Graduate Research Fair  
Nomination/Application Process 
Digital Commons  
Event: Monday, March 18, 2013 

Applications due online by January 18, 2013 

Graduate Research Fair will be using a conferencing software package, Digital Commons, to enable online student submission of an application to participate, subsequent online submission of a paper for scholarship consideration, and the week before the event, online posting of PowerPoint presentation for oral presenters. 

Before applying, be sure to have a faculty mentor(s) with whom you will work to finalize your presentation. The form will ask for his/her name and email address. We will email him/her to seek approval of your presentation. Without the approval, you will NOT be scheduled to present. Have a conversation before submission so that our email request for support will not be surprising. 

You will need a title for your presentation – don’t make it too long. Prepare the presentation abstract which needs to be at most 150 words – PLEASE BE BRIEF! 

Groups may present their work as a team. One member will be the point person and will provide a contact phone number for the group. That person will complete the online application and enter information about each presenter. Be sure to have the correct spelling of all names – these will go into the program, be on the website, and be printed on nametags and certificates of participation. We will also need emails for each presenter. 

Have all this information handy before you start the online application form. 

See the GRF website for schedule of presentation times.  
http://gradschool.emich.edu/events/grf/grf.html 

Step I 
• Go to http://commons.emich.edu/grf/2013/ 
• In left margin under Author Corner, click on Submit Event. 
• On the far right side, Create a new account – click sign up (unless you already have an account from last year). Required fields are marked with red asterisk. Use my.emich email address. Click the Sign up button when done.  
  o When you later return to the site you would just login with your my.emich email address and digital commons password – this will be the email address to which presentation schedule and event information will be sent. 
  o A confirmation email will immediately be sent to you. You must go into email and click to confirm before you can proceed with application submission. 
• After confirming by email, return to http://commons.emich.edu/grf/2013/ log in and click on Submit Event in left margin.  
  o This takes you to the Submissions Instruction site. Please read the information and click box that you Agree to the Terms, click Continue. 

• You should now be on the application form. After your last name, for institution, type “EMU”. Complete all sections of the form noted as required. Copy and paste your abstract onto the form. When finished, click the submit button.
• You will receive a message on your screen and an email indicating your submission was successful.
• Be sure to log-out of Digital Commons. Click on the My Account tab. On the My Account page, the log-out button is in the upper right hand corner.

Step II
• The Graduate School will receive an email indicating you have submitted an application and abstract.
• We will email your faculty sponsor with presenter name(s), presentation title and abstract.
• The faculty sponsor will reply to the email, by a specified date, ONLY if approval is NOT granted. Except on a rare occasion, all submissions are accepted for presentation.
• Your information will be sent for scheduling a presentation time and room location.

Step III
• When the schedule is set, you will receive an email with presentation approval, the time and location of your presentation, and instructions about the two page paper if you wish to be considered for a scholarship and how to upload it to the website. An evaluation form will be shared so you know what the faculty reviewers will be looking for – this is also on our website.
• By Feb. 15, you will upload your paper at the link found on the Digital Commons website. http://commons.emich.edu/grf/2013/
• We will send your paper to three faculty reviewers for scoring. Scores will determine scholarship winners – winners will be notified March 14 to attend the luncheon/awards ceremony.

Step IV
• If you are using Power Point for your ORAL presentation, you MUST upload the slide show before midnight on March 13. (This does not apply to those giving a poster presentation.) Again the link for the site to post your PP can be found @ http://commons.emich.edu/grf/2013/
• We will load these onto the laptops that will be in the presentation rooms.
• You will NOT be able to insert a flash drive into the presentation laptops the day of the event. Do NOT count on access to the Internet or access to specialized software. Incorporate screen prints into your power point presentation.

Step V
• RSVP for the 5 p.m. reception by March 8 (link found on the grf/2013 website) and attend the Graduate Research Fair’s day of events.
• Four students will present in each room for the hour and 15 minute session. As a presenter, you must be there for all four presentations. Do not just arrive for your 15-minute presentation, as the room moderator needs to know that all presenters have arrived and are ready to speak.
• There will be two poster sessions – come view the work and ask questions.

THE EVENT IS EARLIER THIS YEAR DUE TO HOLIDAYS; SO EVERYTHING IS DUE EARLIER THAN USUAL! MARK DATES IN YOUR CALENDAR.