Abstract Submission Guidelines
1. Mentee(s) and faculty mentor collaborate on writing the abstract.
2. Mentees: complete the UGRCA Forum Abstract form and send it to mentor no later than Friday, October 9, 2020. The Abstract Submission form is at the end of these Guidelines. You may also find it on our EURECA webpage in the Helpful Links sidebar under Undergraduate Research & Creative Activity Forum.
3. Faculty mentors review mentee(s) abstract to ensure that they accurately reflect the project work, and meet the requirements listed below.
4. Faculty mentors: Send approved Abstract to their College Representatives no later than Thursday, October 15. Do not approve or send incomplete abstracts. Review that IRB approval is included as applicable.
5. College Representative:
   - review faculty-approved abstracts
   - notify mentors and students of approval no later than Friday, October 23
   - send the list of approvals to the UGR office no later than Friday, October 30.
6. Upon receiving approval from the college representative, the student(s) must submit the abstract through the Google form by clicking this link no later than Friday, October 30 at 11:30 pm.

NOTES: *Avoid duplicate entries on the web form by assigning one team member to submit and include all information from the approved abstract. Ensure are errors and you have time you can resubmit corrections. The latest submission will be used. ** Upon receiving your abstract, you will receive specific instructions on how to prepare a YouTube video presentation and how to upload it to the platform symposium.foragerone.com.

Abstracts must meet the following requirements
Faculty mentors should work with their mentee to ensure that their abstracts meet these requirements:
1. Length: 250 words.
2. Content:
   - Purpose of the study/creative work.
   - Methodology or approach of the study/creative activity.
   - IRB Approval Number.
   - Preliminary or final results/findings/creation.
   - Conclusions (preliminary or final).

College Representatives

<table>
<thead>
<tr>
<th>College</th>
<th>Representative</th>
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Type of Presentations
2. Full Poster with a 3-minute Introduction YouTube Video.

Contact Information: Dr. Magaly Rincón-Zachary 940-397-4254. UGR office: 940-397-6274
Clark Student Center, Room 161 Visit our
website: www.msutexas.edu/eureca/ email: eureca@msutexas.edu

THINGS TO REMEMBER:
• Please delete these guideline pages when submitting the form below.
• Remember to include all presenters’ names and emails on the submission form.
• IRB approval number or exemption status must be included.
• Transfer all the approved data from the abstract form on to the web form.
• The data you enter on the web form creates the forum program—ensure correct spelling, format, and formulas.
• We find that 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, please notify the UGR office by sending a copy of your original approved abstract. This will be the ONLY reason we need your abstract.
• If you have trouble with the web form contact us immediately!
• The Web Form closes at midnight on October 30.
• Attend the Preparing Oral and Poster Presentation virtual workshop on October 21—the Zoom is posted on the EURECA web page.
UGRCA Forum
Abstract Submission Form

Presenter Name(s):
E-mail addresses
College: Phone number:
Department:

Presentation type: □ Poster □ Oral □ Creative Activity
□ Emerging Research/Creative Activity

Title:
Mentor(s):

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):
Begin Typing Here

Faculty Approved: __________________________________________
College Representative Approved _______________________________