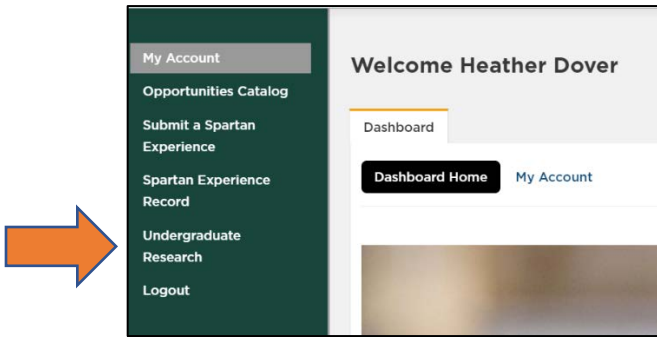# Undergraduate Research Experience Module – Approving Submissions

1.Navigation menu on the left when you first log in. Select "Undergraduate Research"
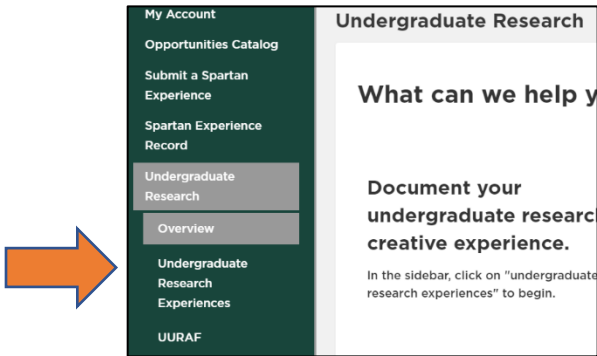

2. Select "Undergraduate Research Experiences"

3. Select "URE 2020"

4. Scroll down and click "view" for desired submission
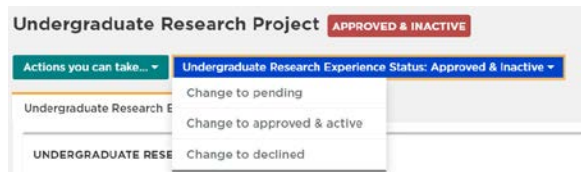

5. Review submission.

If needed, edit by clicking on "Actions you can take…" and click "edit" to make any changes. You must select save at bottom of the page to save changes. Editing a submission will change the status to "Pending"
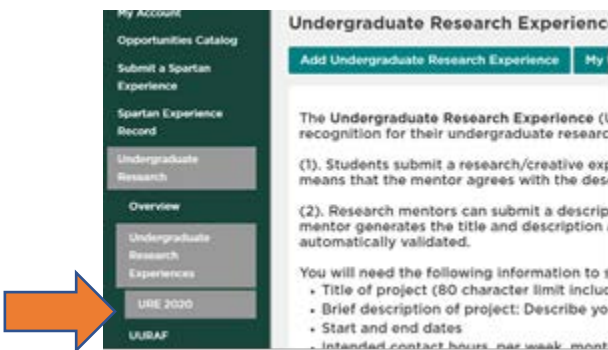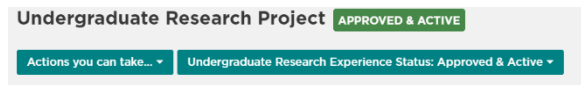

6. To approve entry: Click on "Undergraduate Research Experience Status: Approved & Inactive" and change to either "approved & active" or "declined"

7. A successfully approved submission: