

43rd Annual Medical Student Research Day

Thursday, November 12, 2020, 1-5:30pm and
Friday, November 13, 2020, 1-4:30pm
Zoom

Abstract Submission

The Office of Student Research (OSR) in the Dean's Office and the Alpha Omega Alpha (AOA) Honor Society have sponsored Medical Student Research Day (MSRD) for over 40 years. MSRD is a proud tradition for University of Maryland's medical students to present their research accomplishments to the school and the campus. The presentations are judged, and competitive awards and prizes are given in recognition of outstanding research and presentations. This year the event will be held virtually through Zoom.

Questions

Any questions regarding MSRD can be submitted through the [Ask MSRD](#) form.

Abstract Submission

All presenters must submit an abstract for their presentation through the online abstract submission form(s) by **Friday, October 16, 2020, 11:59 p.m. EST**. Prior to abstract submission, the presentation must be registered through the Presentation Registration Form (see "Presentation Registration" document for details). If you have multiple registered presentations that were accepted to be presented, please submit a separate abstract submission entry for each registered presentation. The presentation ID from your registration confirmation email will be needed to complete the abstract submission form(s).

Commitment to Present

1. All presenters must be present at the presentation session they are assigned from 5 minutes before the start of the session to at least one presentation after the presenter's presentation, or to the end of the session if the presenter's presentation is last (up to ~1.5 hours).
2. Prior to abstract submission or prior to the release of the presentation schedule, if you find that you can no longer present at MSRD or cannot be present for the assigned presentation session (possible sessions if not yet assigned), please contact [Ms. Qi Cao](#) and [Dr. Greg Carey](#) as soon as you know.
3. Once you have completed abstract submission and after the presentation schedule is released, you are committed and expected to present at MSRD at the designated time and be present at the assigned session. If in the rare case that special unforeseen circumstances arise causing you to no longer be able to present or be at the session, please notify [Ms. Cao](#) and [Dr. Carey](#) immediately. You will not be released from your commitment unless there are extenuating circumstances.

One-Step or Two-Step Process

Presenters can choose to submit their abstract using **either the One-Step or Two-Step process**.

One-Step: You can choose this option if you have the co-authors information and the abstract content ready for submission.

- Use the [**Abstract Submission Step 1 Form**](#) to submit all your abstract-related information (see “Abstract Submission Form Instructions” section). Indicate on the form that you plan to use the One-Step process.

Two-Step: You can choose this option if you have the co-authors information ready to submit but will need more time to develop or finalize the abstract content (abstract body and title of the presentation). NOTE: Both steps need to be completed prior to the abstract submission deadline.

- **Step 1** – Use the [**Abstract Submission Step 1 Form**](#) to first submit your full co-authors information. Indicate on the form that you plan to use the Two-Step process.
- **Step 2** – Use the [**Abstract Submission Step 2 Form**](#) to later submit your abstract content, including the presentation title and abstract body. This second step would complete the two-step abstract submission process. You will need your confirmation email from Step 1 (the co-authors names and emails you submitted in Step 1 will be needed in Step 2).

Abstract Submission Form Instructions

Abstracts must be written by the presenter and **approved by all mentors and co-investigators** prior to submission. Presenters and mentors are responsible for all content and editing.

The submitted abstract will be the final abstract that will be included in the abstract booklet. If additional progress in an ongoing research is made prior to the event, presenters may include in their presentation additional data and analysis, if any, that was not referenced in the abstract.

Please be prepared to provide the following information regarding the presentation. Please make sure all information is accurate prior to submitting the entry. Please use the “Co-Author Worksheet” to collect co-author information in preparation for abstract submission. You will be asked to provide the Registration ID from your registration confirmation email.

1. **Presenter** (and any Co-Presenter) information including name and contact information. Co-presenters will submit together through a single abstract submission entry.
2. **Co-author(s)** information: research mentors (and any co-mentors) and any co-investigators who will be included on the abstract, up to 5 co-authors in addition to the presenter.
 - a. The title section of your abstract will be formatted for you based on the text information you enter in your submission entry, including the names, institutions, and departments of your co-authors. Please follow the instructions carefully.
 - b. Please use the “**Co-Author Worksheet**” to prepare the information needed for this section.

- c. Please enter their information in the form in **the order you would like them to appear** on the abstract title section. The main Research Mentor or the PI of the project is typically listed last. Please consult your mentor for appropriate listing order.
 - 1) For example: John Smith is a co-investigator and Jane Doe is your mentor. If you wish the co-authors to be listed as "John Smith, Jane Doe," you should enter John Smith as Co-Author 1 and Jane Doe as Co-Author 2.
 - 2) As the presenter, your name will be automatically indicated in the title section as the presenting author and should not be entered under Co-Author section of the form.
- d. **Primary UMB affiliated school, department and division** is used for the abstract. Please consult the individuals for **accurate affiliation information**. If a clinician or researcher has an appointment at UMB, please use their primary university school and department even if they are part of UMMC, VAMC, other institutions, or centers. Please also provide other on-campus affiliation separately such as VA Medical Center, UMMC, CVID, and IGS.
 - 1) For example: John Smith is a UM SOM faculty member in the Department of Medicine (primary appointment) and in the Department of Surgery (secondary appointment), a faculty at the Center for Vascular and Inflammatory Diseases (CVID), and a clinician at the Veterans Affairs (VA) Medical Center. You should enter "UMB" for Institution, "Yes" for UMB Faculty, "Medicine" for Department. You should enter his affiliations with CVID and VA Medical Center under Other On-Campus Affiliations.
- e. **Note:** Due to limited resources and time, only 5 co-authors in addition to presenters will be printed on the program booklet. Presenters may acknowledge additional co-authors on the poster or in the oral presentation.

(If you choose the One-Step process, you would continue through items 3-9 until completion of the Step 1 form. If you choose the Two-Step process, Step 1 would stop at the completion of the co-authors information and Step 2 will proceed with items 3-9.)

- 3. **Presentation ID:** If the presentation schedule has been released, enter your PID as assigned (e.g., O.01 or P.24), taking care to enter it accurately. Otherwise, you can leave this field blank.
- 4. **Presentation format:** Oral presentation or poster presentation as assigned, or as you registered if the presentation schedule has not yet been released.
- 5. **Modification to the Presentation Title** previously submitted through Presentation Registration can be made during abstract submission. See "Abstract Format" section.

6. **Body of abstract** in the format of a single, continuous paragraph (upload in Word document format if abstract body or presentation title contains special formatting). See “Abstract Format” for details.
7. **Applicable funding acknowledgement** as required by funding sources. Please consult your mentor and any applicable program, fellowship, or scholarship.
8. **Affirmation:** At the end of the submission form, participants will be asked to agree to the following.

“By submitting this form electronically, I hereby:

 - a. Confirm that I have read, understand, and agree to the abstract submission rules and presentation guidelines.
 - b. Warrant that my abstract and presentation is my own original work and that all named co-authors have been informed and approve of this submission.
 - c. Grant the Office of Student Research all of the necessary rights to record my presentation and to use it in any audio formats, including but not limited to creating synced versions of the presentation.
 - d. Grant the Office of Student Research all of the necessary rights to reproduce, distribute, and display my abstract, presentation, and handouts in matters relating to the event. I will continue to retain ownership, including copyright rights, in my work.
 - e. Grant the Office of Student Research all of the necessary rights to take photos of me at the event and to reproduce, distribute, and display the photos.”
9. **Additional Comments:** Include any additional comments relevant to the submission.

Carefully review the submission prior to clicking the “Submit” button. A confirmation email containing the submitted information will be sent to the email of the presenter and all co-authors (the Two-Step process will result in 2 separate confirmation emails, one after each step). Make sure all email addresses you enter are correct.

Abstract Format

1. Presenters are recommended to use MS Word to write the abstract and then copy and paste the text into the submission form.
2. Presentation Title: Maximum 150 characters, including spaces. The title should descriptively reflect the research but is short and concise. Do not use all caps. Your submitted text will be formatted for you.
3. Abstract Body Text: maximum 2200 characters, including spaces.

The body of the abstract should be in the format of a single, continuous paragraph that contains all the elements listed below as content. **Please remove any labels** for the individual elements such as “Background,” “Methods,” and “Results” in the abstract. If such labels are included or the abstract contains multiple paragraphs, the abstract may be rejected or edited to conform to the format without consulting the presenter.

- a) Brief statements of background
- b) Specific objectives or aims
- c) Methods
- d) Results (if available)
- e) Conclusions (if available)

4. Special Formatting: The abstract text field of the submission form does not support certain special formatting (e.g., bold, underline, italics, superscript, and subscript). If your abstract (presentation title or body text) includes special formatting, you must submit the applicable portion of the abstract (title or full body text) as a MS Word file (.doc or .docx). Include the title in the attachment only if the title also contains special formatting (e.g., "in vivo").

- a) Please name the file according to the following format:
"AbstractSF.O/P.LastName.FirstName" (use "O" for Oral, "P" for Poster)
- b) Co-author names and information will be formatted for you based on the text information you enter in the submission entry. Do not submit a special formatting file only because the co-author information includes special formatting.

5. No Tables, Graphs, References: Tables, graphics, and references should not be submitted as part of your abstract. You may include them in your oral presentation or poster presentation.

Mentors and Guests Attending the Event

Event attendance is open to the entire campus. UM SOM faculty, staff, and students are encouraged to attend the event.

Presenters' mentors and other guests are welcome to attend the event. Please ask them to respond through the [**MSRD Interest Form**](#) by **Friday, October 16**. Presenters do not need to RSVP.