



26th UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY FORUM

April 16th, 2026, at the MSU Clark Student Center

9:00 am to 5:00 pm

Undergraduate Abstract Submission Guidelines

The Call for Abstracts for the 26th Undergraduate Research & Creative Activity Forum (UGRCAF) is now open. The UGRCAF showcases presentations of research endeavors and creative activity by undergraduate students at MSU Texas. Undergraduate students who have participated in facultymentored research and creative endeavors through a program, coursework or independent study are encouraged to submit an abstract.

Undergraduate Research Abstract Submission Timeline

The abstract submission is a collaborative responsibility shared by the faculty mentor(s) and student(s), who should work together to prepare a professional, polished abstract submitted by the deadline. The official online submission form includes the fields outlined on the blank form provided on page 2, which you may use as a guide while drafting your abstract. **Deadline to Submit: Monday, March 30, 2026**

Guidelines:

1. Student mentees and faculty mentors collaborate to write and complete the UGRCA Forum Abstract (see page 2 for outline).
 - i. Be sure to fill out all sections of the form and ensure the abstract best represents the project, discipline and college. Proofreading is important during this phase.
 - ii. As per the university, all students must use their @my.msutexas.edu email for correspondence. Please ensure that all presenters' emails are included and correct. Do not use D2L emails.
2. Your abstract should include the following information in 250 words:
 - i. Purpose of the research/creative project
 - ii. Methodology or approach to the research/creative project
 - iii. IRB Approval Number or Status as applicable
 - iv. Preliminary or final results/findings/creation
 - v. Preliminary or final conclusions
3. One student from the project team must upload the approved abstract into the electronic form linked below. The form will open in February and close at 11:59 pm on March 30th. Late abstracts may be subject to refusal. Please contact the UGRCA Office if you have any issues with the form. Click this link to access the Final Abstract Submission Form: [2026 CoS/UGRCA Forum- Abstract Submission – Fill out form](#)
4. Once all abstracts are submitted to the Microsoft Form due March 30th, the Office of Undergraduate Research and Creative Activities will send each presenter/presenter group more specific information about preparing their presentation for the forum. **Deadline to submit: March 30th, 2026**

If you have questions or want more information on how to prepare your presentation, you can contact the Office of Undergraduate Research and Creative Activities, CSC Room 161: Julie Scales, Coordinator, 940-

397-6274. Or check out the resources for Preparing a Successful Presentation on our [Office of Undergraduate Research](#) web page.

Types of Presentations

There are five different presentation formats. All presentation categories, except for Emerging Research Poster, are evaluated using the [UGRCAF Rubric](#) and top performers for each college are recognized. Emerging Research Posters are not eligible for awards and are evaluated using the Emerging Research Rubric. More guidelines for each of these presentation types can be found on our [website](#).

- Oral Presentation (Podium): 15-minute oral presentation with an additional 5 minutes for Q&A.
- Poster Presentation: 5-8 oral presentation overview of your displayed poster. Your physical attendance is required at the poster for 1 hour. A poster template is available on our web page.
- Creative Activity: 15-minute oral presentation with an additional 5 minutes for Q&A.
- Paper Presentation (w/Oral Presentation): early paper submission (**by April 9th**) with a 15-minute oral presentation and an additional 5 minutes for Q&A (A general rule of thumb is that one double-spaced page takes 2-2.5 minutes to read out loud. Thus an 8–10-page, double-spaced paper is often a good fit for a 15–20-minute presentation).
- Emerging Research Poster Presentation: 8–10-minute presentation overview of your displayed poster. Your physical attendance is required at the poster for 1 hour. A poster template is available on our web page.

UGRCAF Abstract Required Fields- for your use to draft your abstract.

Do not send this form to the UGR office.

All Presenter Name(s):

Presenters MSU Assigned emails only (@my.msutexas.edu):

Phone number (person submitting online form):

Presenters College:

Presenters Department:

Presentation type (see descriptions above):

Presentation Title:

MSU Mentor(s):

MSU Mentor(s) MSU Office phone:

Mentor(s) email:

Abstract (250 words): Abstracts over/under word count will be returned for editing