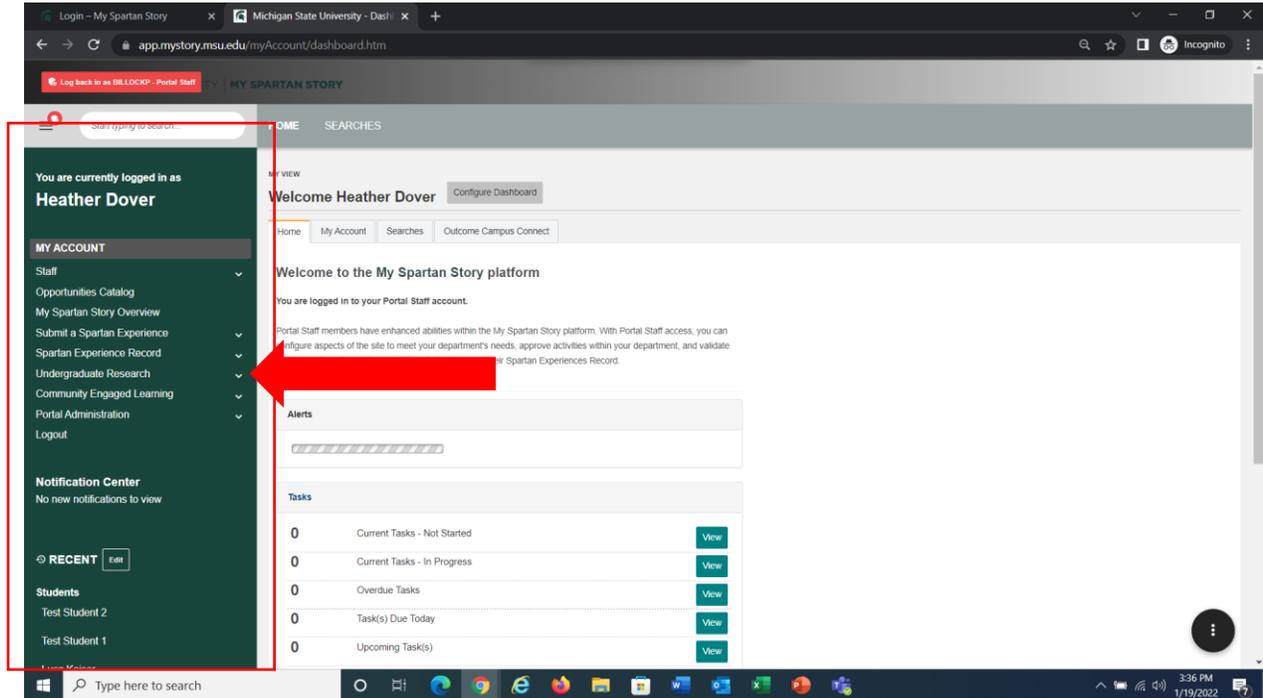


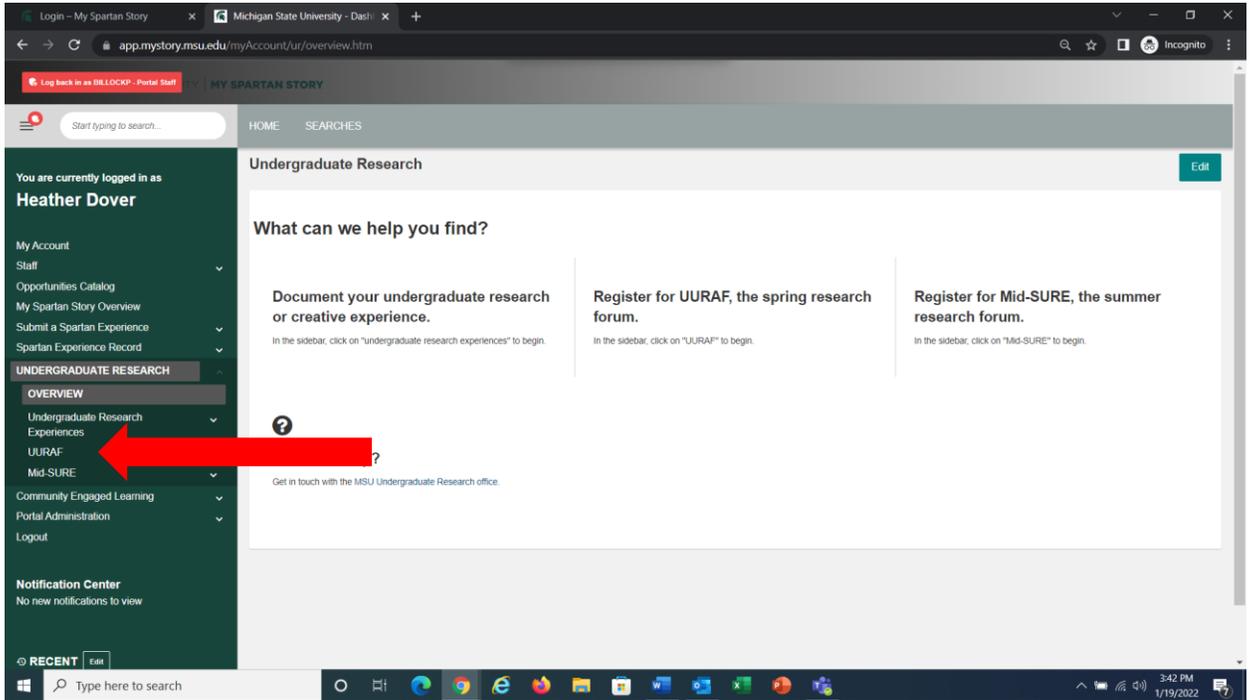
Step-by-Step Guide for URE Approval by Mentor

Updated 3.1.2024

1. Log into ser.msu.edu using your MSU credentials
2. Locate the green sidebar and click on the Undergraduate Research drop down arrow.



3. Click on UURAF or MidSURE



4. Your window should now look like this. Click the "action button" in the lower right corner.

The screenshot shows a web browser window displaying the UURAF 2022 registration module. The browser's address bar shows the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The page header includes a navigation bar with a "HOME" link and a user profile section for Heather Dover. The main content area is titled "UURAF Presentation 2022" and features a large blue banner with the text "UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM APRIL 8, 2022" and a graphic of the letters U, R, A, and F in circles. Below the banner, there is a section titled "Information Required to Register" and a small black circle with three dots in the bottom right corner, which is the "action button" mentioned in the instructions. The Windows taskbar is visible at the bottom of the screen.

5. Select "My UURAF Presentations" from the right side menu.

The screenshot displays the UURAF website interface. On the left is a dark green sidebar for user Heather Dover, containing links for account management, research opportunities, and a notification center. The main content area is white and features three sections: 'Information Required to Register', 'Registration Tips', and 'Additional Information'. The 'Information Required to Register' section lists necessary details like the coordinating presenter, co-presenters, and presentation information. The 'Registration Tips' section provides important deadlines and rules, such as the requirement for RCR training and the limit of two UURAF programs per student. The 'Additional Information' section mentions the RCR training deadline and the university's commitment to equal opportunity. On the right side, a dark grey vertical menu is visible, with 'My UURAF Presentations' highlighted in white text.

HOME

Heather Dover

Access Different Account

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2024

Mid-SURE

Logout

Notification Center

No new notifications to view

Information Required to Register

Students will need to have the following information prepared in order to register for the forum:

- Coordinating Presenter: Designated student who will be responsible for the presentation
- Co-Presenter(s), if applicable: Name and MSU NetID. We highly encourage groups to limit their size to 4 students.
- Mentor(s): Name and MSU Net ID. Please contact ugrsrch@msu.edu if your mentor is not from MSU.
- Presentation Information: Title, type (exhibit, film, performance, poster, or oral), category, abstract, and other any other special requests (accommodations, etc.)

Registration Tips

- You may save partial applications and complete at a later time.
- Projects do not need to be complete at time of registration.**
- Only current MSU undergraduate students or those who graduated in December immediately prior to UURAF can register and participate at the forum.
- Due to scheduling and space constraints, students may only participate in a **maximum of two (2) UURAF programs**. The programs must be distinct (e.g., posters, oral presentations, etc.).
- We try our best to honor requests for rescheduling your presentation time. You can optimize your chances by requesting the change as soon as possible, preferably before February.

Additional Information

- Level 1 Responsible Conduct of Research (RCR) training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, and Plagiarism. Training is due March 29, 2024. Only student presenters with valid RCR certificates on file are eligible for awards.
- Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Direct requests for accommodations for Undergraduate Research (doverhea@msu.edu, 517-884-1558). Requests received after April 4, 2024 will be honored whenever possible.

Actions

My UURAF Presentations

6. Select the "View" button next to the presentation title.

MICHIGAN STATE UNIVERSITY | SPARTAN EXPERIENCE RECORD

HOME

Heather Dover

Access Different Account

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2024

Mid-SURE

Your UURAF Presenter profile

Overview

TOTAL RESULTS 1 DISPLAYING: 1 - 1

1

Results										
Actions	Project Name	Project Type	Date Created	Status	Featured	On Campus	Coop Eligible	Paid	Cou	
view	Test Presentation	Presentation	Mar 01, 2024 01:18:08 PM	Approved & Active	No	No	No	No	No	No

1

7. Review the details of the project by scrolling through the submission.

The screenshot displays a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The page is titled "MY SPARTAN STORY" and shows a submission in progress. The submission is labeled "test" and is in a "PENDING" state. A prominent red message reads: "MENTORS: Please review your student's submission." The submission details are as follows:

Field	Value
* Presentation Title	test
* Presentation Abstract	test
Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?	No
* Presentation Type	Performance
* Category	Business

Additional information includes a note about word count: "Abstracts/proposals should be limited to 250 words. If your abstract/proposal exceeds the word count the Undergraduate Research Office will contact you to request an edited version. Your abstract/proposal does not need to be complete at time of registration." and a second choice category: "Category -- 2nd choice".

The left sidebar shows the user is logged in as Heather Dover and provides navigation options for My Account, Opportunities Catalog, Spartan Experience Record, UNDERGRADUATE RESEARCH (Overview, Undergraduate Research Experiences, UURAF, UURAF 2022), Mid-SURE, Community Engaged Learning, and Logout. A Notification Center at the bottom of the sidebar shows "No new notifications to view".

The bottom of the screen shows a Windows taskbar with the time 3:53 PM on 1/19/2022.

8. To edit, scroll to the bottom and identify the black dot with three white circles in the bottom right-hand corner of your screen.

The screenshot shows a web browser window displaying a form for entering research experience details. The browser address bar shows the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The page is titled "Logged in as Heather Dover". The form contains the following fields:

- Brief Description of Experience: This entry is the only description of your work that will appear on your Spartan Experience Record. test
- Start Date: January 04, 2022
- End Date: January 26, 2022
- Expected Time Commitment: 6 hours per Semester
- Compensation: Paid
- Select Learning Outcomes: You must select 1 learning outcome and up to 5 learning outcomes in total. Apply knowledge and skills to develop purpose. Only choose outcomes applicable to your project.
- MENTORS: Do you approve of this student's explanation of their research experience? No

A red arrow points to a black dot with three white circles in the bottom right corner of the page content area. The footer of the page includes the text "© 2022 Orbis Communications Inc. - Orbis Outcome Platform" and "MyAccount | Log Out". The Windows taskbar at the bottom shows the time as 3:55 PM on 1/19/2022.

9. Click on the black circle and then click on "Edit"

The screenshot shows a web browser window displaying the Spartan Experience Record management interface. The user is logged in as Heather Dover. The interface includes a sidebar with navigation options such as 'My Account', 'Opportunities Catalog', 'Submit a Spartan Experience', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'UURAF', and 'Mid-SURE'. The main content area displays a form for editing an experience record. The form includes fields for 'Brief Description of Experience', 'Start Date', 'End Date', 'Expected Time Commitment', 'Compensation', and 'Select Learning Outcomes'. A red arrow points to the 'Edit' button in the top right corner of the interface. Below the form, there is a section for 'MENTORS' with a 'No' option.

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10. Select "Yes" if you approve of the student's description of their research project.

MICHIGAN STATE UNIVERSITY | SPARTAN EXPERIENCE RECORD

HOME

Heather Dover

Access Different Account

My Account

Opportunities Catalog

Submit a Spartan Experience

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2024

Mid-SURE

Logout

Edit UURAF Presentation

[← Overview](#) [← Back to Test Non-MSU Student](#) [← Back to UURAF Presentation](#)

UURAF Presenter Profile	
First Name	Test
Last Name	Non-MSU Student

UURAF Presentation Type: Presentation

PRESENTATION OVERVIEW

I have reviewed my student's submission and made any necessary changes. By selecting "Yes", I approve their UURAF presentation.

* MENTORS: Do you approve of this student's explanation of their research experience?

SELECT ALL

Yes

No

To make changes, click the black circle with 3 dots on the lower right and choose edit. You must select the save button at the bottom of the page to save your edits.

11. After clicking “Yes”. Make sure to then hit save.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The user is logged in as Heather Dover. The page is divided into a dark green sidebar on the left and a main content area on the right. The sidebar contains navigation links for 'My Account', 'Opportunities Catalog', 'Submit a Spartan Experience', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'Overview', 'Undergraduate Research Experiences', 'UURAF', 'UURAF 2022', 'Mid-SURE', 'Community Engaged Learning', and 'Logout'. The main content area has a 'HOME' header and a 'Logged in as Heather Dover' notification. Below this, there are two sections: 'Compensation' and 'Select Learning Outcomes'. The 'Compensation' section has a 'SELECT ALL' button, a 'Filter' input, and three checkboxes: 'Volunteer', 'Paid' (checked), and 'Academic Credit'. The 'Select Learning Outcomes' section has a 'SELECT ALL' button, a 'Filter' input, and five checkboxes: 'Advocate for myself and others', 'Analyze and evaluate data', 'Apply boundary crossing competencies', 'Utilize knowledge and skills in professional settings', and 'Apply knowledge and skills to develop purpose' (checked). Below these sections, there is a confirmation step with the text 'Do you approve of this student's explanation of their experience?' and two radio buttons: 'Yes' (checked) and 'No'. A red arrow points to the 'Save' button at the bottom left of the main content area. At the bottom of the page, there is a footer with the copyright notice '© 2022 Orbis Communications Inc. - Orbis Outcome Platform' and a 'MyAccount | Log Out' link. The Windows taskbar is visible at the bottom of the screen.

12. After clicking save, the presentation is now approved. To make edits to the presentation, or any other presentation, you can simply return to the UURAF home screen.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The user is logged in as Heather Dover. The page is titled "Information Required to Register" and provides details for students preparing to register for the forum. It includes sections for "Registration Tips" and "Additional Information".

Information Required to Register

Students will need to have the following information prepared in order to register for the forum:

- **Coordinating Presenter:** Designated student who will be responsible for the presentation
- **Additional Presenters (if applicable):** Name and MSU NetID. We highly encourage groups to limit their size to 4 students.*
- **Faculty Mentor:** Name and MSU Net ID. Please contact `ugrsrch@msu.edu` if your mentor is not from MSU
- **Presentation Information:** Title, type (performance, poster, or oral), category (abstract, and other any other special requests (accommodation requests, etc.)).

Registration Tips

- You may save partial applications and complete at a later time.
- Only MSU undergraduate students can register and participate at the forum.
- Due to scheduling and space constraints, students may only participate in a maximum of two (2) UURAF programs. The programs must be distinct from each other (i.e. different titles and abstracts).
- We try our best to honor requests for rescheduling your presentation time. You can optimize your chances by requesting the change as soon as possible after you receive notification.
- Only currently enrolled MSU undergraduate students or students who have graduated in December immediately prior to UURAF are eligible to participate.
- Projects may be from any semester (fall, spring, or summer) and do not need to be complete at time of registration.

Additional Information

- Level 1 Responsible Conduct of Research (RCR) training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, Research Misconduct, and Plagiarism. Training is due prior to the event date. Only student presenters with valid RCR certificates on file are eligible for awards.

My active UURAF Presentation connections

test	View
test	View

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MyAccount | Log Out

4:01 PM
1/19/2022