Faculty, staff, and students are invited to share their research and scholarly work at the Annual Research Poster Session, **Thursday, April 27, 2023, from 10:30 a.m. to 1:30 p.m.** in the MSU Student Center Atrium (outside the MSU Bookstore). In addition to the poster presentation, a collection of abstracts will be published online. A presenter must be on hand for at least one hour during the poster session.

Eligibility - Abstract submissions are open to *all current faculty and students*. Faculty who received a recent (2022-2023) Small Grants award are required to participate. In addition, abstract submissions are open to *all current faculty and students.*

Acceptance Announcement - The Faculty Research Committee will review the applications and acceptance will be announced no later than **March 31, 2023.**

Poster Details - Professional posters are required; copies of manuscripts tacked to the board are not acceptable. Presenters might consider contacting MSU's Design & Print Services for poster printing; they have a poster printer available for use by faculty and students. It is suggested that posters be created in PowerPoint and saved as a PDF before submitting for printing. A poster template, including specific dimensions, will be provided prior to the event. *Please note, MSU's Design & Print Services is not able to assist with poster design or creation only printing.* Do not wait until the last minute to contact Design & Print Services. Please do not charge presentation materials to the Office of Sponsored Programs or the VPAA office.

Poster Content Guidelines - Participants are encouraged to use the following guidelines when developing poster content.
- Introduction / Background: Clearly state purpose and research questions. Provide sufficient background information to support the study.
- Methodology: Describe the subjects/ participants, design, procedures, and analyses of the study clearly and concisely.
- Results/Findings: Share substantial results generated based on the data collected. Results shared should address all research questions.
- Discussion/ Conclusion: Discuss the results/findings. Share conclusions sufficiently supported by results/findings.
- References: Include a condensed list of properly cited key references.
- Visual Presentation: Ensure the information is grammatical and spelling error free. Use easy-to-read font style, size, and color. Use visual aids (e.g., tables, figures) to assist

understanding of the study. Information should be organized in a good flow to increase understanding.

Honorarium - <u>One</u> *$75 honorarium* is available for <u>*each accepted*</u> *poster presentation* to assist in covering any supply expenses incurred in preparation for this event. A member of the Faculty Research Committee will come around during the poster session with necessary paperwork for the honorarium.

Application - To apply to participate in the 2023 Research Poster Session and have the submitted abstract included in the online abstract publication, submit the following required items as <u>one</u> Microsoft Word document, via the Microsoft Form [here](#), or https://forms.office.com/r/kYC1QHTGxB, by **<u>Friday, March 24, 2023, at 11:59pm</u>**.

- <u>Cover Page</u>
  1. Title of project
  2. Name of researcher(s), including faculty or staff sponsor
  3. Academic department/division affiliation
  4. Name and address of individual to receive the $75
- <u>Abstract</u>
  1. 250-word limit (not including title, authors, affiliations, support)
  2. Body should include <u>purpose</u>, <u>brief methods</u>, <u>summary of results and conclusions</u>. *No tables or figures, please.*
  3. List support, if applicable, on a separate line.
- <u>Formatting Requirements</u>
  All information (cover page and abstract) should follow these formatting requirements:
  1. *Microsoft Word* format only (.doc/.docx)
  2. Left, right, top, and bottom margins at 1 inch
  3. Single spacing; Font - Times New Roman, 12 point

The collection of submitted and accepted abstracts will be published online and available via the MSU Office of Sponsored Programs webpage.

This event is sponsored by the [Faculty Research Committee](#). Questions should be addressed to its Co-Chairs or the [Office of Sponsored Programs](#).