SUBMISSION GUIDELINES

Salisbury University Student Research Conference (SUSRC)

- Student must submit "Intent to Submit" – 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, project type (oral / poster), and title of project only. If student misses this deadline, she/he will not be able to submit an abstract or present at the conference. **Deadline: March 15.**

  - Project type and title are final and may not be changed after intent is submitted.

  - Each student may be first author on one submission only.

  - Only the first author should submit.

- Faculty mentor will receive an email notification of the student's intent to submit. The email will contain a link that faculty must click and select "Grant Mentor Approval" to allow the student to submit an abstract for consideration by April 1. The student will not be able to submit until their faculty mentor clicks this link and grants approval.

  - Faculty mentor should not grant approval until he/she has 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/irb/).

- For projects with faculty approval, student will receive email notification with a link to the abstract submission form. Student submits "Abstract Submission" – this is a more detailed form that includes project abstract, coauthor names, hometown and newspaper for authors, special needs. **Deadline April 1.**

  - Abstracts must be no more than 300 words.

  - By submitting an abstract, the student is agreeing that if it is accepted, she/he will be present at the entire session to which the presentation is assigned (poster or oral).

- Following abstract submission, both the student and faculty will receive confirmation e-mail messages. Notification to the student of acceptance/rejection will follow.