

Submission Portal Guide

NOTE: This year, as our Submission Portal, we will continue using the UTRGV Institutional Repository called “ScholarWorks”. This will allow us to capture your abstract for the Colloquium as well as for the repository. Institutional Repositories (IRs) bring together all of a University’s research under one umbrella, with an aim to preserve and provide access to that research. IRs are an excellent vehicle for working papers or copies of published articles and conference papers. Presentations, senior theses, and other works not published elsewhere can also be published in the IR.

The instructions to submit are as follows:

1. **Step # 1:** Go to: <https://scholarworks.utrgv.edu/colloquium/>
2. **Step #2:** Click on Submit Presentation, located on the bottom left-hand side of the menu under “Author Corner” (blue arrow below).

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RESEARCH COLLOQUIUM

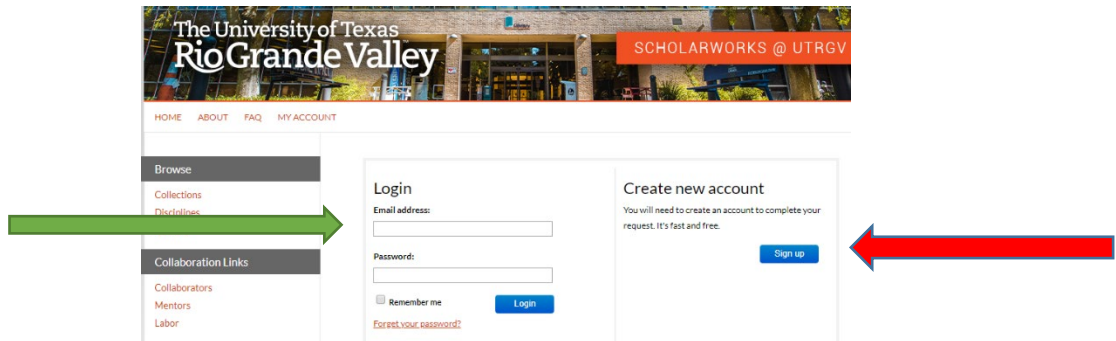
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SOM ANNUAL RESEARCH COLLOQUIUM FRIDAY, FEBRUARY 18, 2022

This is your opportunity to share your ideas, or present an update of your current research with all your peers! The purpose of this Colloquium is for SOM research scientists and trainees to describe any active or phase of any research or scholarly activity. The Colloquium will be in virtual format.

3. **Step #3:** Log in using your ScholarWorks credentials.

- a. **Existing user:** if you already have an account, log in using your account credentials (**green arrow** below).
NOTE: This may or may not be the same as your UTRGV login credentials. It depends on how you created your account.
- b. **NEW user:** Under “Create new account”, click on “sign in” button (**red arrow** below).



Step #4: After log in, read the Submission Agreement, check off the box at the bottom, and click continue.

You will now see the submission portal for the Research Colloquium (image below).

- **NOTE:** Complete only the required fields shown with **red markers** (see blue arrow below). All fields not marked as required are optional.
- (Images below are only a brief sample for illustration purposes only).



REQUIRED Presentation Title

Enter Title of Presentation

- a. List **ALL** authors starting with the first author.
- b. **NOTE: The first author's name will be the only name appearing on the Program Agenda and any other printed materials. It is up to the submitter to make sure the abstract and final presentation contains the name of ALL the authors.**
- c. After listing the first author, add more authors by clicking on the green icon (see blue arrow below).

REQUIRED Presenter Information

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (jorge.teniente@utrgv.edu) Jorge L Teniente, UTRGV
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- a. After you complete the last step of uploading your file, click submit, and you will see a message letting you know your submission was successful. (See image below).

RESEARCH COLLOQUIUM

You have successfully uploaded:
Jorge's Ode

Revise submission

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Submission Metadata

Metadata Field	Value
Presentation Title	Jorge's Ode
Presenter Information	Jorge L. Teniente, <i>The University of Texas Rio Grande Valley</i>

If you have any questions, please email us at jorge.teniente@utrgv.edu.