

## **Student Research and Creativity Celebration Important Information about the Online Application**

### **FAQ's:**

**Q:** Is there a paper application for the Student Research and Creativity Celebration?

**A:** No, we have gone to an online application process and no longer have paper applications.

**Q:** My student thinks they submitted the application, but I have not received an email notification with instructions on how to access their application. What happened?

**A:** More than likely, your student did not include your complete and/or correct email address. Without this, you will not receive an email notification. If your student gave a partial email address (e.g., singerjk) rather than a complete email address (e.g., [singerjk@buffalostate.edu](mailto:singerjk@buffalostate.edu)), you will not receive notification. A second possible reason that you did not receive an email notification is that your student did not select the 'submit for mentor approval' button on the last page of the online application. Your student has a choice of selecting a button that will allow them to go back and edit their application and not send the application to their mentor, or, select the other button ('submit for mentor approval'). Choosing the 'submit for mentor approval' will generate an email message to the faculty mentor and allow you to access their application.

**Q:** I cannot remember my access code. How can I find it?

**A:** There is an access code reminder option. Follow the prompts on the opening page of the application.

**Q:** I am a faculty mentor on more than one application. Can I see a list of all my students' applications?

**A:** Yes, this information should automatically be displayed when you access the faculty mentor page.

**Q:** Once I approve my student's application, can they go back and change it?

**A:** No, once an application has been approved by a faculty mentor, the student can no longer access the application. This prevents them from making changes without your knowledge.

**Q:** There are two different deadlines. Why?

**A:** The earlier deadline is the last day that students can access the 'student window' of the online application and prepare an application. Faculty mentors have until the second deadline to access the application, review and/or edit it, and approve it. After the 'faculty mentor' window closes, mentors can no longer approve applications. If this happens, contact [singerjk@buffalostate.edu](mailto:singerjk@buffalostate.edu) immediately.

**Q:** If I am still having difficulty, who can I contact?

**A:** Every department has a coordinator and that person can answer many of your questions. You can also email Jill Singer ([singerjk@buffalostate.edu](mailto:singerjk@buffalostate.edu)).

**Remember, this event is open to undergraduate and graduate students. Preliminary results from works in progress are accepted, and applications can be submitted by individual students as well as groups of students working collaboratively on a project.**