COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

# How to submit an Undergraduate Research Opportunity

1. Navigate to https://undergrad.research.columbia.edu/
2. Click the **Post Opportunities** button in the upper right corner.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

## Undergraduate Research Opportunities

ABOUT     COLUMBIA RESEARCH     MY PROFILE                    SEARCH OPPORTUNITIES    POST OPPORTUNITIES

3. Log in with your UNI and UNI password.
4. Select the template that is appropriate for opportunity (one-time project or recurring program) and click **Next**.
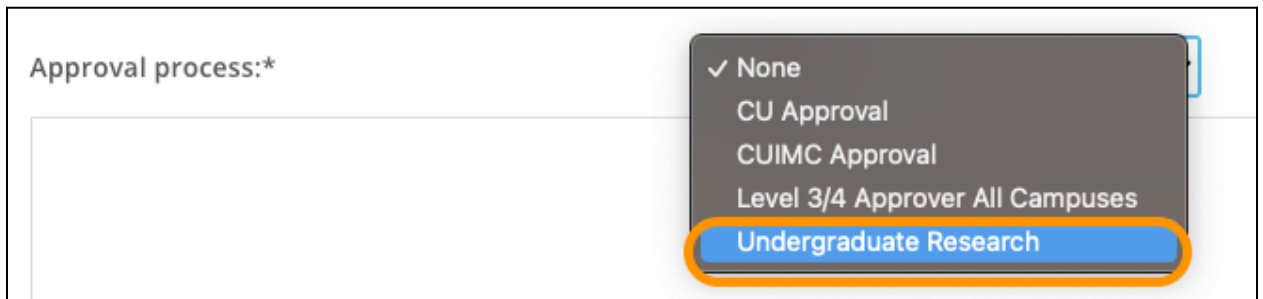
1. Template

--No template--
Undergraduate Research Program Title
Undergraduate Research Project Title

(If you get a 401 error saying "You don't have access to this part of the system" after clicking **Next**, email undergradresearch@columbia.edu to request access.)

5. Complete the form with as much detail as possible, bearing in mind that the more information you provide, the more findable your opportunity will be.
6. Leave your name in the **School/Department HR (Initiator)** field.
7. Select **Undergraduate Research** from the Approval process drop-down.

Approval process:*

✓ None
CU Approval
CUIMC Approval
Level 3/4 Approver All Campuses
Undergraduate Research

8. Select **Save & exit**.
9. Your opportunity will be submitted for approval and you will receive a notification when it's posted on https://undergrad.research.columbia.edu/jobs/search.