



# Faculty/Research Mentor

Guide to Submittable Platform

## Mentor Approval Verification

- When completing the scholarly activity form, students will now send a request to their mentor for approval.
- To submit the mentor approval request:
  - Enter Mentor Name

Name of Scholarly Activity/Research Mentor *(required)*

Limit: 20 words

Include First Name, Last Name, and Credentials (i.e Joe Smith, DO)

Email of Scholarly Activity/Research Mentor *(required)*

Reference Email Address *(required)*

Enter the email address of the person you'd like to serve as a reference.

Add Personal Message (optional)

**Sending a reference request will not submit this form.** You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

Please make sure to **include your name and the title of the study** in the message to your mentor so they know for whom they are responding. **Please send this request right now as you continue filling out this form to expedite completion.**

- Enter Mentor Email Address

- Add a message to your mentor
  - **At a minimum, students must include their name and study title**

- Send the request to the mentor

### **How to verify the students' request:**

- Faculty/Research Mentors will receive an email from Submittable
- When completing the mentor verification, please use either Microsoft Edge or Google Chrome. **Submittable is not compatible with Safari on Apple devices (iPhone, iPad, Mac)**
- To complete the request, click the “**Complete Form**” Button

Dear Faculty Member/Research Mentor,

Please respond to this notification to verify that you have agreed to mentor the student doctor who submitted this form.

If you have any questions, please contact Amanda McCoy, MPH, DCOM Research Coordinator

amanda.mccoy@lmunet.edu

865-338-5752

Amanda McCoy requested you complete this form to supplement their submission or application to Lincoln Memorial University DCOM. They included the following message:

test mentor verification



COMPLETE FORM

**Complete the Mentor Verification Form:**

- After clicking the complete form button, you will be taken to the verification form

- If you have met with the student and agree to mentor them, please select your response

- If you select “Concerns Exist,” you will get a drop-down box where you can enter any issues or concerns you have

- When you have completed your review, click “**Submit Form.**”

- You can also use the “**Save Draft**” button to come back later to complete the review.

**DCOM Mentor Verification**

Please complete this form to acknowledge that you have agreed to mentor the DCOM Student that submitted this form.

Have you met with the student who submitted this form and agreed to mentor them? *(required)*

Yes

No

Concerns exist

Please elaborate *(required)*

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Text Area]

✓ Last Saved a few seconds ago

The screenshot shows a web form titled "DCOM Mentor Verification". It contains a heading, a paragraph of instructions, a question with three radio button options ("Yes", "No", "Concerns exist"), a text area for elaboration with a rich text editor toolbar, and two buttons at the bottom: "Save Draft" and "Submit Form". A green checkmark and text "Last Saved a few seconds ago" are visible below the buttons. Blue arrows from the text on the left point to the radio buttons, the text area, the "Submit Form" button, and the "Save Draft" button.

# Questions or Technical Assistance with Submittable?

Please contact:

Amanda McCoy, MPH

LMU DCOM Research Coordinator

[Amanda.McCoy@lmunet.edu](mailto:Amanda.McCoy@lmunet.edu)

865-338-5752

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