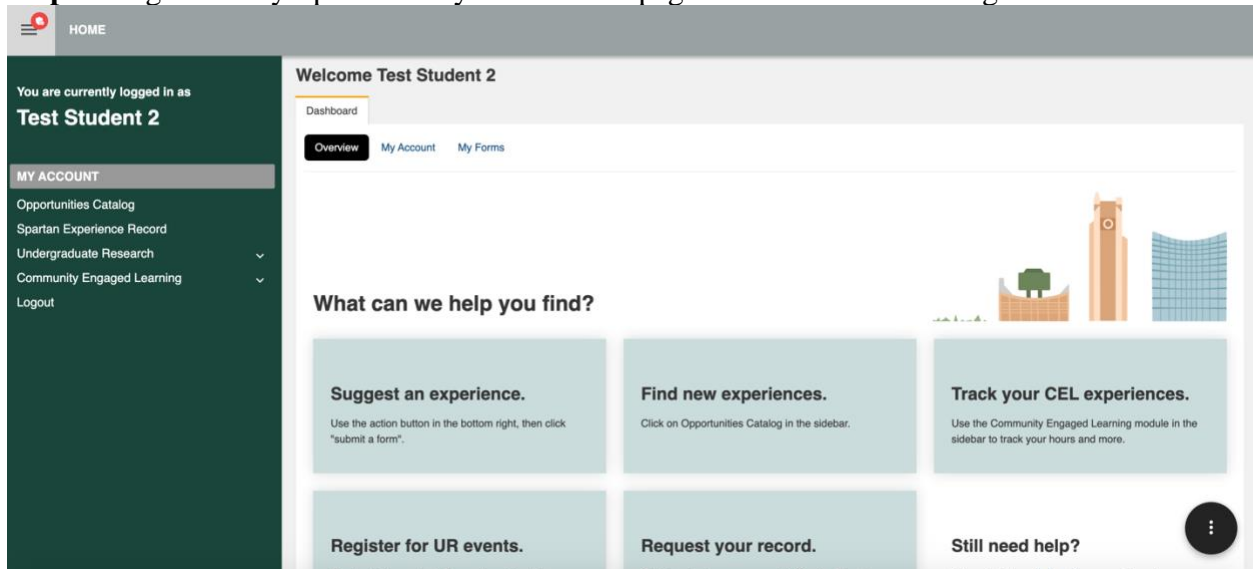
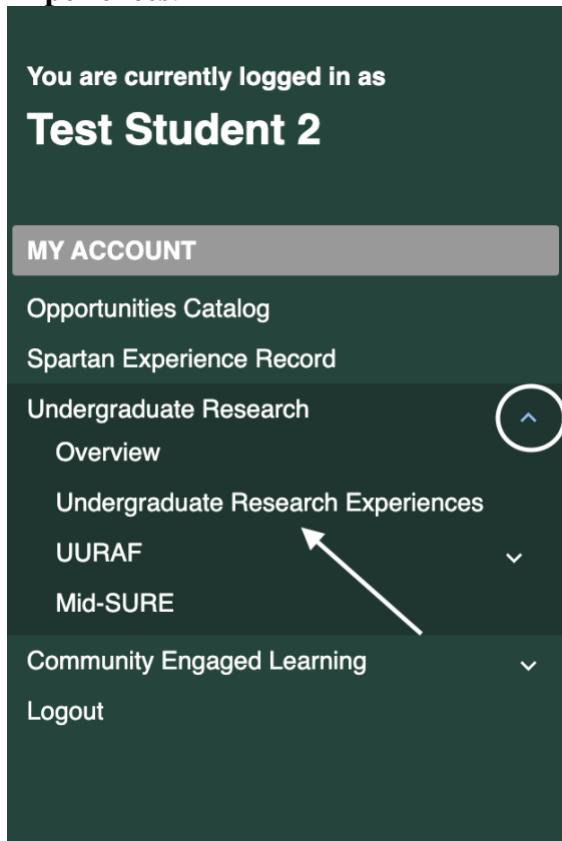


# URE Module Submissions – A Guide for Students

**Step 1:** Log on to My Spartan Story. Your home page should look something like this.



**Step 2:** Go to the menu on the left of your screen, search for Undergraduate Research, and click the arrow to view the drop-down menu (circled in the image). Click **Undergraduate Research Experiences**.



**Step 3:** Once you've clicked "Undergraduate Research Experiences" you will be taken to a page which describes the module.

HOME

You are currently logged in as  
**Test Student 2**

My Account  
Opportunities Catalog  
Spartan Experience Record  
**UNDERGRADUATE RESEARCH EXPERIENCES**  
Overview  
UURAF  
Mid-SURE  
Community Engaged Learning  
Logout

### Undergraduate Research Experience 2021

The **Undergraduate Research Experience (URE)** module helps students and their research mentors track and receive recognition for their undergraduate research and creative projects. The module works two ways:

- (1). Students submit a research/creative experience and then their research mentor will validate the submission. Validating means that the mentor agrees with the description and amount of work completed.
- (2). Research mentors can submit a description of a research/creative project on behalf of students, which means that the mentor generates the title and description and adds students to the project. If a mentor submits a project, it is automatically validated.

You will need the following information to submit a project:

- Title of project (80 character limit including spaces)
- Brief description of project: Describe your work/role on the project (200 character limit with spaces)
- Start and end dates
- Intended contact hours, per week, month, or semester
- Name of research mentor

To submit a research or creative experience, click the action button (black circle with 3 dots) in lower right corner.

**Step 4:** Click the small black circle with three dots in the bottom right of the screen. Two options will appear. Select "**Add Undergraduate Research Experience.**"

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Actions

- ADD UNDERGRADUATE RESEARCH EXPERIENCE**
- MY UNDERGRADUATE RESEARCH EXPERIENCES

**Step 5:** Begin by searching for your name by entering your MSU Net ID. When you see it, select your name and click **Next**.

**Add Undergraduate Research Experience** [← Back to Home](#)

✓ Undergraduate Research Experience Type URE Submitter Undergraduate Research Experience Details Add Staff/Faculty

The URE Submitter is the undergraduate student associated with this project.

URE Submitter Lookup:

Search for students by inserting their MSU Net ID.

[Next](#)

**Step 6:** Next, complete information about your undergraduate research experience. Near the end, you will select up to 5 learning outcomes and then select **Next**.

**Add Undergraduate Research Experience** [← Back to Home](#)

✓ Undergraduate Research Experience Type ✓ URE Submitter Undergraduate Research Experience Details Add Staff/Faculty

**UNDERGRADUATE RESEARCH EXPERIENCE OVERVIEW**

\* Time Period or Academic Year Research Experience Occurred

\* Title of Research or Creative Experience   
Title limited to 80 characters including spaces.

\* Position Type

\* Brief Description of Experience   
This content will be displayed on your Spartan Experience Record.  
This question is limited to 200 characters (including spaces).  
Use past tense only. Focus on your role. What did you do? Describe deliverables.

\* Start Date

\* End Date

**Step 7:** The last step is to add the faculty advisor (i.e., faculty member in charge of your research experience) and any other supervisors. You must have at least one MSU faculty member connected to the project. Look up people by entering their first or last name or MSU Net ID. Select their name and click **Complete**.

The screenshot shows a web interface titled "Add Undergraduate Research Experience". At the top, there is a progress bar with four steps: "Undergraduate Research Experience Type" (checked), "URE Submitter" (checked), "Undergraduate Research Experience Details" (checked), and "Add Staff/Faculty" (active). A "Back to Home" button is in the top right. The main content area is titled "Add Staff/Faculty Connection to Undergraduate Research Experience". It contains a message: "Use the search box below to add the Staff/Faculty user associated with your research!". Below this is a search box with a "User Look-up" label and a "Search for a user by first or last name, email address, username, or user ID." instruction. To the right of the search box is a table with two columns: "Action" and "User". Below the search box is a "Complete" button. At the bottom left, there is a link "Add users in bulk" with a plus icon.

You are done. Your submission will appear as “Pending” until your research mentor has verified your work. Once submissions are verified, your research experience will appear on your [Spartan Experience Record](#).