After a student completes the Symposium submission form on the TUportal, you will receive an email that looks like this, notifying you that you have a submission awaiting your review:

Dear Professor Burri,

There is a new submission to the Symposium for Undergraduate Research and Creativity for you to review. Please log in to Enrichment Programs to review the submission and indicate whether or not you endorse the submission.

Thank you,
The Symposium Team

When you click the link in the email, it will take you to a page that looks like this (you may need to enter your AccessNet login information first). Click on the link to access the submission.

You will then see the submissions awaiting your approval. Click the “Edit” button to display the complete submission.
The full submission will appear on the right side of the window. This will contain the title, abstract, co-presenters, and funding source, if any.

After you review the submission, you may choose to Endorse it, Not Endorse it, or Return to Student for editing. Choose Do Not Endorse if you do not know the student or you know the student but do not endorse the work for another reason. Use the drop-down menu under “Action” to select one of those three options.
After you select an option, you may enter comments for the student. Click on the orange button to confirm your choice and send a notification to the student. Possible actions:

(1) **Endorse**- If you select this option you must also select your affiliated school/college from a drop-down menu that will appear. If you are a faculty member in a professional school, please select the student's undergraduate school/college instead.

(2) **Do Not Endorse**

If you do not endorse the submission, please explain why in the Comments section here.

(3) **Send Back To Student**- Select this option if you are requesting revisions from the student. Please ensure that you explain your feedback in the comments section and contact the student over email to remind them to go back into the system and edit their abstract. Once they have made their edits and resubmitted, you will need to review their abstract in the system again.
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.