

A world map with a dashed orange border. Various countries are marked with colored circles containing numbers representing submission counts. The numbers are: 163 (United States, orange), 30 (Canada, purple), 54 (Germany, purple), 11 (Turkey, purple), 21 (Australia, purple), 3 (Japan, blue), 3 (South Korea, blue), 3 (Poland, blue), 3 (Ukraine, blue), 3 (Kazakhstan, blue), 2 (Australia, blue), 1 (Russia, blue), 1 (United Kingdom, blue), 1 (France, blue), 1 (Spain, blue), 1 (Italy, blue), 1 (Ukraine, blue), 1 (Algeria, blue), 1 (South Africa, blue), 1 (Argentina, blue).

Symposium of Student Scholars Submission Guide

Tips to Upload your Work to the Digital Commons@KSU

Before you submit, you will need:

- Names, Emails, and Presentation Availability of all Authors
- Names, Emails, and Availability of all Principal Investigators and Research Mentors
- Internet Access



Step 1: Go to the Website

- Navigate to <https://digitalcommons.kennesaw.edu/undergradsymposiumksu/>
- Select the yellow 'Submit Your Research' button

The screenshot shows the website for the KSU Symposium of Student Scholars. The header includes the university logo and the text 'SYMPOSIUM OF STUDENT SCHOLARS Recognizing excellence in student scholarship and creative activity.' Below the header is a navigation menu with 'Home', 'About', 'FAQ', and 'My Account'. A search bar is located on the left side of the page. The main content area features a grid of images showing students engaged in various research activities. A yellow box highlights a 'Submit Your Research' button. Below the button, there is a note: 'You will need a Digital Commons account to submit to this symposium. If you have trouble creating or accessing your account, please reach out to the Digital Commons team for support.'

Step 2: Create a Digital Commons Account

- If you do not have a Digital Commons Account, you will need to select 'Sign Up' and provide your name and email address

NOTE: Please use a personal email address as your KSU email will be closed a few weeks after you graduate.

- Create a password according to the guidelines

Login

Email

Password

Remember me

I'm not a robot

[Forgot your password?](#)

Don't have an account? [Sign up](#)

Email

First Name

Last Name

Password

Confirm Password

I'm not a robot

reCAPTCHA
Privacy - Terms

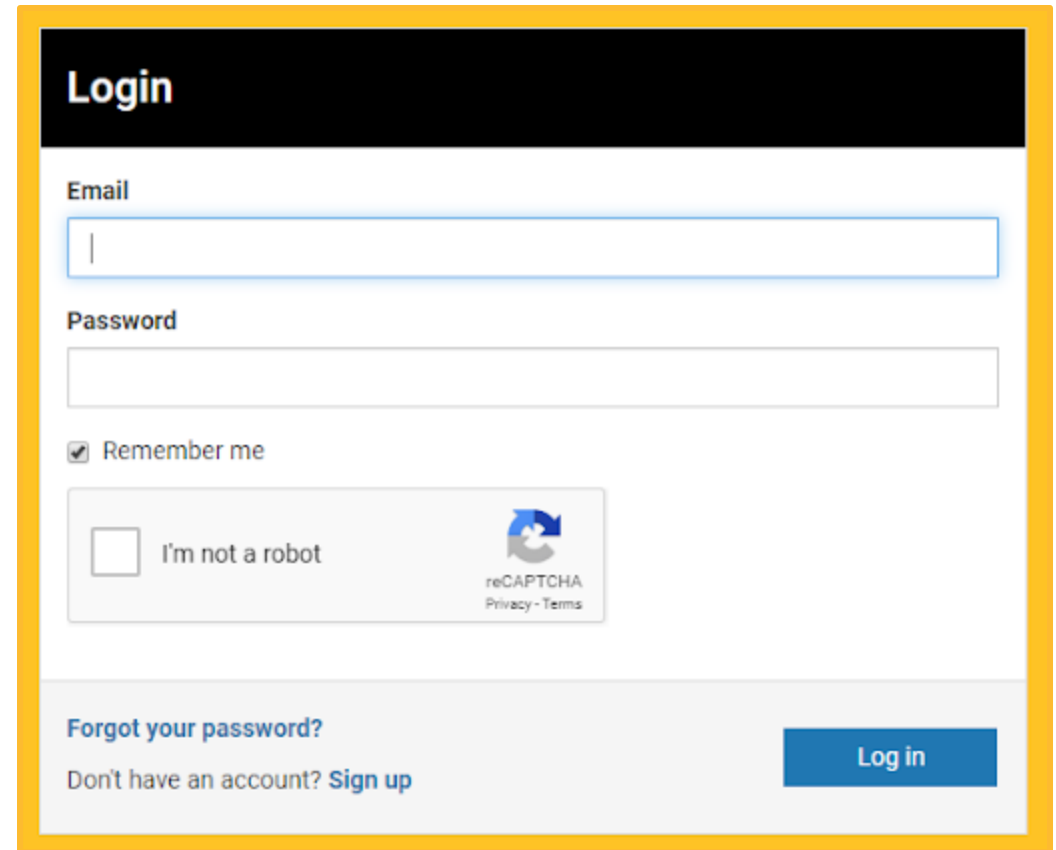
- Must be at least 8 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

By creating an account, you agree to bepress's terms of service.

[Create Account](#)

Step 3: Login

- If you have previously created a Digital Commons Account, you will be directed to login with your email and password. This is not necessarily your normal KSUID login.
- If you created an account during the last step, you will skip this step.



The image shows a login form with a black header containing the word "Login" in white. Below the header, there are two input fields: "Email" and "Password". The "Email" field is currently empty. Below the "Password" field, there is a checked checkbox labeled "Remember me". Underneath that is a reCAPTCHA widget with a blue circular arrow icon and the text "I'm not a robot" and "reCAPTCHA Privacy - Terms". At the bottom left, there are two links: "Forgot your password?" and "Don't have an account? Sign up". At the bottom right, there is a blue button labeled "Log in".

Section: System Requirements

The first fields on the submission form are system requirements to create a record within the Digital Commons@KSU.

Incorrectly completing these can result in your submission failing to be attached to your account or added to the Symposium.

Section: System Requirements

SYMPOSIUM OF STUDENT SCHOLARS





REQUIRED Project Title


Please use title case for your title, with major words capitalized and minor words lowercase.

Enter Title of Project:

REQUIRED Presenters

Enter all authors as you want them to be displayed on the website.

1	(scrappy@kennesaw.edu) Scrappy Owl , Kennesaw State University	 
2	(sting@kennesaw.edu) Sting Hornet , Kennesaw State University	 



Use Title Case for your Project both in your submission and presentation.

All presenters should have their email attached to their name so they can access and revise the project, if necessary. If you would like your primary investigator to have revision access to your submission, please add them to this field as well.

Section: System Requirements

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none"><input type="checkbox"/> Biochemistry, Biophysics, and Structural Biology<input type="checkbox"/> Biodiversity<input type="checkbox"/> Bioinformatics<input type="checkbox"/> Biology<input type="checkbox"/> Biotechnology<input type="checkbox"/> Cell and Developmental Biology<input type="checkbox"/> Ecology and Evolutionary Biology<input type="checkbox"/> Entomology<input type="checkbox"/> Food Science<input type="checkbox"/> Forest Sciences<input type="checkbox"/> Genetics and Genomics	<div style="text-align: center;"><input type="button" value="Select »"/> <input type="button" value="« Remove"/></div>	<ul style="list-style-type: none">OrnithologyBiodiversity

REQUIRED

You will receive a confirmation email with a link to revise your submission if you choose. If you can not find your confirmation email, check your spam folder. If you didn't receive a confirmation email in a few minutes, your submission was not received, and you should resubmit. If you continue to experience technical difficulties, please email digitalcommons@kennesaw.edu.

I read this

Disciplines allow the Digital Commons software to group your work with similar projects globally. This field is not necessary but will make your work more findable.

If you do not have a confirmation email within 5 minutes, you did not submit successfully. Check your junk and spam folders before you resubmit.

Section: Symposium Requirements

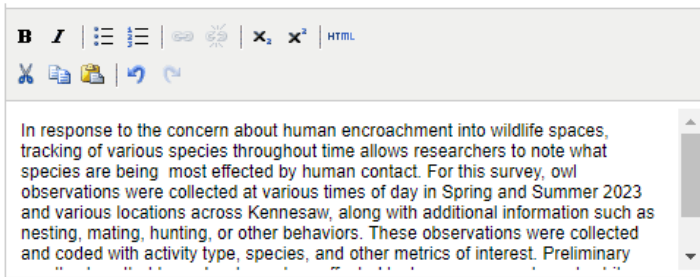
The next fields on the submission form are used by the Office of Undergraduate Research (OUR) to build the Symposium program and create their mailing list for the event.

Incorrectly completing these can result in your listing in the program to be inaccurate or prevent you from receiving information regarding your submission from the OUR.

Section: Symposium Requirements

REQUIRED Abstract (300 words maximum)

Please provide a single paragraph detailing your project. Please review and edit abstracts prior to submission as the abstract will be printed verbatim in the program.



The screenshot shows a rich text editor with a toolbar at the top containing icons for bold, italic, bulleted list, numbered list, link, unlink, image, link, and unlink. Below the toolbar is a text area containing the following abstract text:

In response to the concern about human encroachment into wildlife spaces, tracking of various species throughout time allows researchers to note what species are being most effected by human contact. For this survey, owl observations were collected at various times of day in Spring and Summer 2023 and various locations across Kennesaw, along with additional information such as nesting, mating, hunting, or other behaviors. These observations were collected and coded with activity type, species, and other metrics of interest. Preliminary

REQUIRED Academic department under which the project should be listed

CSM - Ecology, Evolution, and Organismal Biology

Your abstract needs to be a single paragraph of 300 words or less to fit easily into the Symposium program.

Your research may not be related to your major; ask your primary investigator to confirm your project's department. If the correct department is not listed, please select Other from the dropdown list.

Section: Symposium Requirements

REQUIRED Primary Investigator (PI) Name

Dr. Rich Researcher

REQUIRED Primary Investigator (PI) Email

rresearcher@kennesaw.edu

REQUIRED Primary Investigator (PI) Department

CSM - Ecology, Evolution, and Organismal Biology

Primary Investigator (PI) #2 Name

Primary Investigator (PI) #2 Email

Your primary investigator is the faculty or staff member leading the study that your project is part of. Adding their information incorrectly may result in them not being included in Symposium mailings or scheduling

You may have multiple primary investigators. Add all relevant investigators to your submission.

Section: Symposium Requirements

REQUIRED Student #1 Name

REQUIRED Student #1 Email

Use your KSU email address:

REQUIRED Student #1 Department

REQUIRED Student #1 Status

Select one:

In order to receive OUR communication regarding your presentation, these fields must be completed correctly. Any typos may be included in the program.

Your student status affects how your submission will be judged and added to the Symposium program.

Section: Symposium Requirements

Student #2 Name
Sting Hornet

Student #2 Email
Use your KSU email address:
sting@kennesaw.edu

Student #2 Department
CSM - Environmental Science

Student #2 Status
Select one:
Current undergraduate student

Student #3 Name

All presenters must be added to ensure that the Symposium program is accurate and that your team is able to present.

Section: OUR Requirements

The next fields on the submission form are used by the Office of Undergraduate Research (OUR) to track research occurring at KSU.

Incorrectly completing these can result in your submission being flagged as incomplete or noncompliant with campus research policy.

Section: OUR Requirements

REQUIRED

Is this a Graduate or Undergraduate Research Project?

Undergraduate ▾

REQUIRED Research Definition

We use the following definition of research (adapted from the Council on Undergraduate Research): "A mentored investigation or creative inquiry conducted by students that seeks to make an original scholarly or artistic contribution to knowledge."

Projects submitted to the Symposium of Student Scholars must meet this definition. In the box below, please briefly describe how your project meets the definition of research (1-2 sentences). If your project does not meet this definition, please do not submit your project for this event.

Our owl survey will provide new information regarding the biodiversity in Kennesaw, GA and will add to the body of knowledge regarding how biodiversity changes over time.

Your project's status affects how your submission will be judged and added to the Symposium program.

If you are unsure how to answer this question, contact your primary investigator.

Section: OUR Requirements

REQUIRED

What year did you begin working on this project?

Year
2023

REQUIRED

Which month did you begin working on this project?

February

Research Tasks

Did you perform any or all of the following during the process of research? Select all applicable.

Double click available items to include them, or click once and use the 'Select' button for each item.

Available:		Selected:
<input type="checkbox"/> Coding/programming/scripting		<input checked="" type="checkbox"/> Data collection and mining
<input type="checkbox"/> Data collection and mining		<input checked="" type="checkbox"/> Computation or calculation
<input type="checkbox"/> Computation or calculation		
<input type="checkbox"/> Statistical analysis		
<input type="checkbox"/> Interview or interaction with human subjects		
<input type="checkbox"/> Construction from materials		
<input type="checkbox"/> Assembly of apparatus or instruments		
<input type="checkbox"/> Artistic creation or public performance		
<input type="checkbox"/> Laboratory experiments		
<input type="checkbox"/> Collection of samples from the field		

Select »
« Remove

These date fields refer to the specific project that you are submitting and allow OUR to confirm the accuracy of your other answers.

Select all research tasks that the presenters completed. It is unlikely that you would have more than 1-2 per presenter, unless you have been working on this specific project for multiple years.

Section: OUR Requirements

REQUIRED IRB Approval

Projects involving human subjects are required to be reviewed by the Institutional Review Board at KSU: <http://research.kennesaw.edu/irb/>

If your project has been approved by the IRB, click "Yes." If your project has not yet been approved or does not involve human subjects, click "No" (and in the space below, write "no human subjects")

- Yes
 No (please explain below)

REQUIRED

no human subjects

All research that involves human subjects **MUST** be overseen by the IRB. Please confirm this information with your primary investigator.

Section: OUR Requirements

REQUIRED Project Type

Oral Presentation (10-min time slots) ▾

REQUIRED How will you present this research?

Yes, in person ▾

Time Conflicts: Please provide the time conflicts for ALL presenters and faculty. Failure to include all time conflicts may result in you being unable to present during the Symposium.

B *I* | | | | HTML

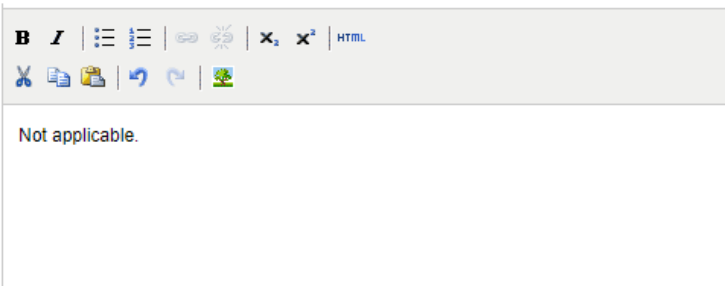
Scrappy is not available on Tuesdays between 3-5pm
String is not available on Tuesdays between 10-11am.
Dr. Rich Researcher is not available on Tuesdays between 9am-11am.

All presenters should agree on what project and presentation type the submission should be listed as. Failure to agree may lead to an inability to present.

All presenter and investigator time conflicts must be provided to ensure that your team is able to present.

Section: OUR Requirements

We are interested in determining the extent to which student research at KSU is being disseminated outside of this university. If you have already or plan to disseminate your work, use the box below to indicate the conference and location of the conference where the work was or will be presented as well as where the project has been or will be published (if applicable).



A screenshot of a rich text editor interface. The toolbar includes icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, subscript (x₂), and superscript (x²), along with an 'HTML' option. Below the toolbar, the text 'Not applicable.' is entered into the editor area.

If you are presenting this project at a another conference or submitting it for publication, please provide that information here.

Section: OUR Requirements

If you would like your poster or slides to be shared globally, first confirm with your primary investigator that you can upload them. You can upload your files at time of submission or email them to the IR Team after they are created. Multiple files can be added by using the Additional Files checkbox.

To submit your project, click Submit only once and wait for the next page to load before closing the browser window. Closing the browser prematurely may delete your submission.

Share your Symposium slides/poster globally?

The Office of Undergraduate Research maintains a repository of presentations from the Symposium of Student Scholars within the Digital Commons and on the OUR website. If you want your submission to be included, you can upload your poster or your presentation slides to this section. Please note that this is optional, and you should check with your faculty mentor before uploading.

Upload file from your computer
 Link out to file on remote site

Additional Files

Please check this if you'd like to add additional files

This may take a while. Please only click once.

Congrats! You're Done!

- You and all the presenters will receive a confirmation email with links to make edits if needed.
- If you run into any issues, please contact the IR Team at the library.
 - E- digitalcommons@kennesaw.edu



KENNESAW STATE
UNIVERSITY
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