



College of
Health Sciences
Office of Undergraduate Research

Experience discovery

**Submitting an UG
research opportunity
is REALLY easy!**

- Go to <https://www.uky.edu/chs/ugr> and click on the icon that looks like 3 parallel lines (upper right)
- Select the arrow for **Research Resources** and click the link for **Faculty Toolkit for Undergrad Research**.
- If the password text field appears, enter the password: **faculty**
- Once in the toolkit, click the first link entitled, "**Submit your Research Opportunities HERE**" to enter your research opportunity information on the online form.
- Please complete all fields on the online form as thoroughly as you can.

Important: Please Read

- All fields with an * are required.
- Compose your *Description* and *Pre-requisite* fields in a **Word** document to write and edit more easily.
- Copy and paste your text into the text boxes on the form.

**Need help in a research project?
Submit a research opportunity to
recruit undergraduate student help!**

The **CHS Office of Undergraduate Research** is an excellent resource for you to recruit motivated and energetic undergraduates who are ready, willing and able to get involved in YOUR research work.

- **Your URGENT help is needed to develop MORE research opportunities for our undergraduate students!**
- If you have the availability in your research program to mentor an undergraduate student, please go to the CHS Undergraduate Research website (<https://www.uky.edu/chs/ugr>) to submit a research opportunity, **TODAY!**
- I want to encourage **ALL** faculty across **ALL** departments to think about posting a research opportunity for our undergraduate students.
- If you need help with subject training, data analysis, literature reviews, article hunting, etc, taking an undergraduate student as a research aide can be mutually beneficial to you and the student.

Make sure to submit your online form successfully!

- Once your form is completed, click **SUBMIT**.
- If the form has been filled out completely and all required fields are present, **you will receive a blank confirmation page telling you the form was submitted correctly.**
- If after clicking SUBMIT, you get the original form back again on your screen, **this indicates that a required field is missing and that the form was NOT submitted correctly.**
- Find the missing required fields, complete them, and then click **SUBMIT** again.
- Once I receive your form, I will edit the description if needed and format the information to post on our CHS UGR **Current Opportunities** website.



- **ALL Junior faculty** regardless of title series and all **NEW faculty** are **strongly encouraged** to use the UGR program to help move their research forward.
- Having motivated student research aides in the early phases of developing a research line can be helpful and is a **golden opportunity** that should not be passed up!

Last, but not least...

- **Doctoral students** and **post-docs** are also welcome to submit a research opportunity for undergraduate student research aides to help with their own research projects.



Important CHS UGR websites

Home Page: <https://www.uky.edu/chs/ugr>

Faculty Toolkit: <https://www.uky.edu/chs/research/undergraduate-research/faculty-toolkit> [Password: Faculty]

Current Opportunities: <https://www.uky.edu/chs/research/undergraduate-research/current-opportunities>