



Office of Research and  
Sponsored Programs

## 2017 Forward Thinking Poster Session and Colloquy Presentation Guidelines

**Where: Alumni Memorial Union**  
**When: November 28, 2017**  
**1:00 - 3:30 p.m.**  
**Reception at 3:30 p.m.**

### Call for Posters and Colloquy Presentations

- Intent to Submit must be received at ORSP by September 29, 2017
- Abstracts and Letters must be received at ORSP by November 1, 2017

### Purpose

The goal of this event is to celebrate and encourage research on campus. We encourage research projects from across the University, with the following objectives:

- Showcase prospective faculty or student-led research projects and the ways in which faculty and students work together either directly or in a mentorship capacity.
- Provide opportunities for researchers to interact with peers in other disciplines, form interdisciplinary partnerships, and plan new projects.
- Encourage development of research and professional skills for undergraduate and graduate students (e.g., planning research projects, preparing presentations and posters, presenting research to a diverse audience of faculty and student peers).

Projects may also address the following:

- Demonstrate that projects have an international component that is fully integrated into the research and plays a critical role in project success; for consideration of an international research award.

### Forward Thinking

At traditional conferences, posters, papers and presentations are used to convey the results of work that has been completed. Although presenters at such events often outline possible directions for future research, the emphasis is on a research plan that has already been executed and on results already achieved.

Presentations at this event focus on projects that **will take place within the next 6-12 months**. The projects being presented should still be in progress and not complete. Presenters might have preliminary results, or they might not. A project being presented may be the next logical step in a well-established research program, or it may explore an entirely new path. Indeed, posters and presentations might well resemble grant proposals.

### Eligibility

- All Marquette University faculty members and students are welcome to participate.
- Projects must involve **a team of at least one faculty member AND one student** (undergraduate or graduate) in the planning, advising, presentation or execution of the project.
- A faculty member (or team of faculty members) and a student(s) may present one or more projects.
- Each project is limited to one presentation.

- The projects must be "forward-looking" – they must describe a project that ***will take place within the next 6-12 months***. Although you may present preliminary results, you do not need to do so in order to participate.
- Presenters must submit their Intent to Participate forms and Abstracts as described in this announcement. ***To submit these online forms and to review prior guidelines from previous years, please go to <http://www.marquette.edu/orsp/PosterSession.shtml>***.

## Presentation Formats

For all projects other than international presentations, presenters may choose the presentation format that best suits their discipline or project. Formats include (note: international presentations must be in poster format only):

1. *Poster* – the project may be presented as a poster in the ballroom. Complete guidelines will be released in September.
2. *Colloquy* – the project may be presented as a 15 minute paper or PowerPoint in the breakout rooms. Complete guidelines will be released in September.
3. *Other presentation format* – other presentation formats may be considered. Please contact Erin Folstad ([erin.folstad@marquette.edu](mailto:erin.folstad@marquette.edu)) to discuss potential options.

ORSP promotes this forward thinking event to the campus community at large and sends personal invitations to the chairs and deans of those faculty members who are presenting or providing mentorship on posters and colloquies. Event participants, particularly those who are presenting colloquies, are encouraged to invite their colleagues and students to attend their presentations. This will ensure audience participation, as well as promote the exchange of scholarly research between faculty and students.

## Important Note on Proprietary and Confidential Information

As this is a campus-wide event, the university is taking no special measures to safeguard the confidentiality of materials being presented. Additionally, photographers and/or videographers will be at the event. If your project involves confidential or proprietary materials, including those provided by third parties (e.g., the subject of a Material Transfer Agreement) or if your project involves patentable subject matter, contact Sherri Kirsch in ORSP ([sherri.kirsch@marquette.edu](mailto:sherri.kirsch@marquette.edu) or x8-5329) to ensure that your presentation does not result in public disclosure.

## Grants to be Awarded:

### “Jump Start” Award and “Marquette International Research Award”

#### “Jump Start” Awards

Three “Jump Start” grants of up to \$1,000 each will be awarded to faculty researchers/mentors identified on entries. These will allow project teams the opportunity to make progress on their proposed forward thinking idea.

These awards will allow faculty researchers/mentors to purchase supplies or services, pay student assistants, or travel to archives or other places as required to conduct the research. Awards cannot be used for faculty salaries or for faculty travel to conferences. They are cost-reimbursable awards: an awardee’s department will be reimbursed by ORSP using an expenditure transfer. Costs must be incurred and the expenditure transfer completed between December 15, 2017 and June 30, 2018.

#### “Marquette International Research Award”

The Office of International Education sponsors one grant of \$3,000 to encourage and showcase international research among faculty members from all disciplines. Projects must have a Marquette faculty member attached as the principal investigator, who must be present at the poster session in order to be eligible. Students are welcome to present at the poster session along with the faculty

member. Projects must have an international component, and preferably, research is either based, has subject matter, or has direct real-world applications outside of the United States. Projects must describe work to take place in the next 12 months. Projects can be ongoing, and faculty members are encouraged to describe past research results, but all projects must contain a “next step” proposal.

These awards can be used for international travel, supplies or other services required in conducting the research. Funds must be used in the same fiscal year as awarded. These are cost-reimbursable awards: an awardees’ department will be reimbursed by the Office of International Education (OIE) using an expenditure transfer. It is not possible to win an International Research award and a Jump Start or Social Innovation award.

Only one grant application is needed to be considered for these awards. Awardees of both grant types will be notified by December 15, 2017.

**You do not need to apply for a grant in order to participate in the Forward Thinking Poster Session and Colloquy.**

## **How to Apply for a Grant**

If you do wish to be considered for one of the grant awards, you must submit a separate grant application along with your abstract by November 1, 2017. Your application must:

1. Be no more than one (1) single-sided, 8.5"x11" page long.
2. Bear the words "Grant Application" at the top of the page.
3. State your name and the title of your project.
4. Briefly state the project's significance and aims for lay readers (think of this as an "elevator talk").
5. To be considered for the Marquette International Research Award, highlight the international component that is fully integrated into the research and plays a critical role to its success.
6. Describe how you will use the funds between December 15, 2017 and June 30, 2018.

## **How Jump Start Awardees will be Selected**

The Office of Research and Innovation will select faculty and staff to judge those projects that apply for the grants. Judges will be asked to visit the applicant's poster or attend their colloquy and base their decision on the following:

1. Does the grant application letter make you want to invest in this project?
2. Is the poster or colloquy forward thinking (is it prospective, or has the work already been done)?
3. Is it likely that the proposed research will result in a future extramural grant application?
4. What is the quality of the student involvement in this research project (as evidenced, for example, by student participation in this event)?

## **How Marquette International Research Awardees will be Selected**

The Office of International Education will select faculty and staff to judge those projects that have an international component. Judges will visit the applicant's poster or attend the colloquy and base their decision on the following:

1. Does the grant application lead to the development of a research question or problem?
2. Is there general innovation in the research approach?
3. Does the grant application make a contribution to existing knowledge?
4. Is there integration of an international component?
5. Is the faculty member present at the event and actively involved in the project?
6. Is there potential for future impact (publication, conference presentation, meaningful action, etc.)?
7. What is the impact of grant funds toward research?

## Important Dates

- **Early September** Complete guidelines available
- **September 29, 2017** Submit "Intent to Participate" form by 4:00 pm\*
- **November 1, 2017** Submit Abstract and Grant Application Letter by 4:00 pm\*
- **November 28, 2017** Poster Session and Colloquy 1:00-3:30 p.m. Reception to follow.
- **December 15, 2017** Awardees for Jump Start and Marquette International Research Award grants will be notified.

## Submitting your Letter of Intent and Abstract

On the Forward Thinking Poster Session page located on the ORSP website <http://www.marquette.edu/orsp/PosterSession.shtml> there is a button that will link you to the online intent to participate form. You will fill out this form with your Project title and the names and email addresses of the lead faculty member and lead student for the project. This is due September 29 and is required for presentation of an abstract at the event.

On October 2, the button on the website will change, leading you to the abstract submission form. This form will request the following:

- Names, titles, departments and emails of each faculty member involved
- Names and emails of each student involved in the project
- Final project title
- Abstract, broken down into the following sections. You will be able to copy and paste your abstract into the appropriate text box. If your abstract uses special characters or images/graphs, you will have the opportunity to upload a PDF copy of your abstract. The abstract must fit on one single-spaced page, with 1-inch margins and font no smaller than 11 point.
  - Introduction
  - Significance
  - Forward Thinking
  - International Component, if applicable
  - Student Involvement
  - References (no more than 5 in APA format)
- Four keywords that describe your project
- Whether you are submitting a colloquy or poster (note: Colloquies are not eligible for International Research awards)

At the bottom of the page there is a place to upload your grant application as well as your abstract if it includes special characters. Please indicate via the checkbox whether this application is intended for an International Research Award. The abstract must be submitted by November 1.

If you have any questions about the online Intent and Abstract submission process, please contact Erin Folstad at [Erin.Folstad@marquette.edu](mailto:Erin.Folstad@marquette.edu).

## Poster Instructions

### Poster Requirements:

Faculty members *and* students are expected to be available to discuss their research ideas with interested scholars, but should also feel free to view other presentations and posters, as well as interact with their colleagues. Each poster will be attached to a 30" by 40" area (posters may be oriented in either direction—e.g., 30" x 40" or 40" x 30").

We recommend that posters include a title, highlights of the research idea, applicable figures/tables, a discussion of innovation and significance, references, and a statement as to how this project advances their research and/or that in the field. Print should be readable three to six feet away.

Poster session participants should arrive between 12:30 p.m. and 12:45 p.m. and have all poster materials prepared for quick assembly. Poster materials need to be thumb tacked to foam boards or other display surfaces; ORSP will provide thumb tacks and display surfaces. Please be sure to remove your poster at the end of the poster session.

### Poster Format Suggestions and Tips:

- Use a few (e.g., 6-8) Bullet-Type Charts, figures, tables, equations, etc. to indicate and highlight the important technical content of your presentation.
- Be prepared to use your Poster Presentation as the basis to briefly explain the work described and to answer specific questions from the viewers.
- Print should be readable three to six feet away.
- Invite colleagues and students to attend to ensure pertinent questions and comments from the audience.

### For Assistance in Creating Posters:

The Office of Research and Sponsored Programs in conjunction with the Ott Memorial Writing Center will be hosting an informational session on *Creating Posters for Conferences*. This session is open to all faculty and students. Attendees will learn how to condense a project into a poster format best practices for poster creation, and examples of what makes a successful poster.

The workshop will take place on Thursday, November 2<sup>nd</sup> at 3:30pm in the Digital Scholarship lab of the Raynor Memorial Library. If you would like to RSVP, please email Sherrie Dorff at [sherrie.dorff@marquette.edu](mailto:sherrie.dorff@marquette.edu).

## Colloquy Instructions

### Colloquy Requirements:

- Presentations can take the format of a paper, PowerPoint or other appropriate method.
- Presentations should be 10 minutes and include time for audience questions and comments.
- A student must be involved in some aspect of the presentation.
- Presenters should arrive 10 minutes prior to their scheduled time slot.
- Presenters must be available between 1:15 pm and 3:30 pm on November 28, 2017.

### Presentation Suggestions:

- Avoid jargon; your audience members will be from a variety of disciplines.
- Practice your presentation and make sure that you leave time for audience questions and comments.
- Invite colleagues and students to attend to ensure pertinent questions and comments from the audience.