

How to Submit to Undergraduate Research Symposium

1. Go to the URS submission link: https://irl.umsl.edu/cgi/ir_submit.cgi?context=urs
2. You will need to either **log in or create a new account**. This is *not* linked to your UMSL SSO. If you have not been to Institutional Repository Library (IRL) webpage before, you will need to create a new account. Do so by clicking the “Sign Up” button towards the bottom of the page. If you already have an account, Log In. (Please note: because it is not linked to your SSO, the password will not change automatically when your SSO password does.)

UMSL

MENU

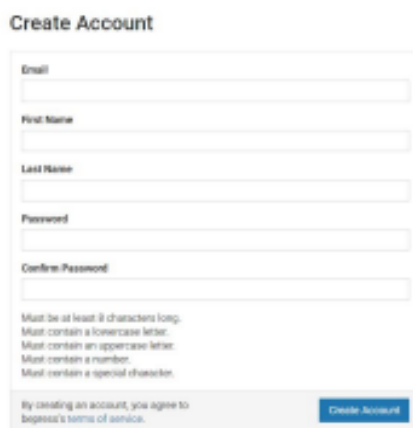


The screenshot shows the 'Login' form on the UMSL website. It includes a 'Login' heading, an 'Email' input field, a 'Password' input field, and a 'Remember me' checkbox. Below the checkbox is a 'CAPTCHA' image. At the bottom, there are links for 'Forgot your password?' and 'Don't have an account? Sign up', and a 'Log In' button.

3. Follow the steps to create your account.

UMSL

MENU



The screenshot shows the 'Create Account' form on the UMSL website. It includes a 'Create Account' heading, an 'Email' input field, 'First Name' and 'Last Name' input fields, a 'Password' input field, and a 'Confirm Password' input field. Below the fields are password requirements: 'Must be at least 8 characters long', 'Must contain a lowercase letter', 'Must contain an uppercase letter', 'Must contain a number', and 'Must contain a special character'. At the bottom, there is a link to 'By creating an account, you agree to bequest's terms of service.' and a 'Create Account' button.

4. After clicking the “Create Account” button, the following message should appear.

UMSL

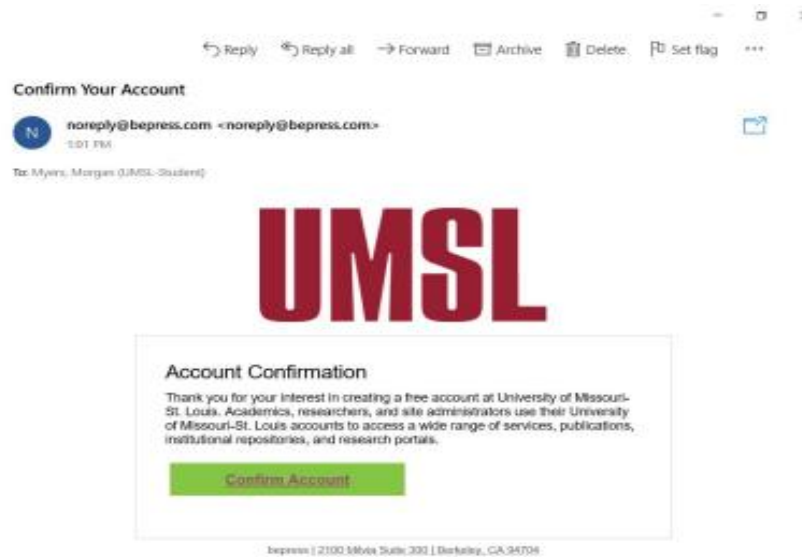
MENU

Account Activation

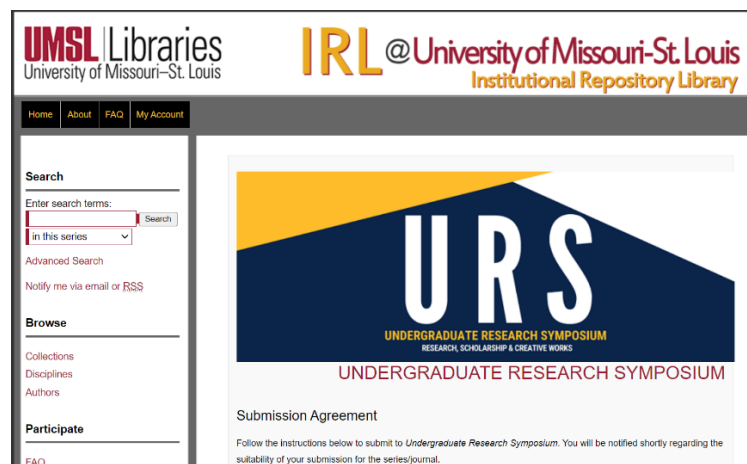


The screenshot shows the 'Account Activation' message on the UMSL website. It includes the heading 'Account Activation' and a message: 'An email with an account activation link has been sent to the address you have provided.' Below the message is a 'Login' button.

5. Go to the inbox of the email you used to create the account. There will be an email from noreply@bepress.com. Open the email and click the green activation button. (Check your Junk or Spam folder if email is not in your inbox)



6. After confirming your account, you will be redirected to the IRL @University of Missouri-St. Louis site for URS. You'll see a Submission Agreement that you need to read carefully. If you agree to the terms, click the box at the bottom of the form and select Continue.



If you're not yet on the above page, please go to <https://irl.umsl.edu/urs/> then scroll down and click "Submit Research" link on the left-hand side. It is under the Participate section.

8. Read the Instructions at the top of the form carefully and fill out the designated areas of the submission form.

a. **Final Title & Authors**

The Title that you submit will be printed in the URS program exactly as you enter it here. Please use Headline Style Capitalization e.g., The Scholarly Communication Crisis.

The Authors that you submit will be printed in the URS program exactly as you enter them. Please include all authors of the work on this submission, in author order. Each project should only have a single submission (not repeated submissions by multiple project authors).

February 2020 the UMSL IRL added 49 new works, brought our then total to 11,813. Our download count was 244,836. What a difference two years makes!



Embed

View on Twitter

REQUIRED Final Title

The title that you submit will be printed in the URS program exactly as you enter it here. Please use Headline Style Capitalization e.g., The Scholarly Communication Crisis

Enter title:

REQUIRED Authors

The authors that you submit will be printed in the URS program exactly as you enter them here. Please include all authors of the work on this submission, in author order. Each project should only have a single submission (not repeated submissions by multiple project authors).

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (student@umsl.edu) Jane Doe , University of Missouri-St. Louis



b. **Faculty Sponsor & E-mail of Faculty Sponsor** - Include your primary faculty mentor for project and their email address.

REQUIRED Faculty Sponsor

Enter Name(s) of Faculty Sponsor:

REQUIRED E-mail of Faculty Sponsor

Enter Faculty Sponsor Email:

c. **Final Abstract for URS Program** - The abstract that you submit will be printed in the URS program exactly as you enter it here.

REQUIRED Final Abstract for URS Program

The abstract that you submit will be printed in the URS program exactly as you enter it here. Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type your abstract:



d. **Upload File** - If you want undergraduate research to print and pay for your poster, the final version must be uploaded now, sized to print at 32"x40", and in a PDF format. All participants are encouraged to upload any relevant and supporting documents (e.g., papers, recordings, images, posters) for their project. If you do not want to upload any documents, then you may upload a copy of your project abstract, saved as a file. If you have multiple files, this is the field for uploading the primary file, and supplemental files can be uploaded by clicking the "Additional Files" box at the bottom of this form.

REQUIRED Upload File

If you want undergraduate research to print and pay for your poster, the final version must be uploaded now, sized to print at 32"x40", and in a PDF format. All participants are encouraged to upload any relevant and supporting documents (e.g., papers, recordings, images, posters) for their project. If you do not want to upload any documents, then you may upload a copy of your project abstract, saved as a file. If you have multiple files, this is the field for uploading the primary file, and supplemental files can be uploaded by clicking the "Additional Files" box at the bottom of this form.

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

e. Release Agreement & Embargo Period - In the Release Agreement field, select whether you wish for the submission to be downloadable immediately once approved or whether to delay with an embargo. If you selected the former, under Embargo Period select "No Embargo Required", but if you selected the latter choose how long to delay the availability of your submission. If you are unsure, ask your faculty mentor.

Release Agreement

Select the release agreement:

- Release my submission to the public immediately upon approval.
- Release my submission to the public after an embargo period. Enter Embargo Period below.

REQUIRED Embargo Period

An Embargo prevents your work from being shared publicly online for a specific amount of time (6, 12, or 18 months, 2 or 3 years, or you can embargo it to never to be shared online). An embargo often isn't necessary, but if your work is going to be published in an academic article it can be advantageous for your URS work to not be published immediately online. Your Faculty Adviser/Mentor may have a preference regarding this question.

No Embargo Required

f. Presentation Type - Select whether this is an Oral Presentation or Visual Presentation.

REQUIRED Presentation Type

Select from:

- Oral Presentation – Preassigned 15 minute window to present your project to a seated audience (e.g., talks, readings, slideshows, performances)
- Visual Presentation – Preassigned a location to present your project to passersby during the two-hour presentation window (e.g., posters, artwork, websites)

Oral Presentation

g. Disciplines & Keywords - In the Disciplines field, you may select an academic discipline that most closely relates to your presentation. In the Keywords field, you can enter in keywords or phrases that relate to your submission that may not already be present in your title or abstract. These fields are optional but can help with making your submission more discoverable.

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none"><input type="checkbox"/> Architecture<input type="checkbox"/> Arts and Humanities<input type="checkbox"/> Business<input type="checkbox"/> Education<input type="checkbox"/> Engineering<input type="checkbox"/> Law<input type="checkbox"/> Life Sciences<input type="checkbox"/> Medicine and Health Sciences<input type="checkbox"/> Physical Sciences and Mathematics<input type="checkbox"/> Social and Behavioral Sciences	<input type="button" value="Select »"/> <input type="button" value="« Remove"/>	

Keywords

Please separate keywords/keyword phrases with commas.

Enter Keywords:

h. **Additional Files** - If you have more than one file to upload, check the Additional Files box, and after you complete this form, you will be presented with another form. You can upload any number of additional files. You will be able to choose whether these should display publicly with your submission using the "Show" checkbox.

Additional Files

Please check this if you'd like to add additional files and you will be given the opportunity to upload them after clicking Submit

i. **Diversity Statement** - If your submission deals with cultural diversity or is culturally diverse, please check this box.

Diversity

My submission deals with cultural diversity issues or is culturally diverse.

j. Click **Submit**

This may take a while. **Please only click once.**

9. The next screen will confirm your submission was successfully completed. You can review the details of your submission. If you see a mistake, there is an option to click "Revise Submission".

10. You will automatically receive an email confirming your submission is complete with a link to it and an ID number.

If the URS organizers have any questions, they will contact you or your faculty mentor. If your submission is posted to the site by a URS organizer, you will receive an email about this.