

# Office of Undergraduate Research - DRUM Upload Instructions

## Undergraduate Research Day 2024

Undergraduate Research Day posters will be published online using the UMD [Digital Repository at the University of Maryland](https://drum.lib.umd.edu/) (DRUM).

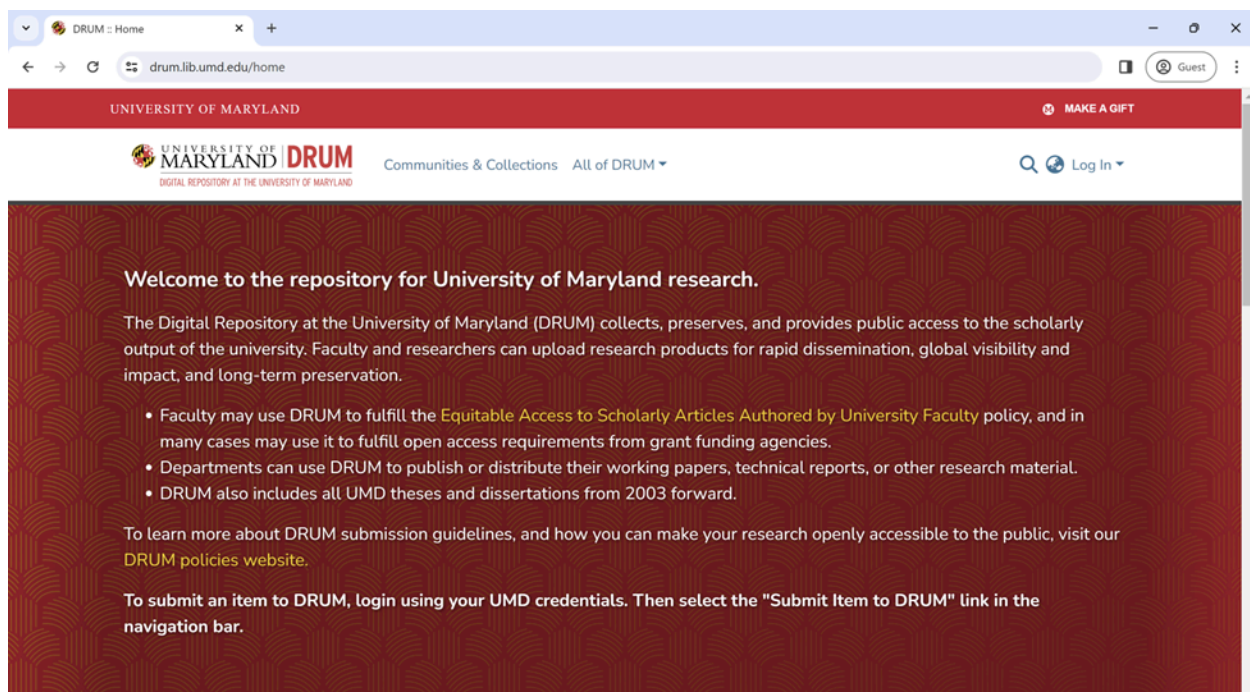
This website collects, preserves, and provides public access to the university's scholarly output.

To prepare your poster for upload:

- Convert it to a **PDF** and name it using the following convention: “2024\_URD\_AuthorLastName\_AuthorFirstName.pdf” (e.g., “2024\_URD\_Smith\_Jan.pdf”).
- If the poster has more than one author, please use the last name and first name of the first author listed on the poster.

Once you're ready to upload your poster, please take the following steps:

1. Navigate to **DRUM** at <https://drum.lib.umd.edu>.



The screenshot shows a web browser window with the URL [drum.lib.umd.edu/home](https://drum.lib.umd.edu/home). The page features a red header with the University of Maryland logo and the text "UNIVERSITY OF MARYLAND" and "MAKE A GIFT". Below the header is a navigation bar with the DRUM logo, "Communities & Collections", "All of DRUM", and a "Log In" button. The main content area has a dark red background with a white text box containing the following information:

**Welcome to the repository for University of Maryland research.**

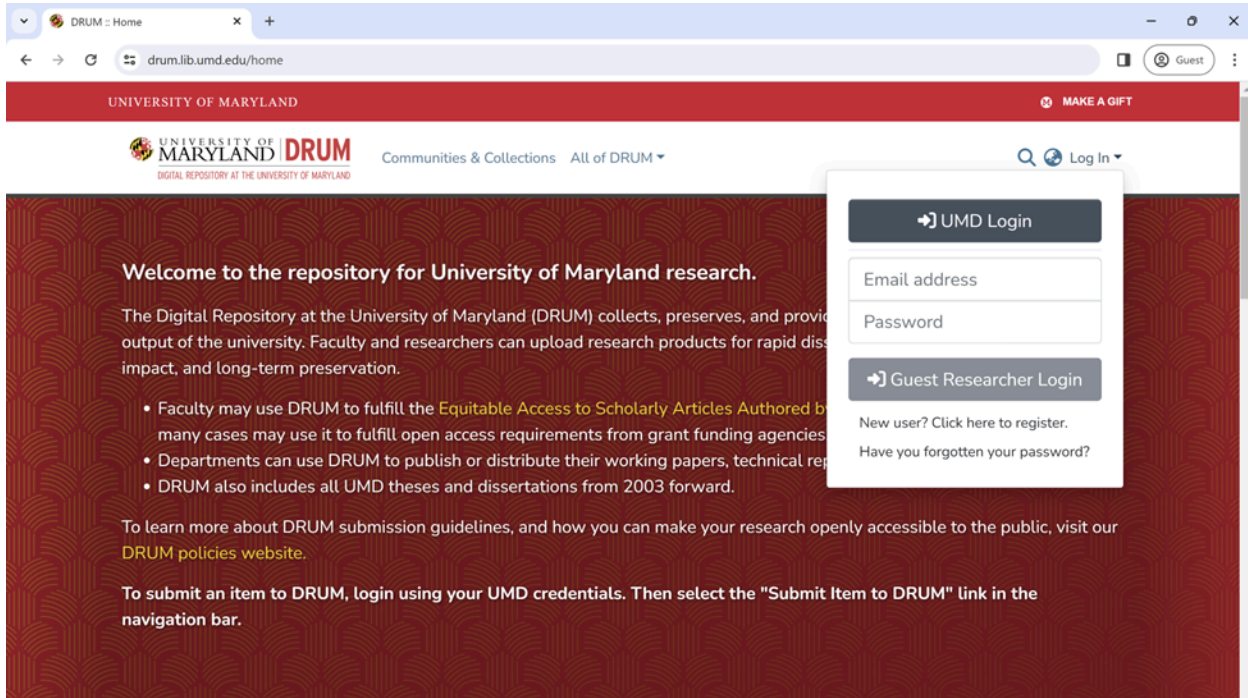
The Digital Repository at the University of Maryland (DRUM) collects, preserves, and provides public access to the scholarly output of the university. Faculty and researchers can upload research products for rapid dissemination, global visibility and impact, and long-term preservation.

- Faculty may use DRUM to fulfill the [Equitable Access to Scholarly Articles Authored by University Faculty](#) policy, and in many cases may use it to fulfill open access requirements from grant funding agencies.
- Departments can use DRUM to publish or distribute their working papers, technical reports, or other research material.
- DRUM also includes all UMD theses and dissertations from 2003 forward.

To learn more about DRUM submission guidelines, and how you can make your research openly accessible to the public, visit our [DRUM policies website](#).

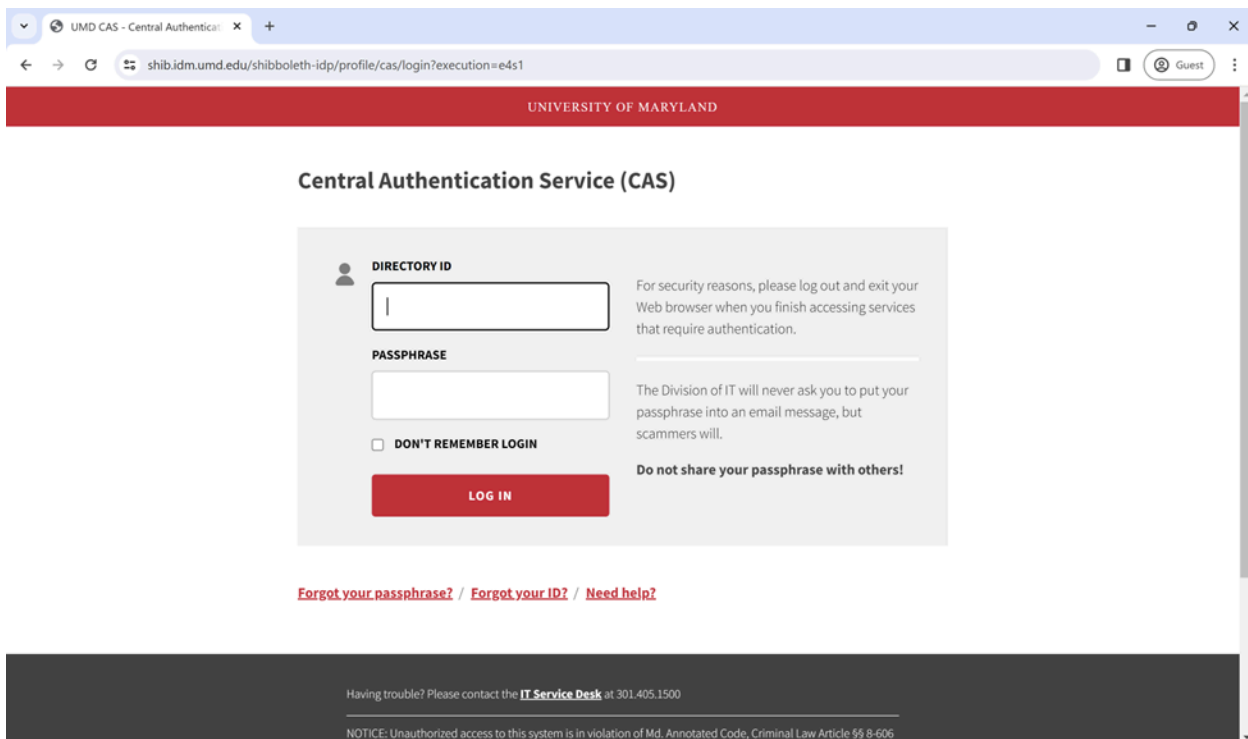
To submit an item to DRUM, login using your UMD credentials. Then select the "Submit Item to DRUM" link in the navigation bar.

2. Click on “Log In,” then select “UMD Login”.



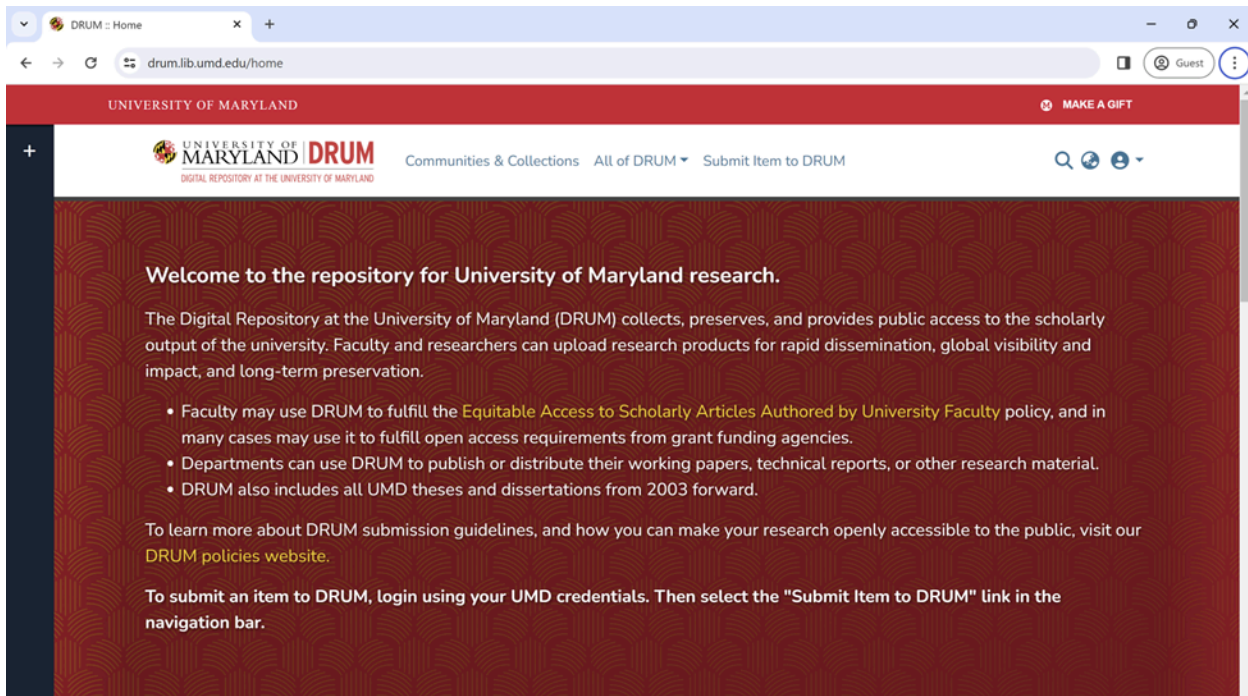
The screenshot shows the DRUM website home page. The browser address bar displays "drum.lib.umd.edu/home". The page header includes the University of Maryland logo and the text "UNIVERSITY OF MARYLAND DRUM DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND". A navigation menu shows "Communities & Collections" and "All of DRUM". A search icon and a "Log In" button are visible. A dropdown menu is open over the "Log In" button, showing options: "UMD Login", "Email address" (input field), "Password" (input field), "Guest Researcher Login", "New user? Click here to register.", and "Have you forgotten your password?". The main content area has a red background with white text. It says "Welcome to the repository for University of Maryland research." and "The Digital Repository at the University of Maryland (DRUM) collects, preserves, and provides open access to the research output of the university. Faculty and researchers can upload research products for rapid dissemination, impact, and long-term preservation." Below this is a bulleted list of features. At the bottom, it says "To submit an item to DRUM, login using your UMD credentials. Then select the 'Submit Item to DRUM' link in the navigation bar."

3. Enter your UMD login credentials.

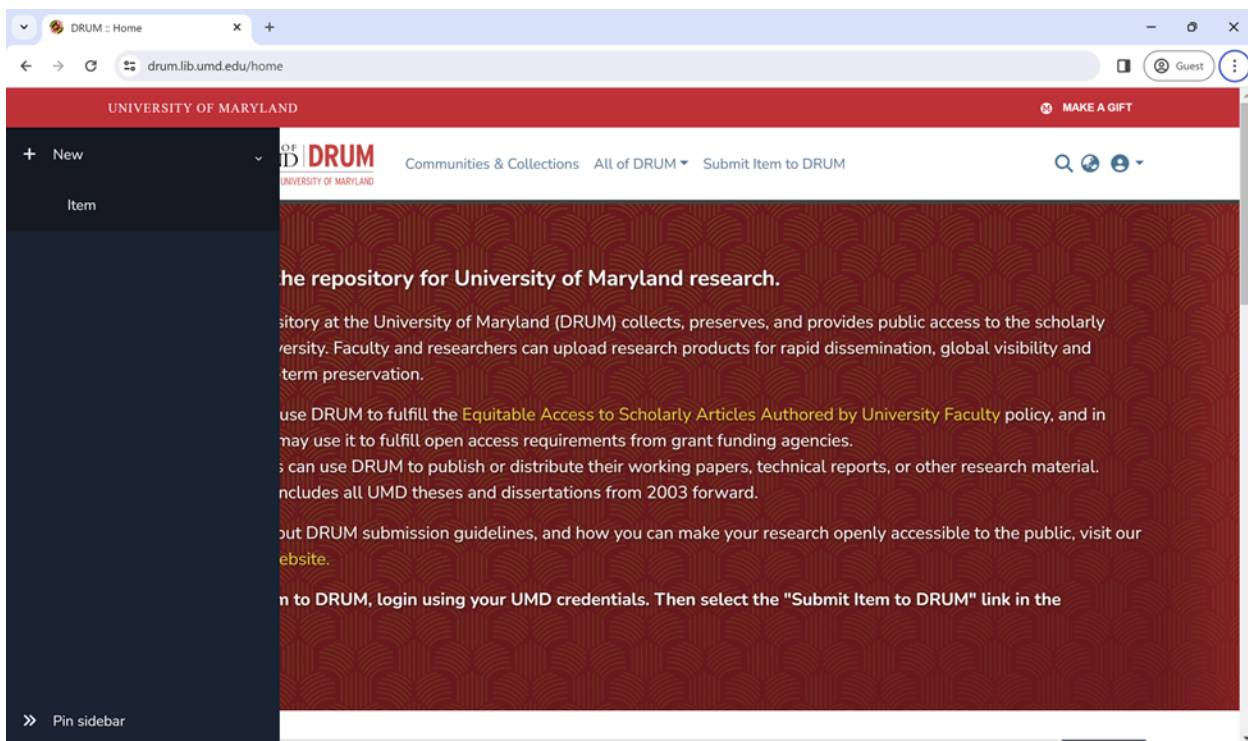


The screenshot shows the UMD Central Authentication Service (CAS) login page. The browser address bar displays "shib.idm.umd.edu/shibboleth-idp/profile/cas/login?execution=e451". The page header includes the University of Maryland logo and the text "UNIVERSITY OF MARYLAND". The main content area has a white background with a red header. It says "Central Authentication Service (CAS)". Below this is a login form with two input fields: "DIRECTORY ID" and "PASSPHRASE". There is a checkbox for "DON'T REMEMBER LOGIN" and a red "LOG IN" button. To the right of the form, there is a security warning: "For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication." Below this is another warning: "The Division of IT will never ask you to put your passphrase into an email message, but scammers will." At the bottom of the form area, it says "Do not share your passphrase with others!". Below the form area, there are links: "Forgot your passphrase?", "Forgot your ID?", and "Need help?". At the bottom of the page, there is a footer with the text "Having trouble? Please contact the IT Service Desk at 301.405.1500" and "NOTICE: Unauthorized access to this system is in violation of Md. Annotated Code, Criminal Law Article § 8-606".

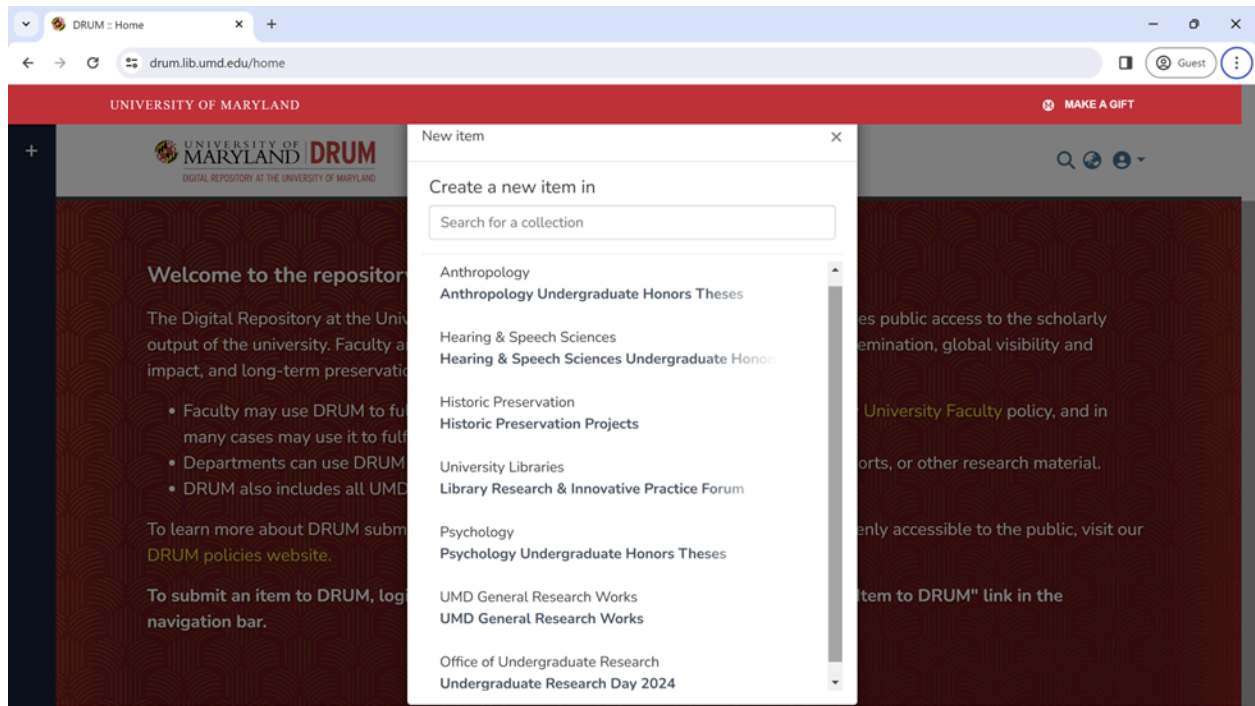
4. Click on the “+” sign in the upper left-hand corner of your screen.



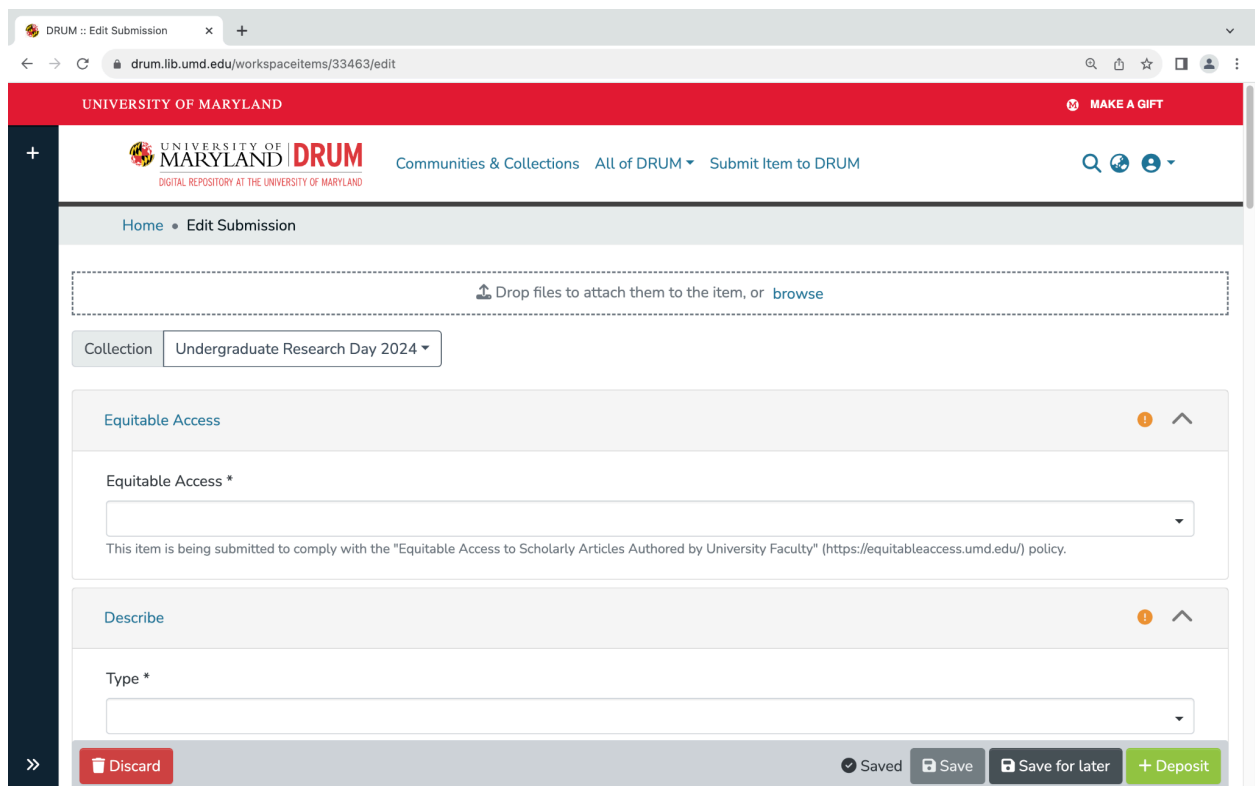
5. Click on “New” then “Item”.



6. Select “Office of Undergraduate Research, Undergraduate Research Day 2024”.



7. Upload your poster (in PDF format) by dropping it into the box at the top of the screen or clicking “browse” to locate it, then enter - **Equitable Access: “No”** and **Type: “Other”**.



8. Input the following information:

a. **Author (Last name, then given names):**

- i. If you are the sole author of your poster, enter your name here.
- ii. If your poster has multiple authors, enter the names of all the authors in the order that they appear on the poster. To enter multiple names, enter one author's name, then click "+Add more" to add each additional name.

b. **Advisor (Last name, then given names):**

- i. If your project has one advisor, list that person's name here.
- ii. If your project has multiple advisors, enter the names of all your advisors in alphabetical order. To enter multiple names, begin by entering one advisor's name, then click "+Add more" to add each additional name.

c. **Title.**

d. **Other Titles:** Please skip this question.

The screenshot shows a web browser window with the URL `drum.lib.umd.edu/workspaceitems/33460/edit`. The page is titled "DRUM :: Edit Submission". At the top, there is a dashed box for file uploads with the text "Drop files to attach them to the item, or browse". Below this, a "Collection" dropdown menu is set to "Undergraduate Research Day 2024". The form contains the following sections:

- Author \***: A text input field with the placeholder "Author". Below it, the instruction reads "Enter the author's name (Family name, Given names)". A "+ Add more" link is positioned below the field.
- Advisor**: A text input field with the placeholder "Advisor". Below it, the instruction reads "Enter the advisor's name (Family name, Given names)". A "+ Add more" link is positioned below the field.
- Title \***: A text input field with the placeholder "Title". Below it, the instruction reads "Enter the main title of the item."
- Other Titles**: A text input field with the placeholder "Other Titles". Below it, the instruction reads "If the item has any alternative titles, please enter them here." A "+ Add more" link is positioned below the field.

At the bottom of the form, there is a navigation bar with the following buttons: "Discard" (red), "Saved" (grey), "Save" (grey), "Save for later" (grey), and "+ Deposit" (green).

9. Input the following information:

- a. **Date of Issue:** 2024.
- b. **Publisher:** Please skip this question.
- c. **Language:** Enter “English” (unless your URD poster was composed in a different language).
- d. **Subject Keywords** (Click “+Add more” for each keyword after the first):
  - i. Add your advisor’s department (e.g., physics or history). (If you are presenting a project that you undertook as a FIRE student, please enter “First-Year Innovation and Research Experience (FIRE).”)
  - ii. Add your advisor’s college abbreviation (you can look it up by [clicking here](#)). (Please ignore this step if you are presenting research conducted as a FIRE student.)
  - iii. If relevant, add the name of your research group or FIRE research stream.
  - iv. If relevant, add the name of the campus research program through which the project was completed (e.g., Gemstone); if you are a FIRE student, you will have already completed this step.
  - v. Add two or three words/phrases that best describe the topic of your research (e.g., “child psychology,” “cybersecurity,” or “Roman art”).

The screenshot shows a web browser window with the URL `drum.lib.umd.edu/workspacemtems/33460/edit`. The page is titled "DRUM :: Edit Submission". At the top, there is a file upload area with the text "Drop files to attach them to the item, or browse". Below this, the "Collection" is set to "Undergraduate Research Day 2024".

The "Date of Issue \*" field is a date picker with "year" (2024), "month", and "day" buttons. Below it, a note says: "Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable."

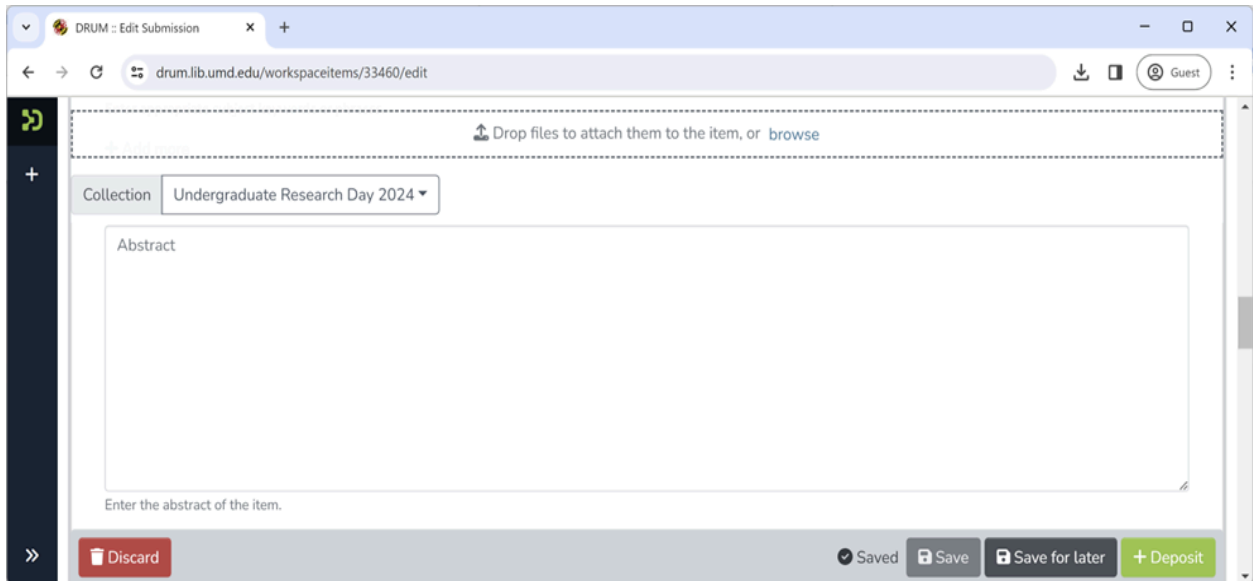
The "Publisher" field is a text input with the placeholder "Publisher" and a note: "Enter the name of the publisher of the previously issued instance of this item."

The "Language" field is a dropdown menu with a note: "Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'."

The "Subject Keywords" field is a text input with the placeholder "Subject Keywords" and a note: "Enter appropriate subject keywords or phrases." Below it is a "+ Add more" button.

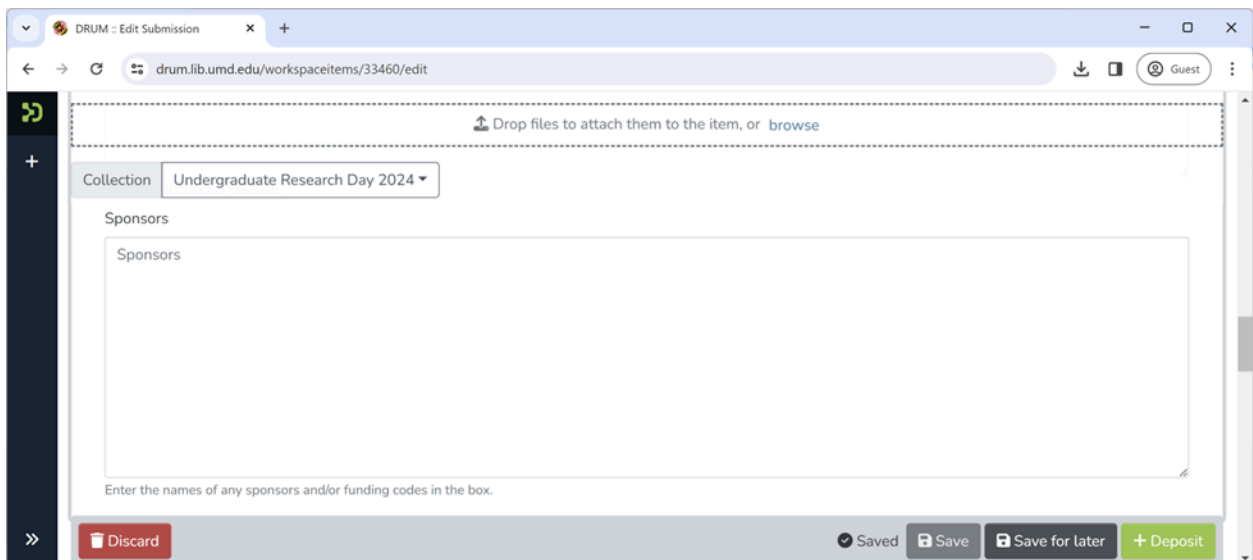
At the bottom of the form, there are four buttons: "Discard", "Saved", "Save", "Save for later", and "Deposit".

10. **Abstract:** Use the project description you submitted with your proposal to present at Undergraduate Research Day. (minor changes allowed)



The screenshot shows a web browser window titled "DRUM : Edit Submission" with the URL "drum.lib.umd.edu/workspaceitems/33460/edit". The page features a dark sidebar on the left with a green logo and a "+" icon. The main content area has a dashed border at the top with the text "Drop files to attach them to the item, or browse". Below this is a "Collection" dropdown menu set to "Undergraduate Research Day 2024". The central focus is a large text input field labeled "Abstract" with the placeholder text "Enter the abstract of the item." At the bottom of the page, there is a navigation bar with a "Discard" button (red), a "Saved" indicator, and three buttons: "Save", "Save for later", and "+ Deposit" (green).

11. **Sponsors:** Enter information regarding any funding sources that supported your project. For example, if a foundation awarded a grant to your faculty advisor that helped to support your research, list that foundation's name here. If you have no funding sources to identify, please skip this question.



The screenshot shows the same "DRUM : Edit Submission" page, but the "Abstract" field is replaced by a "Sponsors" field. The "Collection" dropdown remains "Undergraduate Research Day 2024". The "Sponsors" field has the placeholder text "Enter the names of any sponsors and/or funding codes in the box." The bottom navigation bar is identical to the previous screenshot, featuring "Discard", "Saved", "Save", "Save for later", and "+ Deposit" buttons.

12. **Upload files:** You should see the document you uploaded earlier. You can indicate if you wish to license your poster under a Creative Commons License and, if so, which one.

Please choose whichever option you prefer. *(To learn more about Creative Commons Licenses, please click on the links in this section of the repository website)*

The screenshot shows a web browser window with the URL `drum.lib.umd.edu/workspaceitems/33466/edit`. The page is titled "DRUM :: Edit Submission". At the top, there is a dashed box with the text "Drop files to attach them to the item, or [browse](#)". Below this, a "Collection" dropdown menu is set to "Undergraduate Research Day 2024".

The "Upload files" section contains a message: "Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.**" Below this message, a file is listed: "2024\_URD\_AuthorLastName\_AuthorFirstName.pdf (328.29 KB)". To the right of the filename are icons for download, edit, and delete. Below the filename, the following metadata is displayed: "2024\_URD\_AuthorLastName\_AuthorFirstName.pdf", "Bitstream format: Adobe PDF", and "Checksum MD5: af8841353b693850ceb918b30149bb2e".

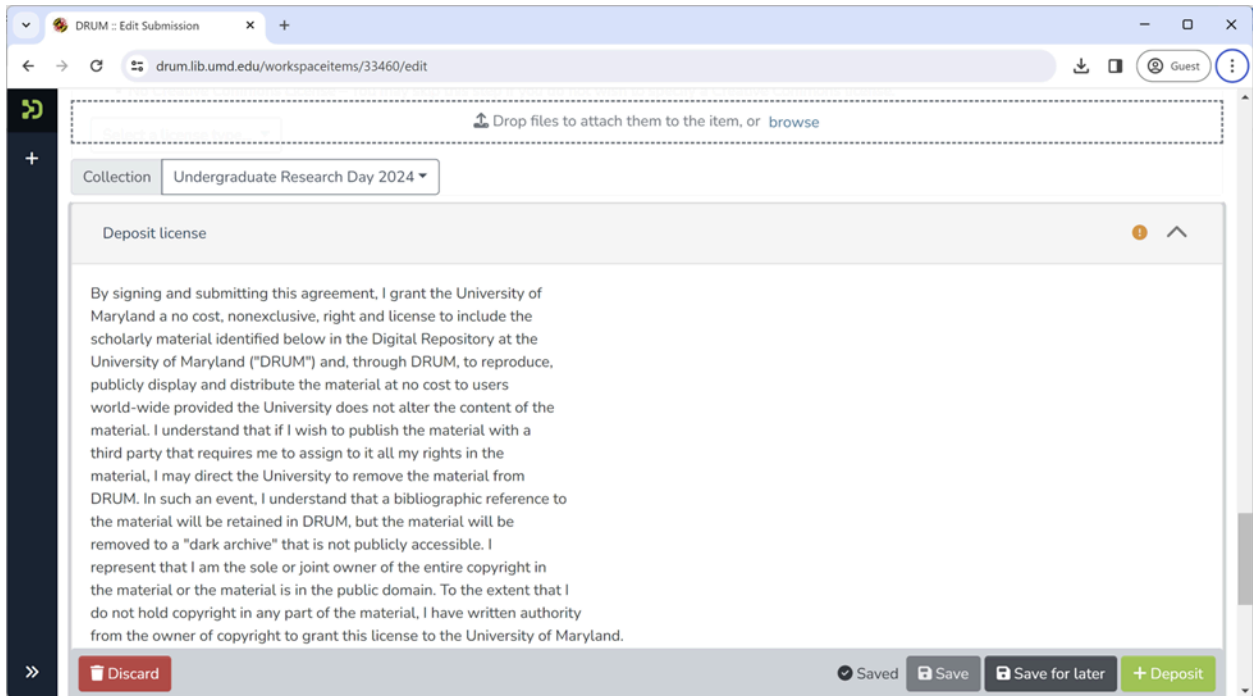
The "Creative commons license" section includes the text: "You may add a Creative Commons License to your item. These licenses help inform others how the item may or may not be used. View the [Creative Commons FAQ](#) for more information about licensing options." Below this text is a bulleted list of license options:

- **CC0** – choose this option to waive all copyrights to the item (this is equivalent to placing the item into the public domain).
- **Creative Commons** – choose this option to further specify if commercial uses or modifications of this item are allowed. ([Learn more about the Creative Commons "ShareAlike" model.](#))
- **No Creative Commons License** – You may skip this step if you do not wish to specify a Creative Commons license.

Below the list is a dropdown menu labeled "Select a license type...". At the bottom of the page, there is a navigation bar with buttons for "Discard", "Saved", "Save", "Save for later", and "Deposit".



13. Please read the DRUM license and confirm that you agree to its terms by checking the relevant box. Once complete, please click the green “+Deposit” button.



DRUM :: Edit Submission

drum.lib.umd.edu/workspaceitems/33460/edit

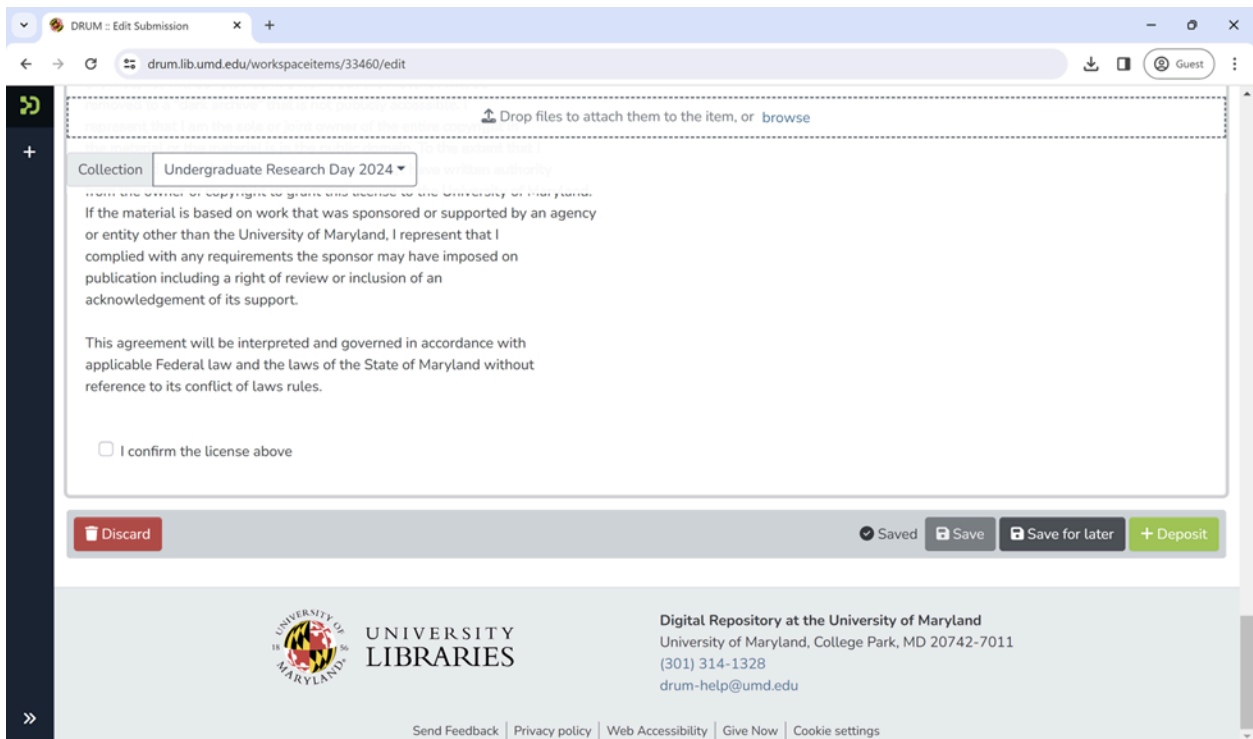
Drop files to attach them to the item, or browse

Collection Undergraduate Research Day 2024

Deposit license

By signing and submitting this agreement, I grant the University of Maryland a no cost, nonexclusive, right and license to include the scholarly material identified below in the Digital Repository at the University of Maryland ("DRUM") and, through DRUM, to reproduce, publicly display and distribute the material at no cost to users world-wide provided the University does not alter the content of the material. I understand that if I wish to publish the material with a third party that requires me to assign to it all my rights in the material, I may direct the University to remove the material from DRUM. In such an event, I understand that a bibliographic reference to the material will be retained in DRUM, but the material will be removed to a "dark archive" that is not publicly accessible. I represent that I am the sole or joint owner of the entire copyright in the material or the material is in the public domain. To the extent that I do not hold copyright in any part of the material, I have written authority from the owner of copyright to grant this license to the University of Maryland.

Discard Saved Save Save for later + Deposit



DRUM :: Edit Submission

drum.lib.umd.edu/workspaceitems/33460/edit

Drop files to attach them to the item, or browse

Collection Undergraduate Research Day 2024


I represent that I am the sole or joint owner of the entire copyright in the material or the material is in the public domain. To the extent that I do not hold copyright in any part of the material, I have written authority from the owner of copyright to grant this license to the University of Maryland.

If the material is based on work that was sponsored or supported by an agency or entity other than the University of Maryland, I represent that I complied with any requirements the sponsor may have imposed on publication including a right of review or inclusion of an acknowledgement of its support.

This agreement will be interpreted and governed in accordance with applicable Federal law and the laws of the State of Maryland without reference to its conflict of laws rules.

I confirm the license above

Discard Saved Save Save for later + Deposit

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drum-help@umd.edu

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14. Once your submission is approved, **you will receive an e-mail** with a link to the record in DRUM.