

# MEMO - Undergraduate Research

To: NCUR Mentors and Students  
From: Office of Scholarship & Outreach  
Date: October 6, 2009  
Subject: Change in procedure for submissions of NCUR abstracts

The Office of Scholarship & Outreach is excited about the research in which our undergraduates are engaged. Thanks go to faculty mentors and the Scholarly & Creative Activities Council for the time they spend in behalf of UVU students.

## **New UVU Procedure for NCUR**

It is the expectation of NCUR that **before students submit abstracts** for the NCUR conference they are **committed to attend, have all funding in place, have an outstanding project to present and have been vetted by their institution**. As soon as NCUR accepts a student, he/she is scheduled for presentation time, has his/her abstract published in the program and is expected to attend. In the event an institution has **chronic no-shows, NCUR may choose to ban that institution** from participating in their annual conference. A professor at one institution required his classes to submit their work to NCUR as part of grading requirements for his course. Rarely did his students actually attend. Unfortunately, this institution is no longer allowed to participate at NCUR.

In past years, UVU has had a significant number of students who have submitted abstracts and decided, after being accepted, not to attend. Also, UVU has not vetted students' submissions. Starting this year, **students must email an electronic copy of their abstracts** to the Office of Scholarship & Outreach at [jensenfr@uvu.edu](mailto:jensenfr@uvu.edu) to be **vetted by the Scholarly & Creative Activities Council before submitting** to NCUR. The **deadline to submit to the Council is November 1, 2009 at 5:00 p.m.** Only selected abstracts will be funded by the Office of Scholarship & Outreach. Those selected will be notified with time to submit their work before the December 4, 2009 NCUR deadline.

Students may still choose to submit directly to NCUR. However, without going through the vetting process, these **students will not be funded by the Office of Scholarship & Outreach** and will need to make arrangements for private and/or other sources of funding.

Please help us spread the word to faculty and students about this new procedure. And again, thank you for your support of Undergraduate Research.