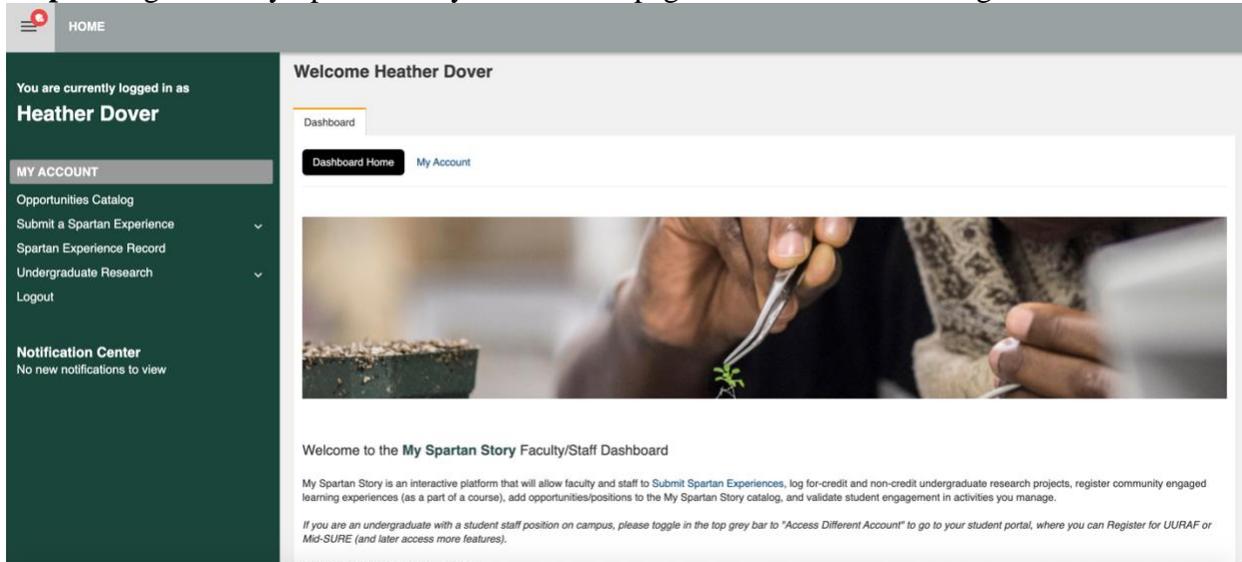
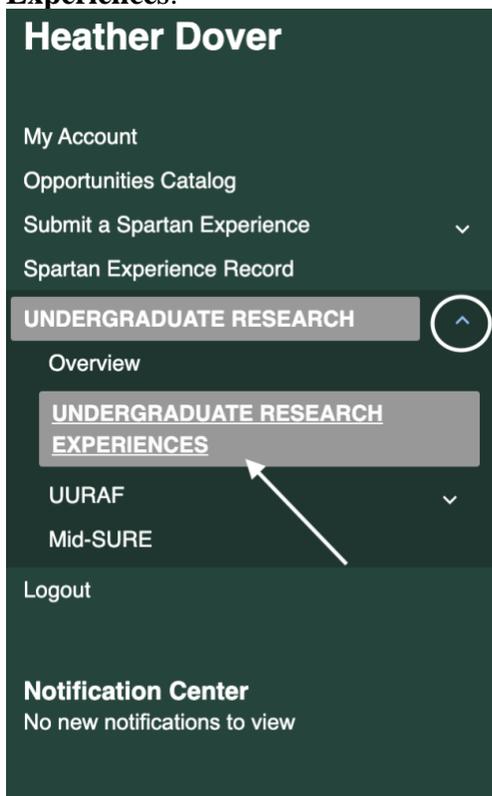


Undergraduate Research Experiences (URE) Module: A Guide for Mentors

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, search for Undergraduate Research, and click the arrow located in the drop-down menu (circled in the image). Click **Undergraduate Research Experiences**.



Step 3: On the Undergraduate Research Experience page, select the black circle with the three dots in the lower right corner.

The screenshot shows the 'Undergraduate Research Experience 2021' page. On the left is a dark green sidebar with the user's name 'Heather Dover' and a menu with options like 'My Account', 'Opportunities Catalog', 'Submit a Spartan Experience', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH EXPERIENCES', 'UURAF', 'Mid-SURE', and 'Logout'. The main content area has a title 'Undergraduate Research Experience 2021' and text explaining the URE module. It lists two ways the module works and provides a list of information needed to submit a project. A red arrow points to a black circle with three dots in the bottom right corner of the main content area.

Step 4:
When you click the black circle, two options will appear. Select “Add Undergraduate Research Experience.”

This screenshot shows the same page as above, but with a dropdown menu open from the black circle. The menu is titled 'Actions' and contains two options: 'ADD UNDERGRADUATE RESEARCH EXPERIENCE' and 'MY UNDERGRADUATE RESEARCH EXPERIENCES'. A red arrow points to the first option.

Step 5: Enter your student's name by typing their MSU Net ID. When you see their name, select it and click **Next**.

Add Undergraduate Research Experience

[← Back to Home](#)

Undergraduate Research Experience Type URE Submitter Undergraduate Research Experience Details Add Additional Students Optional 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: Complete the information requested: time period, title of research, the student's position, a brief description of their experience, the college or division of research of the mentor (which is you), and your academic department.

Add Undergraduate Research Experience

[← Back to Home](#)

Undergraduate Research Experience Type URE Submitter Undergraduate Research Experience Details Add Additional Students Optional 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.

* College or Division of Research Mentor

* Department of Research Mentor

Step 7: Add the names of additional students if more than one student worked on the project. You can search by MSU Net ID or by their names. If only one student worked on the project, select **next**.

The screenshot shows a progress bar at the top with five steps: 'Undergraduate Research Experience Type' (checked), 'URE Submitter' (checked), 'Undergraduate Research Experience Details' (checked), 'Add Additional Students' (Optional, highlighted in blue), and 'Add Staff/Faculty'. Below the progress bar is a section titled 'Add Additional Students Connection to Undergraduate Research Experience'. It contains an information icon and text: 'Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Student'. There is a 'User Look-up' search box with instructions: 'Search for a user by first or last name, email address, username, or user ID.' To the right of the search box is a table with columns 'Action' and 'User'. Below the table is a teal 'Next' button. At the bottom left, there is a link 'Add users in bulk' with a plus icon. A 'Back to Home' button is in the top right corner.

Step 8: Add yourself to the project as the research mentor. Additional faculty/staff (i.e., graduate students, post-docs, research associates) also can be added. Once finished, select **Complete**.

The screenshot shows the same progress bar as Step 7, but now 'Add Additional Students' (Optional) is checked, and 'Add Staff/Faculty' is highlighted in blue. The section title is 'Add Staff/Faculty Connection to Undergraduate Research Experience'. It contains an information icon and text: 'Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Staff / Faculty'. There is a 'User Look-up' search box with instructions: 'Search for a user by first or last name, email address, username, or user ID.' To the right of the search box is a table with columns 'Action' and 'User'. Below the table is a teal 'Complete' button. At the bottom left, there is a link 'Add users in bulk' with a plus icon. A 'Back to Home' button is in the top right corner.

You're all done! This research experience will appear on the student's [Spartan Experience Record](#).