



SPRING 2022 CELEBRATION OF SCHOLARSHIP/ UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY

Hybrid Event

Virtual Sessions (ForagerOne): April 18th @ 12:00 pm to April 21st @ 12:00 pm
In-Person Sessions (MSU Clark Student Center): April 20th and April 21st

The Celebration of Scholarship (CoS) and UGRCAF features presentations of research and creative activity by undergraduate students, graduate students, and faculty. We anticipate an impressive array of research and creative projects. This semester the CoS will be a hybrid event including both virtual and in-person sessions. Submissions fall into one of two categories: (1) undergraduate research, or (2) graduate student and faculty research. Note the submission guidelines for each category- undergraduate research is on page one and graduate student/faculty begins on page four.

Contact Information: Undergraduate presenters may contact the Office of Undergraduate Research, CSC Room 161: Julie Scales, Coordinator, 940-397-6274. Faculty and Graduate presenters may contact: McAda Graduate School, Hardin Admin, Rm 104: Dr. Kathryn Zuckweiler, Dean, 940-397-4315.

Undergraduate Research Abstract Submission Timeline

You must complete all steps, one through four, to submit your proposal abstract for the Spring 2022 Celebration of Scholarship//UGRCA Forum. All dates are the “No Later than Deadlines” meaning that all actions of the steps should be completed before 5:00 pm on that date. The UGR Office advises time management and efficiency to complete each step within the timeline. Late, incomplete, or unapproved abstracts will not be accepted by the UGR office.

Step 1. Deadline: March 11th

Mentees: Collaborate with your mentor to write and complete the UGRCA Forum Abstract on page three. Be sure to fill out all sections of the form. Delete these guidelines pages when submitting the form.

Step 2. Deadline: March 23rd

Mentors: Review the final abstracts to ensure that your mentees included the required criteria based on the type of presentation and accurately reflect the project work. Send the approved abstract to your College Representative listed in Table 1 on page two. Be sure to copy your mentees and Julie Scales (Julie.scales@msutexas.edu) in the email. Having mentors submit to College Representatives eliminate duplicates, unapproved abstracts, or late abstracts from being submitted.

Step 3. Deadline: March 30th

College Representatives: Review all of the faculty-approved abstracts for your college to ensure that the mentees/mentors included the required criteria based on the presentation type and accurately reflect professional work. Notify mentors and students of approval and send a list of all approvals to the UGR office (Julie.scales@msutexas.edu). Please notify the UGR office if you receive any abstracts past the deadline.

Step 4. Deadline: April 1st

Mentees: Upon receiving approval from the College Representative, one student from the project team must upload the approved abstract into the electronic form linked below. You will receive a confirmation email—review it for correct spellings and emails. This data will be used to communicate with presenters and mentors and to build the program sessions.

[CoS/UGRCAF Final Abstract Submission in Microsoft Form](#)

Table 1: College Representatives

College	Representative	Email Address
Dillard College of Business Admin	Dr. Pablo Garcia-Fuentes	pablo.fuentes@msutexas.edu
West College of Education	Dr. Emily Smith	emily.smith@msutexas.edu
Fain College of Fine Arts	Dr. Bradley Wilson	bradley.wilson@msutexas.edu
Gunn College of Health Sciences & Human Services	Dr. Tammy Kurszewski	tammy.kurszewski@msutexas.edu
Prothro College of Humanities & Social Sciences	Dr. Whitney Snow	whitney.snow@msutexas.edu
McCoy College of Science, Mathematics & Engineering	Dr. James Masuoka	james.masuoka@msutexas.edu

Submission Form Guidelines

1. Include names, phone numbers, and email addresses for all presenters.
2. Include both the college and department of all participants
3. You will need to select your preferred venue on the abstract proposal. See descriptions below.
Disclaimer: Due to a limited number of spaces for each venue, we may not be able to accommodate all preferences.
 - a. Virtual presentations will require presenters to make a YouTube video and post it before the conference. All presenters will also be required to attend a 15-minute synchronous “table session” during the event where they will have an opportunity to answer questions from attendees and evaluators.
 - b. Face-to-Face (in-person) presentations will require presenters to attend the UGRCAF on the MSU campus (Clark Student Center) on Thursday, April 21st at their schedule time between 9:00 am and 5:00 pm.
4. You will need to select your presentation type on the abstract proposal. Click each link to see the descriptions. All descriptions are on page five at the end of this document.
 - a. [Types of Virtual Presentations](#)
 - b. [Types of Face-to-Face \(in-person\) presentations](#)
5. Include the title of your presentation and the name of your mentor(s).
6. Include IRB information if IRB is required for your project. See guidelines in the abstract form.
7. The 250-word abstract should include the following information:
 - a. Purpose of the research/creative project
 - b. Methodology or approach to the research/creative project
 - c. Preliminary or final results/findings/creation
 - d. Preliminary or final conclusions



UGRCA Forum Abstract Submission Form

All Presenter Name(s):

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

Phone number (1ST Author):

DCOBA:

COFA :

GHSHS

MCOSME:

PY:

WCOE:

Department:

Presentation Venue: VIRTUAL on Symposium with Live Table Session:

FACE TO FACE:

Presentation type: Poster:

Oral (Podium):

Paper

Creative Activity:

Emerging Research Poster:

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):

Faculty Approved: _____

College Representative Approved: _____

Graduate Student and Faculty Abstract Submission Guidelines

Timeline for submission of abstracts:

1. Abstracts must be submitted by April 1, 2022.
2. Faculty and graduate students should submit abstracts through the electronic [CoS/UGRCAF Final Abstract Submission in Microsoft Form](#)

Abstracts should 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).

Types of Presentations

- Podium (oral) Presentation. 15-minute YouTube Video.
- Creative Activity. 15-minute YouTube Video.
- Poster Presentation with a 3-minute Introduction YouTube Video.
- Three-Minute Thesis™ Competition (graduate students only). Contact Emma Brown at emma.brown@msutexas.edu for details on the 3MT competition.

Questions? Contact the Celebration of Scholarship representative from your college or contact Dr. Kathryn Zuckweiler at kathryn.zuckweiler@msutexas.edu or (940) 397-4867.

College	Representative	Email Address
Dillard College of Business Administration	Dr. Pablo García-Fuentes	pablo.fuentes@msutexas.edu
West College of Education	Dr. Carrie Taylor	carrie.taylor@msutexas.edu
Fain College of Fine Arts	Dr. Matthew Luttrell	matthew.luttrell@msutexas.edu
Gunn College of Health Sciences & Human Services	Ms. Vicki Dillard	vicki.dillard@msutexas.edu
Prothro-Yeager College of Humanities & Social Sciences	Dr. John Schulze	john.schulze@msutexas.edu
McCoy College of Science, Mathematics & Engineering	Dr. Mahmoud Elsharafi	mahmoud.elsharafi@msutexas.edu

Undergraduate Research- Types of Presentations

Specific details on each type will be sent to each undergraduate presenter/group base on their abstract selections.

Types of Virtual Presentations

- Oral Presentation: 15-minute YouTube video with visual aid.
- Poster Presentation: Full poster visual aid with a 3-minute project overview YouTube video.
- Creative Activity: 15-minute YouTube video
- Paper Presentation: paper submitted by April 15 with a 15-minute YouTube video (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: Poster visual aid with a 5-minute introduction YouTube video.
- All virtual presenters will also be required to attend a 15-minute synchronous “table session” during the event where they will have an opportunity to answer questions from attendees and evaluators.

Types of Face-to-Face Presentations

- Oral Presentation: 15-minute oral presentation with an additional 5 minutes for Q&A.
- Poster Presentation: 8–10-minute overview presentation by your displayed poster. Your attendance is required at the poster for 1 hour.
- Creative Activity: 15-minute oral presentation with an additional 5 minutes for Q&A.
- Paper Presentation: paper submitted by April 15 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 overview presentation by your displayed poster. Your attendance is required at the poster for 1 hour.