HOW TO SUBMIT YOUR PROJECT
Checklist

ICUR
VIRTUAL IDAHO CONFERENCE ON UNDERGRADUATE RESEARCH

☐ **A. REGISTER** for **ICUR 2022** on Fourwaves:
- https://event.fourwaves.com/icur2022/registration

☐ **B. ACTIVATE** your Fourwaves account
- First-Time Fourwaves Users: After registering, Fourwaves will send you a confirmation email with instructions to activate your account.
  - Follow those emailed instructions to activate your Fourwaves account.
- Returning Fourwaves Users: If you have an existing Fourwaves account, you will receive a registration confirmation email. No further action is needed to complete your registration--continue to STEP C.

☐ **C. COMPLETE** the submission form on Fourwaves
  ☐ **Step 1***:* Submit your initial project information using the submission form on Fourwaves
  - **Step 1** is **due Thursday, July 7, 11:30 p.m. mountain time**
  - You will need:
    - A title for your project
    - Name and contact information for your faculty research supervisor and any other collaborators on your project
    - To check with your faculty research supervisor to (1) *approve* your project submission materials and (2) *identify* the appropriate funding statement for your project
  - For complete details, please see the project requirements
  - Don't forget to click the **"Submit"** button in Fourwaves to save your submission entry

  ☐ **Step 2***:* Finalize your project information
  - **Step 2** is **due Wednesday, July 13, 11:30 p.m. mountain time**
  - You will need:
    - Your poster as an image file (.png, .gif., .jpg, or .jpeg)
    - Project Abstract
    - *Optional* Items:
      - A video of you giving an "elevator pitch" about your project
      - Individual image files of figures/graphics you want to share
  - Follow the instructions here to finalize your submission:
    https://help.fourwaves.com/how-to-access-and-edit-my-forms
    - Make sure to select ***"Yes, I am ready to upload my poster"*** for the question, *"are you ready to upload your poster?"*
    - Don't forget to click the **"Save form"** to save your submission
  - Follow these same instructions if you need to make any other revisions to your submission form.

Questions? Visit the ICUR Google site or email us at studentresearch@boisestate.edu.