A Guide to the 2021 Undergraduate Research Awards
Project Submission E-form

To supervise a student supported by an Undergraduate Research Award (URA), eligible faculty must complete the 2021 Undergraduate Research Awards Project Submission E-form. The information provided will be posted on the Office of Research Services (ORS) URA website for student viewing. Please use descriptive language, suitable for an undergraduate student.

The Project Submission E-form will:
- Send an automatic email to the URA Program Administrator in the Office of Research Services and to studentresearch@ontariotechu.ca indicating that a URA project has been submitted.
- Automatically send a copy of your submission to your .net account.
- Allow supervisors to edit their project submission (Deadline: November 27, 4:00 p.m.).
- Inform project supervisors of the URA program Terms and Conditions.

Completing the Project Submission E-form

What information will you need?
The e-form will ask you to provide the following information:
- Supervisor information (first and last name, faculty, etc.)
- A project description
  - Project title
  - A summary of the research project, including research objectives (≤ 700 characters, including spaces)
- Student responsibilities/tasks (≤ 450 characters, including spaces)
- Student qualifications (≤ 350 characters, including spaces)
- Expected training/skills to be received by the student (at least 2 points, ≤ 150 characters each, including spaces)

Consider preparing this information in advance. Incomplete e-forms will NOT automatically save.

Access

In order to complete this e-form, faculty must be signed in to their ontariotechu.net email. If faculty are signed in to a personal email address they will receive the following error message:

To sign-in to your ontariotechu.net account:
- **Step 1:** Visit [http://mail.ontariotechu.net](http://mail.ontariotechu.net).
- **Step 2:** You will be prompted by Ontario Tech’s authentication to log in with your 100xxxxxx and network password.
- **Step 3:** You will be logged into your OntarioTechU.net account where you can select the application you wish to use.

Note: Your ontariotechu.net email address will be recorded when you submit the e-form.
How do I know my project description was properly submitted?

To submit the e-form, click the “Submit” button.

Once the e-form has been submitted, you will receive a confirmation email in your ontariotechu.net email inbox with a copy of your submission. See below example.

ORS will provide a secondary confirmation after the November 27, 2020 deadline and will direct you to the online posting.

How to edit your submission

To edit content entered into the e-form prior to submitting, simply toggle between sections of the e-form using the “Back” and “Next” buttons.

To edit a project description after it has been submitted, refer to the automatic submission email received in your .net account.

Select the “Edit Response” button to make changes up to and including the submission deadline (November 27, 2020 at 4:00 p.m.). Again, you may toggle between sections of the e-form using the “Back” and “Next” buttons.

You must select “Submit” for edits to be saved. E-form edits will NOT automatically be saved.