

**SALISBURY UNIVERSITY
NCUR TRAVEL GRANT AWARD PROGRAM**

For your SU NCUR Travel Grant application you will need to upload:

1. A copy of your abstract (in .pdf)
2. A letter of recommendation from your faculty mentor (signed, in .pdf)

Abstract Submission Guidelines

Please note, guidelines for submissions are intended to mirror NCUR ® guidelines.

Important points:

- Please complete all required fields before submitting an abstract.
- Only the primary presenter needs to submit an abstract, and only one abstract should be submitted for each presentation.
- Including the title, the abstract should be 250-300 words in length.
- We recommend that you print the abstract and have all your necessary information on hand before entering the information online.
- You should receive an e-mail confirmation of your abstract submission to Salisbury University's Travel Grant Award Program.
- If you do not receive a confirmation, please check that ourca@salisbury.edu has not been marked as spam by your email client/server.

Abstract Format

Please visit: <http://www.salisbury.edu/ourca/Conferences.html> for details and samples on how to write an Abstract.

In general, abstracts should:

- State in clear terms the central research question and the purpose of the research that can be understood by a general audience.
- Provide a brief discussion of the research methodology.
- State conclusions (either final or anticipated).
- Be well organized. All abstracts will undergo a rigorous review by a panel of faculty reviewers comprising the SU NCUR travel grant committee. Abstract reviewers will evaluate submissions based on the criteria listed above and will assess the overall merit within the context of the specific academic discipline.

Include:

- First name, middle initial and last name of author and co-authors.
- Name of faculty mentor in parentheses.
- Department, institution, and institutional address where research was conducted.
- Author's home institution at end of abstract, if different from the above address.
- The title will appear in the program exactly as you type it, so check your spelling.
- It is a good idea to work on your abstract with your mentor's participation ahead of the actual submission process. That way you can simply cut and paste it into the abstract

body textbox when you get to that step. It is difficult to generate the optimal abstract in real-time during the submission process.

Faculty Letter of Recommendation:

A signed letter of recommendation from your faculty mentor should be uploaded in .pdf format. The letter of recommendation from your faculty mentor should state:

- Their support for your application and funding to travel for presenting at the conference if accepted. It can, for example, include a paragraph on the research context, such as if it was supported by a grant or details regarding how it was made possible (e.g., a description of the collaboration with your faculty mentor).
- A short description of your contribution and responsibilities in the research, how it was significant, and what made your efforts notable.
- A couple of sentences on how the presentation is significant for you, your research context/faculty collaboration, and any other ways it will benefit you/the university.

Other notes re the faculty letter of recommendation:

- It should be about a page.
- It should be signed and scanned as a .pdf file before being uploaded.