URP MyResearch Guide for Mentors - https://cs.uww.edu/myresearch/home

DISCLAIMER

This website is SOLELY for the purpose of matching students with faculty/staff for the purpose of research projects. This **does NOT guarantee URP funding** for your project. If you need funding after matching with a student, you will still need to apply for our grants using the links provided on the URP or RAP website at https://www.uww.edu/urp

<u>Sign Up</u>

If you are not signed in, you will need to do so before you can access and create your projects. From the homepage, select "Sign In" from the navbar:
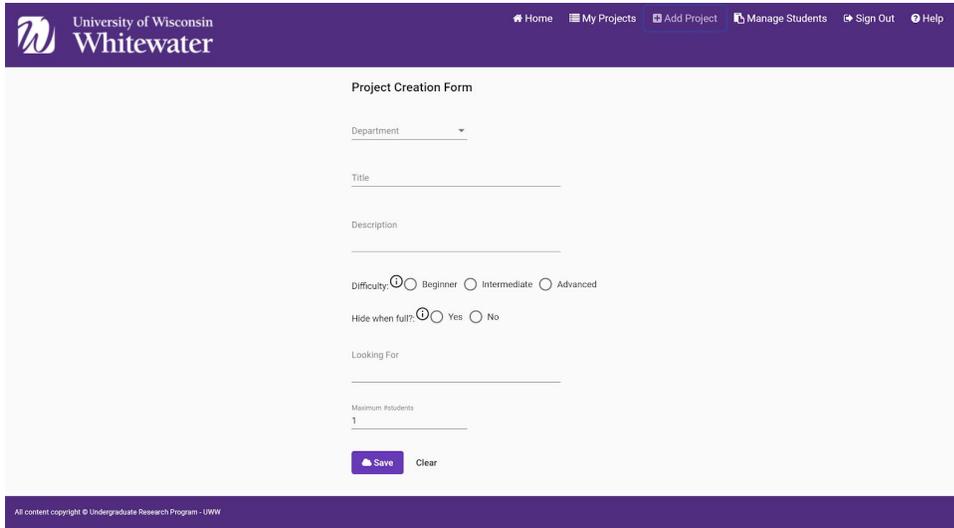

From here, you may sign in. If you don't have an account, you will need to select "Register as mentor/student" and create an account:
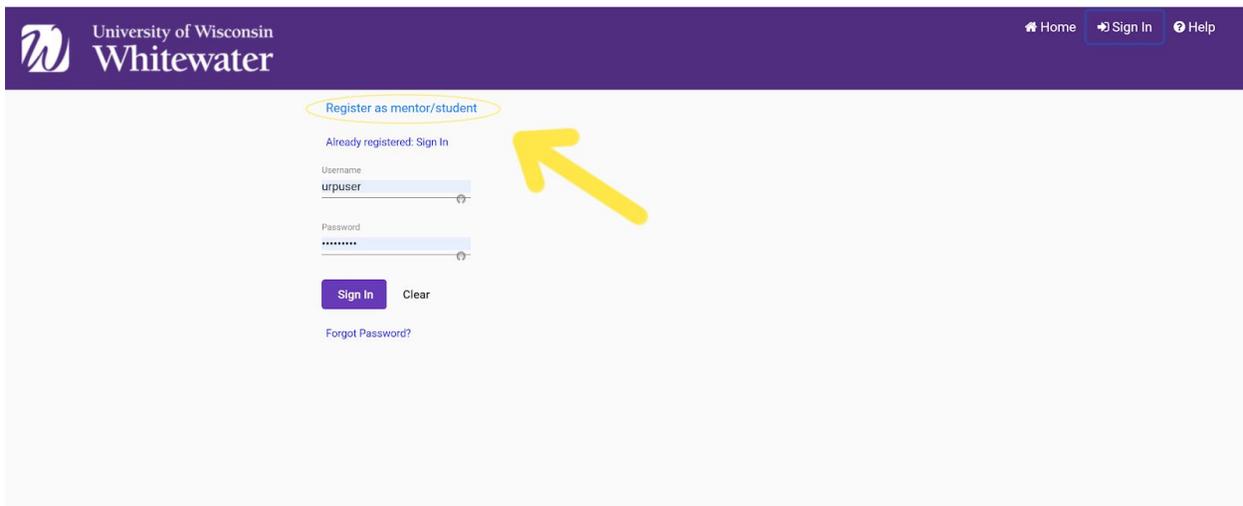
Projects

When you log in, you will automatically be taken to the "My Projects" tab in the navbar. If you are newly registered, you will not have any projects. To create a new project, select "Add Project" from the navbar. You should be taken to a page that looks like this:

Fill out all fields and click "Save" to publish your project and make it visible to students.
- "Hide when Full" will hide your project from student view once the maximum number of students have been accepted into the project.

Once saved, your project will be visible to students and open for their applications.
- To edit project details in the future, go to your "My Projects" and select "Change" to the right of your desired project.

Accepting and Denying Students

Once a student has applied for your project, you will receive an **email** from "no-reply@cs.uww.edu" informing you that "(student name) has requested to join (your project). Please check your list of Pending Students."
- You may want to add this email to your contacts or list of safe senders to ensure that notifications are not sent to spam.

To view pending students, you need to be under "My Projects" and select "Students Pending Approval (#):

Here, you will see the name of the student, the project they are interested in, and you will be able to either "Approve," "Hold," or "Deny" them from the project. For all three of these actions, the student will be notified via email whether they have been accepted, denied, or placed on hold.
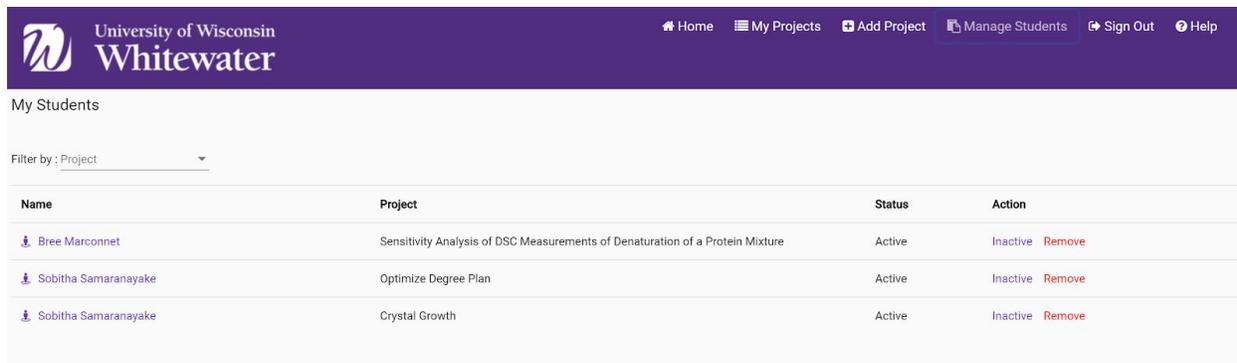
- If you "approve" the student, they will be moved to your "Manage Students" section in the navbar.
- If you "hold" the student (this may be useful if there is uncertainty on the number of students you will need) they will move to "Students on Hold" directly to the **right** of "Students Pending Approval. From here you can still accept or deny them.
- If you deny the student, they will be removed from your view completely.

To learn more about the student, click their name, and you will be able to see their profile:

If their profile is a little lacking, you can choose to email them directly to see if they would be a good fit or not. If you decide to accept them after talking to them one on one, be sure that you still "accept" them on this website.

Managing Students

Students that you have accepted will be moved to the "Manage Students" section of your navbar. Here you will see their name, project, and you have the ability to mark them as "inactive" or "remove" them from the project:

- Students also have the ability to withdraw from the project themselves in their "My Projects" section.
- Marking a student as inactive will essentially remove them from the project, but if you intend to fully remove them, select "Remove."

*Students that have been accepted will receive an email informing them, but it is up to the mentor to contact them directly and begin working with them on the research project.

*If you get a student from this site and from somewhere else (in person, RAP matching, etc) you can delete the project yourself, or ask URP to do it. This way, students won't see your project if it is unavailable.