Fall 2021: 17th Undergraduate Research & Creative Activity Forum

Hybrid Event

Virtual Sessions: November 17 @ 12:00 pm to November 23 @ 12:00 pm
In-Person Sessions (MSU Campus): November 18, 8:00 am - 6:00 pm

Call for Abstracts
The UGRCAF features presentations of research and creative activity by undergraduate students. We anticipate an impressive array of research and creative projects, either in preliminary or final form. This year the UGRCAF will be a hybrid event including both virtual and in-person sessions. Submissions fall into one of four categories: (1) poster presentations, (2) oral presentations, (3) creative activities or (4) emerging research. Please note the submission guidelines for each category before submitting.

URCA Forum
Abstract Submission Guidelines

Mentee(s) and faculty mentor(s) collaborate on writing the abstract.
1. Mentees:
   1. Complete the UGRCA Forum Abstract form (see pg. 4) and send it to mentor no later than Friday, Oct. 15th. The Abstract Submission form is at the end of these Guidelines. You may also find it on our EURECA website in the Helpful Links sidebar under Undergraduate Research & Creative Activity Forum. You must use this form and complete all sections of it. Delete these guideline pages when submitting the form.
   2. Complete the Preference Survey by Friday, Oct. 15th to provide information the Office of Undergraduate Research needs for planning the event.
2. Faculty mentors:
   1. Review mentee(s) abstract to ensure that they accurately reflect the project work and meet the requirements listed below.
   2. Send approved Abstract to their College Representatives (see pg. 2) no later than Friday, Oct. 22nd. Do not approve or send incomplete abstracts. Review that IRB approval is included as applicable.
4. College Representatives:
   1. Review faculty-approved abstracts.
   2. Notify mentors and students of approval no later than Friday, Oct. 29th.
   3. Send the list of approvals to the UGR office no later than Friday, Oct. 29th.
5. Mentees: Upon receiving approval from the college representative, the student(s) must submit the abstract into the Google form by clicking this link no later than Wednesday, Nov. 3rd at 11:30 p.m.

Submission Form Guidelines: Complete all of the abstract information.
1. Include names, phone numbers, and e-mail addresses for all presenters.
2. Include both the college and department of the participants.
3. Presentation Venue: Details about the virtual and in-person events can be found by clicking on the links below (or see pg. 3). You will need to select your preferred venue on your abstract proposal. Disclaimer: Due to a limited number of spaces for each venue we may not be able to accommodate all preferences.
1. Types of Virtual Presentations
2. Types of In-person Presentations
4. Include the title of the presentation and the name of your mentor(s).
5. Include IRB information, if required.
6. Abstract requirements: Faculty mentors should work with their mentee to ensure that their abstracts meet these requirements:
   1. Length: 250 words maximum
   2. Content:
      - Purpose of the study/creative work.
      - Methodology or approach of the study/creative activity.
      - IRB Approval Number (if applicable).
      - Preliminary or final results/findings/creation.
      - Conclusions (preliminary or final).

Additional Information:
- Avoid duplicate entries on the web form by assigning one team member to submit and include all information from the approved abstract. Review submission email notification for any errors. The latest submission will be used.
- Upon receiving your abstract, the UGR office will send specific instructions on how to prepare your virtual or in-person presentation with specifics about the event.
- Many mathematical and scientific symbols and notations do not translate between the abstract and web form download conversion to Excel. When you receive your email confirmation, and you see the formulas are incorrect, notify the UGR office by sending a copy of your original approved abstract. This will be the ONLY reason we need your abstract.

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<thead>
<tr>
<th>College</th>
<th>Representative</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Dillard College of Business Admin.</td>
<td>Dr. Pablo Garcia-Fuentes</td>
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** General guidelines on how to prepare forum presentations are on the EURECA Webpage under the Undergraduate Research and Creative Activity Forum Tab in Helpful Links. Students are encouraged to attend the "Preparing Effective Oral & Poster Presentations” hybrid workshop on October 21st, from 5-6 p.m.

Contact Information: Dr. Stacia Miller 940-397-2804. UGR office: 940-397-6275
Clark Student Center, Room 161 Visit our website or email: eureca@msutexas.edu
Types of Virtual Presentations

- All virtual presentations will require a 1-hour synchronous “table session” on either Thursday, November 18th or Friday, November 19th between 9:00 am and 5:00 pm, during which presenters will have the opportunity to answer questions from attendees and evaluators.
- YouTube Videos will be available in the virtual forum for asynchronous viewing from Wednesday, November 17th @ 12:00 pm until Tuesday, November 23rd @ 12:00 pm.
  1. Oral Presentation. 15-minute YouTube Video.
  2. Full Poster with a 3-minute Introduction YouTube Video.
  3. Creative Activity. 15-minute YouTube Video.

Types of In-person Presentations

- All in-person presentations will require attendance to the UGRCAF on the MSU campus on Thursday, November 18th at your scheduled time between 9:00 am and 5:00 pm.
  1. Oral Presentation. 15-minutes to present PowerPoint with an additional 5-min for Q&A
  2. Full Poster Presentation. 8-10 min presentation by your displayed poster; attendance is required throughout the assigned poster session
  3. Creative Activity. 15-minutes to present the Creative Activity with an additional 5-min for Q&A
  4. Emerging Research Poster Presentation. 8-10 min presentation by your displayed poster; attendance is required throughout the assigned poster session
UGRCA FORUM ABSTRACT SUBMISSION FORM

Presenters Names: Click or tap here to enter text. Phone Number: Click or tap here to enter text.
MSU Assigned Emails: Click or tap here to enter text.
College: Choose an item. Department: Click or tap here to enter text.
Title: Click or tap here to enter text.
Mentor(s): Click or tap here to enter text.
Presentation Types
☐ ORAL ☐ POSTER ☐ CREATIVE ACTIVITY
☐ EMERGING RESEARCH

Presentation Venue Preference: (DISCLAIMER: Due to limited number of spaces for each venue we may not be able to accommodate all preferences).
☐ VIRTUAL (Symposium on ForagerOne.com) ☐ IN PERSON (CSC Meeting rooms)

MSU Texas policy: UPP 2-510 Protection of Human Subjects in Research requires that an Institutional Review Board must review human research projects prior to the start of the research. This applies whether faculty or students conduct the research, including research conducted in a classroom. IRB approval is required, if human subject data are used. If you have questions about class projects, please refer to the IRB guidelines. All forms and additional guidelines are available on the IRB website.

All students presenting research at the COS/UGRCA Forum must answer this question:
Does your project involve human subjects? Yes ☐ No ☐
If “yes”, please provide the IRB # for your approved human subjects’ research:

ABSTRACT (250 words):
Click or tap here to enter text.

Faculty Approval: _______________________________
College Representative Approval: _______________________________