

40th Annual Medical Student Research Day

Thursday, September 28, 2017

Noon – 7:30 p.m.

Bressler Research Building (BRB) and Medical School Teaching Facility (MSTF)

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 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.

Attending the Event

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

To **RSVP** for attending the event, please respond through the online [MSRD RSVP Form](#) as early as possible by **Thursday, September 21**.

Abstract Submission

All presenters must submit an abstract for their presentation through the online [MSRD Abstract Submission Form](#) by **Thursday, September 14, 2017, 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).

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 printed 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.

1. **Presenter** (and any Co-Presenter) information including name and contact information. Co-presenters will register together through a single registration entry.

2. **Co-author(s)** information: research mentors and any co-investigators who will be included on the abstract, up to 5 co-authors in addition to the presenter. Your abstract title section will be formatted for you based on the information you enter. Please follow the instructions carefully.
 - a. **Please use the “Co-Author Worksheet” to prepare the information needed for this section.**
 - b. Please enter them 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.
 - c. Primary UMB affiliated school, department and division is used for the abstract. Please consult the individuals for accurate affiliation information. Please also provide other on-campus affiliation such as VA Medical Center, UMMC, CVID, IGS, *etc.*
 - 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.
 - d. **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.
3. **Modification to the Presentation Title** previously submitted through Presentation Registration can be made during abstract submission.
4. **Body of abstract** in the format of a single, continuous paragraph (a Word file to be uploaded if abstract body or presentation title contains special formatting). See “Abstract Format” for details.
5. **Applicable funding acknowledgement** as required by funding sources. Please consult your mentor and any applicable program, fellowship, or scholarship.

6. **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.”

7. **Additional Comments:** Include any additional comments relevant to the submission.

- a. Presenters who registered for more than one presentation should clearly indicate with which presentation the abstract is associated.

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. Make sure all email addresses you enter are correct.

Abstract Format

1. Participants 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.
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. **Do NOT** include 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.

Release of Presentation Schedule

The presentation schedule, including presentation times, locations, and presentation sessions will be provided in the week of September 4. Each presentation will be assigned a Presentation ID that will also be provided in the schedule.