<u>Overview of Symposium 2024 Application Process:</u>

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. **<u>All comments and revised abstract resubmissions must be done within the online application system.</u>** This is the only way to ensure the accuracy of the Symposium program and materials.

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.

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.

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.**
4. The faculty mentor needs **to re-endorse the submission.** Then the submission will move back to the school/college coordinator for final review.

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.