**School/College Coordinator Guide to Reviewing Endorsed Submissions for the Symposium for Undergraduate Research and Creativity 2024**

Through the TUportal you will be able to access all Symposium submissions for your school or college that have been endorsed by supporting faculty. You will be able to: accept a submission, decline a submission, or return a submission to a student for revision. Follow these steps to access the submissions and enter your decisions:

(1) Log in to the portal.

(2) Under "TUAPPLICATIONS," there will be a link for "Symposium – Admin." Click that link.

(3) You will see the following menu items. Select "Endorsed By Faculty" to see a list of submissions that have been endorsed by faculty in your school/college. You will need to click the "Endorsed By Faculty" link to enter your decisions. Click "Report" if you want to download the submissions as a CSV, Excel, or PDF file. You may also print all the endorsed submissions for your school/college from the "Report" view.
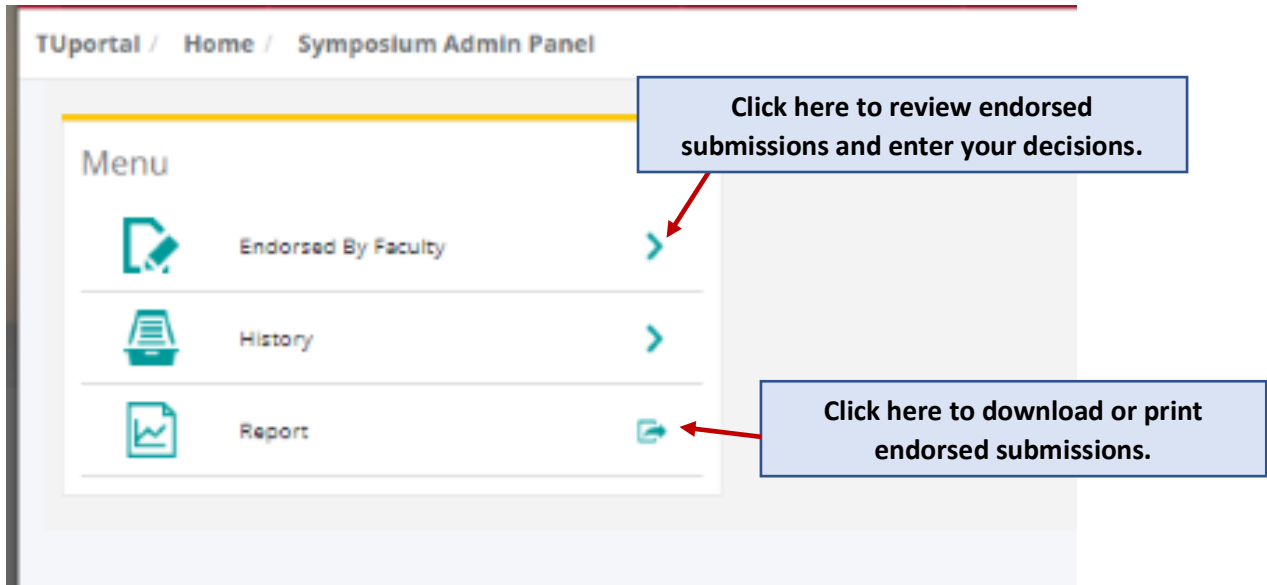
(4) Once in the "Endorsed By Faculty" section, click "Edit" to view the full submission.

Click here

The full submission will appear on the right side of the window. This will contain the student's name; title; abstract; co-presenters; funding source, if any; the supporting faculty member; and the supporting faculty member's decision history, with comments, if any were included.

(5) After you review the submission, you may choose to Accept it, Decline it, or Send Back to Student for editing. Use the drop-down menu under "Action" to select one of those three options.

Select an option from the drop-down Action menu here

TUportal / Home / Symposium Admin Panel

Endorsed By Faculty

SEARCH ALL COLUMNS:

DETAILS	STATUS	DATE SUBMITTED	ACTION
Test Title Campbell, Greg R	Submitted	02/11/2021	Edit

Showing 1 to 1 of 1 entries   First   Previous   1   Next   Last

Action

Select Action *

-- Please Select --

Details (Submitted)

- 906683410 GR
  Campbell, Greg R
  gcampbel@temple.edu
  [Liberal Arts] Geographic Information Systems

- **TITLE**
  Test Title

- **FUNDED BY**
  No program funding

- **ABSTRACT**
  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Faculty Endorsement

- **FACULTY ENDORSEMENT**
  Alpert, Rebecca T. (ralpert@temple.edu)

Decision History

- **ENDORSED**
  02/11/2021: Alpert, Rebecca T.
  I strongly endorse this submission.

Temple University

After you select an option, you may enter comments for the student. Click on the orange button to confirm your choice. Possible actions:

(a)

Action

Select Action *

Accept

Comments

Click here → Accept

(b)

Action

Select Action *

Decline

Comments to Student   *

If you decline the submission, please explain why in the Comments section here.

Click here → Decline

(c)

Action

Select Action *

Send Back To Student

Comments to Student   *

If you are returning a submission to a student to edit, please enter comments here.

Then click here → Return To Student

After you make a decision about a submission, you will see this:

Click "View" to see full submission

After selecting "View," you will see the complete submission, including your decision.