

Submission of Undergraduate Research to UKnowledge

UKnowledge (<https://uknowledge.uky.edu/>) is the University of Kentucky's institutional repository and provides free online access to the research outputs of the university community. To celebrate the academic achievements of undergraduate researchers, UKnowledge holds collections to showcase the research projects of:

- Participants in the Chellgren Student Fellows Program
- Winners of the Office of Undergraduate Research Summer Research Grants
- Winners of the Oswald Research and Creativity Competition

Participants/Winners of the above programs are welcome to submit their research reports or posters in PDF format to the corresponding UKnowledge collections. Students have to have a UKnowledge account (which is different than the UK Link Blue account) before they can start the submission process. If you do not have a UKnowledge account, please follow the instructions below to create one. If you already have a UKnowledge account, please turn to the following pages for submission instructions:

- For Chellgren Student Fellow Research: p. 3
- For Summer Research Grants: p. 3
- For Oswald Research and Creativity Competition: p. 6

If you have any questions about submitting your research to UKnowledge, please contact the UKnowledge administrators at UKnowledge@lsv.uky.edu for assistance.

How to Create a UKnowledge Account

Visit this page: <http://go.uky.edu/My-UKnowledge> In case the URL does not work, go to this page: <https://uknowledge.uky.edu/cgi/myaccount.cgi?context=>

Click the "Sign up" link on the page.

Login

Email

Password

Remember me

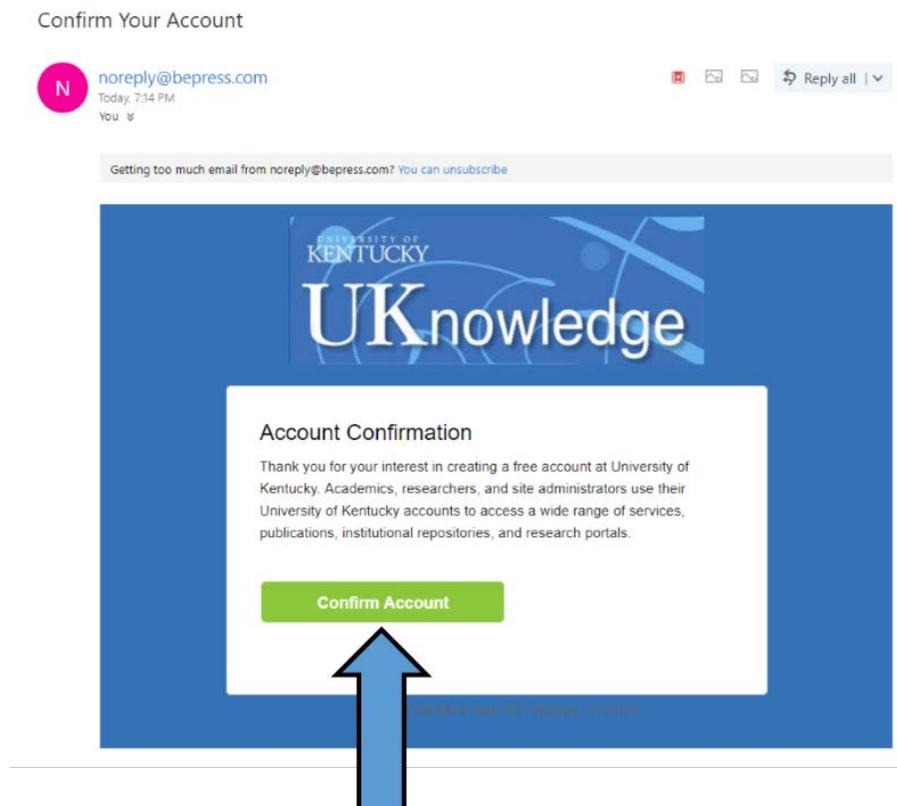
[Forgot your password?](#)

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

[Log in](#)

Provide an e-mail address you will continue to use after graduation. Monthly notifications of download counts of your research report/poster will be sent to you at the address entered here.

Complete the registration form and click the “Create Account” button to submit it. Then check the e-mail address you used to create the UKnowledge account. You should receive a confirmation message like the one shown below. If you do not see the message in the inbox, check the junk mailbox.



Click the “Confirm Account” button in the message.

Your account is now activated. UKnowledge recognizes users by their e-mail addresses, so you have to use the e-mail address you used to create the account when you log in.

Please turn to the following pages for submission instructions:

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Chellgren Student Fellow Research and Summer Research Grants

Participants in the Chellgren Student Fellows Program and winners of the Summer Research Grants have to complete an agreement and obtain their faculty advisor's signature before the submission process. The agreement is available online at https://uknowledge.uky.edu/uknowledge_docs/8/.

Please read the agreement carefully. If the faculty advisor would like to withhold online access to the research report/poster, s/he should indicate his/her recommendation at the end of the agreement by checking the Yes option and selecting how long online access should be delayed.

When the agreement is completed and signed, please make a copy of it for your records.

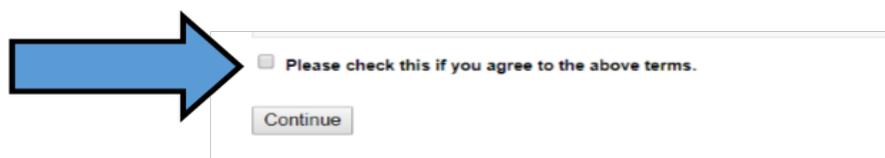
Before the submission process, please convert your research report/poster to PDF format and make sure that the file size is not over 250 megabytes.

Participants in the Chellgren Student Fellows Program should start the submission process by visiting this page: <http://go.uky.edu/UGresearch-1> OR https://uknowledge.uky.edu/cgi/ir_submit.cgi?context=fellow_research

Winners of the Summer Research Grants should start the submission process by visiting this page: <http://go.uky.edu/UGresearch-2> OR https://uknowledge.uky.edu/cgi/ir_submit.cgi?context=summer_research

If you are prompted to log in, please do so.

Then, you will see a submission agreement, which is the same as the one you and your faculty advisor signed. Please check off the box and click the "Continue" button at the end.



Please check this if you agree to the above terms.

Continue

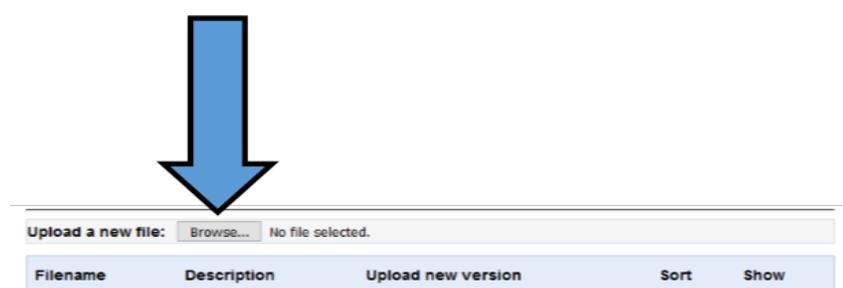
Next, you will see a submission form where you have to provide the following information about your research report/poster:

- Title of your project
- Author information: Your name and e-mail address are automatically provided by the system. Please add "University of Kentucky" in the "Institution" box.
- Year of publication: Enter the current year.
- Embargo period: Leave as is unless your faculty advisor has specified one of the embargo durations shown on the drop-down menu.
- College
- Department/School
- Faculty advisor's name
- Second faculty advisor's name (if applicable)
- Keywords: Provide up to five keywords or phrases as descriptors, and separate each keyword by a comma.

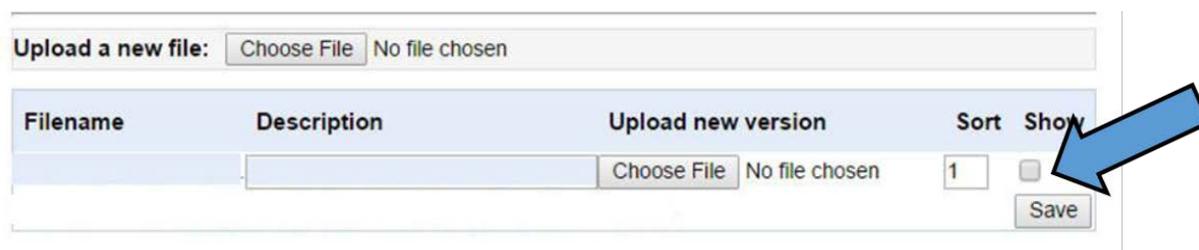
- Subject category
- Abstract (if applicable)
- Note: If you presented your research at a conference, please provide the name, date, and location of the conference in the text box, e.g., “This paper was presented at the Modern Language Association Annual Convention in New York City in January 2018.”
- Upload Full Text: Upload your research report/poster in PDF format. Please make sure the file size is not over 250 megabytes.

Please click the box for additional files and the “Submit” button at the end after providing the above information.

On the next screen, you have to upload your signed agreement. Use the “Browse” button to identify the file to upload. The process is similar to attaching a file to an e-mail.



After uploading the agreement, please make sure that there is not a check mark in the “Show” box. Then click the “Save” button.



If you have obtained written permission from the owner of third-party copyrighted material that is included in your research report/poster, please submit it here as well.

After you have uploaded and saved all additional file(s), click the “Continue” button to complete the submission process. Now there is a record of your research report/poster in UKnowledge, but it is not publicly viewable at this point. You will receive a system-generated e-mail that confirms receipt of your submission.

In case the system does not accept your submission, please try again later in the day. If the situation persists, please contact the UKnowledge administrators at UKnowledge@lsv.uky.edu for assistance.

When you finish the submission process, please remember to log out.

Your submission will be reviewed by a UKnowledge administrator to ensure that it meets all requirements. If something about the submission needs clarification, you will be contacted in the next few days. Otherwise, your research report/poster will be made available on UKnowledge soon and you will receive an e-mail about its URL.

If you have any questions about submitting your research to UKnowledge, please contact the UKnowledge administrators at UKnowledge@lsv.uky.edu for assistance.

Oswald Research and Creativity Competition

Winners of the Oswald Research and Creativity Competition should convert their competition entries to PDF format and make sure that the file size is not over 250 megabytes.

You can start the submission process by visiting this page: <http://go.uky.edu/UGresearch-3> OR https://uknowledge.uky.edu/cgi/ir_submit.cgi?context=oswald

If you are prompted to log in, please do so.

You will see a submission agreement. Please read it carefully and print it for your records. If you accept the terms, check off the box and click the “Continue” button at the end.



Please check this if you agree to the above terms.

Continue

Next, you will see a submission form where you have to provide the following information about your competition entry:

- Title of your entry
- Author information: Your name and e-mail address are automatically provided by the system. Please add “University of Kentucky” in the “Institution” box.
- Year of publication: Enter the current year.
- Embargo period: Leave as is unless you (or your faculty advisor) would like a delayed online access to your entry.
- Competition category
- College
- Department/School
- Abstract (if applicable)
- Note: If you presented your research at a conference, please provide the name, date, and location of the conference in the text box, e.g., “This paper was presented at the Modern Language Association Annual Convention in New York City in January 2018.”
- Keywords: Provide up to five keywords or phrases as descriptors, and separate each keyword by a comma.
- Subject category
- Upload Full Text: Upload your research report/poster in PDF format. Please make sure the file size is not over 250 megabytes.

Please click the “Submit” button at the end after providing the above information.

The submission process is now complete. There is a record of your competition entry in UKnowledge, but it is not publicly viewable at this point. You will receive a system-generated e-mail that confirms receipt of your submission.

In case the system does not accept your submission, please try again later in the day. If the situation persists, please contact the UKnowledge administrators at UKnowledge@lsv.uky.edu for assistance.

When you finish the submission process, please remember to log out.

Your submission will be reviewed by a UKnowledge administrator to ensure that it meets all requirements. If something about the submission needs clarification, you will be contacted in the next few days. Otherwise, your competition entry will be made available on UKnowledge soon and you will receive an e-mail about its URL.

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