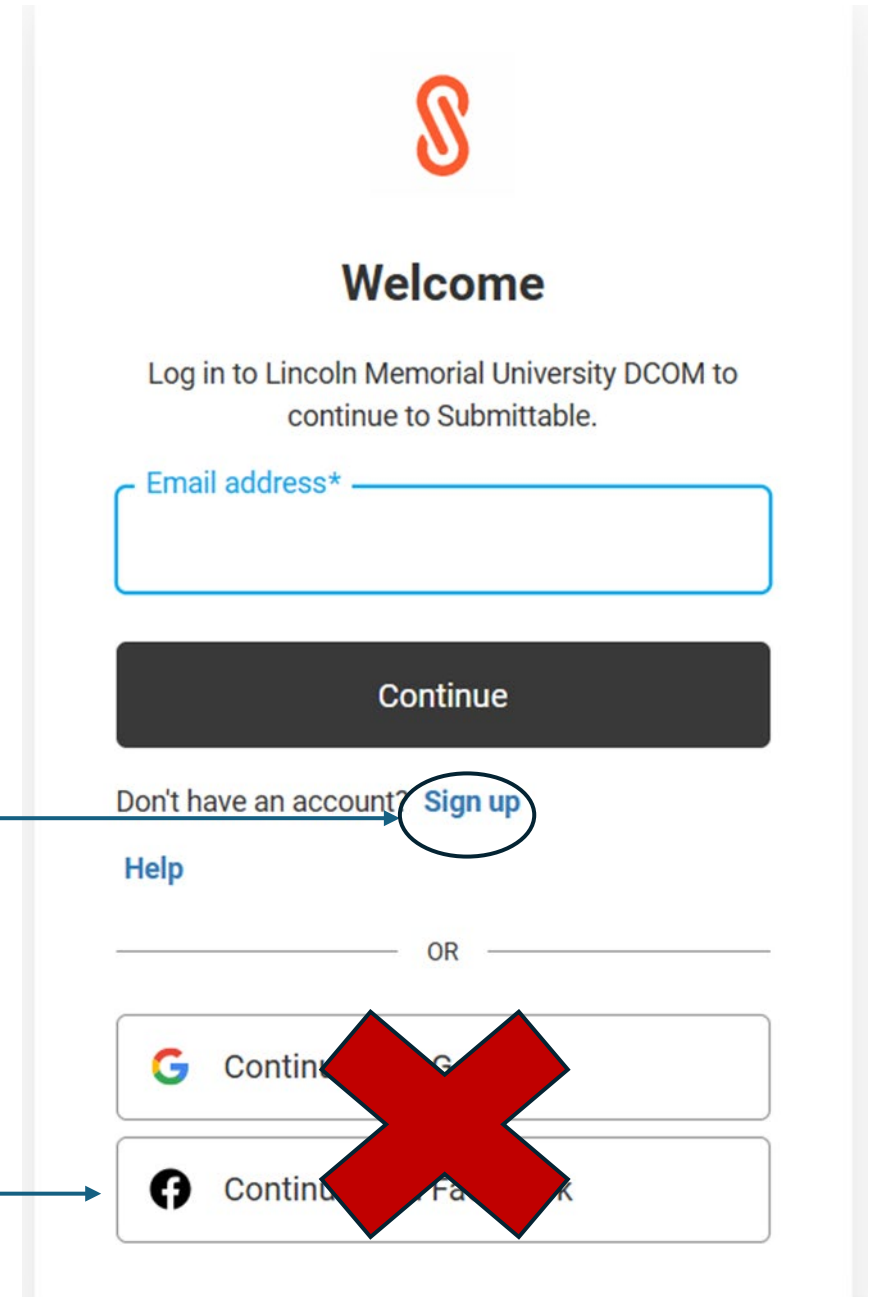


Registering for a Submittable Account

- If you do not have an account, you will need to register for an account with Submittable.
- Click “[Sign Up](#)”
- **You must use your LMU email account to sign up for Submittable**
 - **Do not sign up with Google or Facebook**
- After you have registered, you will be able to submit your scholarly activity form



The screenshot shows the Submittable login interface. At the top is the Submittable logo (a stylized 'S' in orange). Below it is the heading "Welcome" and the text "Log in to Lincoln Memorial University DCOM to continue to Submittable." There is a text input field labeled "Email address*" with a blue border. Below the field is a dark grey button labeled "Continue". Underneath the button is the text "Don't have an account?" followed by a blue link "Sign up" which is circled in blue. Below this is a "Help" link. A horizontal line with "OR" in the center separates the login options from the social media options. There are two buttons for social media login: "Continue with Google" and "Continue with Facebook". A large red 'X' is drawn over both of these buttons. Blue arrows from the text on the left point to the "Sign up" link, the "Continue" button, and the social media buttons.

How to track submitted forms and find draft submissions

- Click the drop-down menu on your user profile (top right corner)
- Click “My Submissions.”
- You can view the progress of your submitted forms and your drafts
- If you should need to make any edits to the submitted form, the DCOM Research Coordinator can open your forms for editing. Please email Amanda McCoy, MPH, amanda.mccoy@lmunet.edu

§ Amanda McCoy ^ ?

Team Accounts

Lincoln Memorial Univer...
Account ID - 26441

Lincoln Memorial Univer...
Account ID - 26526

User Account

My Submissions

My Profile

My Settings

Sitemap

LOGOUT

My Submissions

Search submissions

My Submissions Drafts External Submissions

Sort by

Date (most recent)

Filter

Select...

Clear Filters

Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	0001	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Accepted	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
In-Progress	0001	Lincoln Memorial University DCOM	DCOM OMS III-IV Research Elective Rotation Application	Mar 4, 2026

How to send messages to DCOM

Research in Submittable:

- Go to your dashboard
- Click on the submission number of the form you wish to send a message about

My Submissions

My Submissions Drafts External Submissions

Sort by

Date (most recent)

Filter

Select...

Clear Filters

Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Editable	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
Accepted	<u>0001</u>	Lincoln Memorial University DCOM	DCOM OMS III-IV Research Elective Rotation Application	Mar 4, 2026

4 results

0001

Submitted to Lincoln Memorial University DCOM - DCOM Request for Travel Funding on Thu, Mar 26, 2026 1:59 PM

In-Progress

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

- Select the **messages** tab

ACTIVITY **MESSAGES** FORMS NOTE AWARDS & PAYMENTS

- Select **New Message**

New Message

Thu, Mar 26, 2026 2:35 PM

From: Amanda McCoy
To: Amanda McCoy
Subject: DCOM Request Form (Publication, Presentation, Travel)

[TOMA_Hotel_Receipt.pdf](#)

[Conference_registration.pdf](#)

[parking_fee.pdf](#)

[map_towards_hotel.pdf](#)

Thank you for submitting your request form. Your submission will be reviewed, and you will be notified if any revisions are required before approval. Once the review process is complete, you will receive confirmation when your form has been approved.

If you have any

[...Read More](#)

Notifications after submission:

- After you submit your form, you will receive an email to verify your submission.

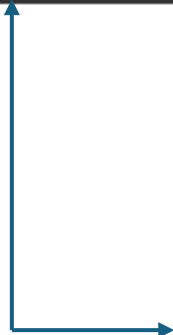
Thank you for submitting your request form. Your submission will be reviewed, and you will be notified if any revisions are required before approval. Once the review process is complete, you will receive confirmation when your form has been approved.

If you have any questions, please contact Amanda McCoy, MPH, DCOM Research Coordinator, at Amanda.McCoy@lmunet.edu.



Submission ID: 53634843

You can send messages within Submittable to the Research Coordinator and Research Directors



Notification of Approval:

- You will also receive an email if your form has been approved.

Congratulations! Your scholarly activity form has been approved.

If you plan to present or publish your work upon completion, please submit the appropriate Request to Publish or Request to Present form. Links to these forms are included in the attached pathways and are also available on the LMU DCOM Research Canvas course and website.

The Research Department is proud to celebrate your scholarly accomplishments. We invite you to log your completed scholarly achievements using the following link: [Records for Scholarly Activity/Research for Students, Faculty, and Staff](#).

Please do not hesitate to reach out if I can assist you in any way throughout your research journey.

Amanda McCoy MPH | Research Coordinator Amanda.McCoy@lmunet.edu | **Lincoln Memorial University** 865.338.5752/9737 Cogdill Rd. Knoxville TN 37932 www.LMUnet.edu



Submission ID: 53390179