Overview of Symposium 2024 Application Process:

The Symposium for Undergraduate Research and Creativity provides motivated undergraduates the opportunity to present and defend their original research or creative work among a community of scholars and artists. There is a rigorous application submission and review process detailed below. All comments and revised abstract resubmissions must be done within the online application system. This is the only way to ensure the accuracy of the Symposium program and materials.

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Step 0: Check Eligibility

Eligibility Requirements:

- Current full-time undergraduates from all Temple schools and colleges.
- Work on the research or creative project must be complete at the time of submission.
- Work must be endorsed by a Temple faculty member.
- Students may submit multiple projects. However, if more than one project is accepted, the student will have to choose which project they will present.
- The Symposium is a celebration of a community of scholars and artists. Presenters are strongly encouraged to attend the full day to support and learn from each other.

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Step 1: Initial Submission

- Student submits online application form by student deadline at the link below. Form contains:
  - Presentation Title
  - Presentation Format (Oral or Poster)
  - Funding bodies (CARAS, Diamond Scholars, LAURA etc.) if applicable
  - Presentation Abstract (to be prepared in consultation with supporting faculty)
    - If you are a CLA student or supporting faculty member, be sure to review the Criteria for CLA Abstracts prior to submission to ensure that the submitted abstract complies and to avoid delays in the review process
- Supporting faculty member notified of student submission over email, reviews abstract in Symposium online portal, and renders a decision: Endorse, Do Not Endorse, or Send Back to Student. Faculty can follow this submission review guide.

Application Link:

Symposium Application
**Step 1a: Revise and Resubmit**

If supporting faculty selects “Send Back to Student” on a submitted abstract:

1. The student will be notified over email and is **required to take action**.
2. After working with their supporting faculty to revise their abstract, the student **must submit their revised abstract into the application system** in order to move forward with the review process.
   a. Students should give their supporting faculty a heads up when this is complete.
3. Faculty mentor goes **back into the Symposium application system and renders a decision**. Endorsed submissions will move on to Step 2 in the review process.

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**Step 2: Review by School/College Coordinator**

Symposium coordinator reviews endorsed abstract in Symposium online portal and renders a decision: **Endorse, Do Not Endorse, or Send Back to Student**.

**Step 2a: Revise and Resubmit**

If the coordinator selects “Send Back to Student:”

1. The student (not the supporting faculty) will be notified over email.
2. The student must work with their supporting faculty to address any comments left by the coordinator and **resubmit their application through the online system**.
3. The faculty mentor needs **to re-endorse the submission**. Then the submission will move back to the school/college coordinator for final review.

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**Step 3: Submission Accepted!**

**Once the abstract has been endorsed by the School/College Coordinator, the student is officially accepted to present at the Symposium and will be contacted at a later date with more information!** If the accepted student can no longer participate in the Symposium for any reason, or has any another questions, they must email **symposium@temple.edu** immediately to notify the Symposium organizers.