

## Salisbury University Student Research Conference (SUSRC)

### Submission Guidelines

#### Application and Mentor Approval is Due By 11:59 pm March 15<sup>th</sup>

- **Student** must submit a conference application – this is a brief form on our website (<http://www.salisbury.edu/susrc>) that includes student's name, username and ID #, faculty mentor's name, department, and email address, student collaborator name(s) (if applicable), project type (oral / poster), title of project, and full abstract. If the student misses this deadline, they will not be able to present at the conference.
  - Project type and title are final and may not be changed after submission.
  - Each student may be first author on one submission only. However, students can be authors on more than one project.
  - Only the first author should submit the conference application.
  - While there is no required format, abstracts must be no more than 300 words and should include the purpose, methods, and results of the project.
  - By submitting an abstract, the student is agreeing that if it is accepted, they will be present at the entire session to which the presentation is assigned (poster or oral).
- **Faculty** mentor will receive an email notification of the student's conference application. The email will contain a link that faculty must click and select "Grant Mentor Approval", allowing the submission to move forward for full consideration. *The student's project will not be accepted until their faculty mentor clicks this link and grants approval.*
  - Faculty mentor should not grant approval until they have reviewed and approve of the student's abstract submission. This step is critical to ensure that the faculty mentor has agreed to the submission and has verified the quality of the work.
  - By granting approval, faculty mentor has also verified, according to IRB guidelines, that the student's project has either received University approval to be conducted or does not need such approval. (Questions regarding IRB approval can be directed to the IRB/ Committee on Human Research; see <http://www.salisbury.edu/gsr/research/compliance/irb/>).
- **The deadline for the application submission and mentor approval is 11:59pm on March 15<sup>th</sup> , no exceptions.** Again, both need to be completed before the deadline. Do not wait until the last minute to submit! Volunteers managing the conference need time to organize the presentations, create a conference program, order t-shirts, create ID tags, organize moderators, etc. This is why submissions will not be accepted after the deadline.
- Following the application submission and mentor approval, both the student and faculty will receive a confirmation e-mail message.
- The location and time of the presentation will be found in the Conference Program, which will be available on our website (<http://www.salisbury.edu/susrc>) approximately one week before the conference