



Office of Research and
Sponsored Programs

2015 Forward Thinking Poster Session and Colloquy Presentation

Where: Alumni Memorial Union
When: December 1, 2015
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 October 1, 2015
- Abstracts and Letters must be received at ORSP by November 2, 2015

Purpose

The goal of this event is to celebrate and encourage faculty research that involves students, including research in the humanities; behavioral and cognitive sciences; social and economic sciences; engineering; computer and information sciences; education; math and physical sciences; medical and health sciences; nursing; business; law; biological and biomedical sciences; and interdisciplinary research with the following objectives

- Showcase prospective faculty research projects and the ways in which faculty involve students in their work.
- 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).

Forward Thinking

At traditional conferences, posters 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 in the next 12 months**. The projects being presented may still be in the planning phase. 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 proposals.

Eligibility

- All Marquette University faculty members are welcome to participate.
- Participants must involve **at least one Marquette University student** (undergraduate or graduate) in the planning, presentation, or execution of the project.
- A faculty member (or team of faculty members) and his or her student(s) may present one or more projects.
- Each project is limited to one poster or colloquy presentation.
- The projects must be "forward-looking" – they must describe a project that **will take place in the next 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.

Presentation Formats

For each project, presenters may choose the presentation format that best suits their discipline or project:

1. *Poster* – the project may be presented as a poster in the ballroom. Poster guidelines are included in this announcement on page 6.
2. *Colloquy* – the project may be presented as a 15 minute paper or PowerPoint in the breakout rooms. Guidelines are provided in this announcement on page 7.

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 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 or x8-5329) to ensure that your presentation does not result in public disclosure.

Three "Jump Start" Grants and One "Social Innovation" Grant to be Awarded

"Jump Start" Awards

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

"Social Innovation" Award

The Social Innovation grant is a new category for 2015. One grant of up to \$1,000 will be awarded to a research project that attempts to solve or improve a major social, health or environmental issue. The Stanford Social Innovation Review defines social innovation as "a novel solution to a social problem that is more effective, efficient, sustainable, or just than present solutions and for which the value created accrues primarily to society as a whole rather than private individuals."

To be considered for this award, complete the letter of intent form and indicate that you would like to be considered for the "Social Innovation" award. By applying to the "Social Innovation" award, you will automatically be considered for a "Jump Start" award as well. It is technically possible to win an award in both categories.

"Jump Start" and "Social Innovation" Awards

Both awards will allow faculty researchers 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. These 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, 2015 and June 30, 2016.

Awardees will be notified by December 15, 2015.

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 three grant awards, you must submit a separate grant application letter along with your abstract by November 2, 2015. Your letter 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 poster or colloquy.

4. Briefly state the project's significance and aims for a lay reader (think of this as an "elevator talk"). To be considered for the Social Innovation award, very briefly highlight the social problem you are exploring through the research project.
5. Describe how you will use the funds between December 15, 2015 and June 30, 2016.

How Awardees will be Selected

ORSP will select faculty and administrators to judge those projects that apply for the grants. Judges will be asked to visit the applicant's poster or attend the 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 Social Innovation Awardees will be Selected

The Social Innovation Initiative will select faculty and administrators to judge those projects that wish to be considered for the social innovation grant. Judges will visit the applicant's poster or attend the colloquy and base their decision on the following:

1. Does the grant application letter make you want to invest in this social innovation project?
2. Is the poster or colloquy innovative or novel (has this type of work already been done or is it a new approach/solution/idea)?
3. What is the quality of the student involvement in this research project (as evidenced, for example, by student participation in this event)?
4. Does the proposed research look at advancing information or solutions to a social problem?

Important Dates

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|----------------------------|---|
| • October 1, 2015 | Submit "Intent to Participate" form to by 4:00 pm* |
| • November 2, 2015 | Submit Letter and Abstract as two PDF documents by 4:00 pm* |
| • December 1, 2015 | Poster Session and Colloquy 1:00-3:30 p.m. Reception to follow. |
| • December 15, 2015 | Awardees for both Jump Start and Social Innovation grants will be notified. |

*NOTE: *All submissions must be emailed to forwardthinking@moss.marqnet.mu.edu*

Forward Thinking Poster Session and Colloquy
Intent to Participate Form

NOTE: *The Intent to Participate form must be submitted no later than 4:00 pm on Tuesday, October 1, 2015 to forwardthinking@moss.marqnet.mu.edu.*

Faculty Member Name(s) and E-mail address/es:

Click here to enter text.

Student Name(s) and E-mail address/es:

Click here to enter text.

Tentative Title of Project:

Keywords:

* Please include 3-5 keywords. The keywords that you provide will be used to group similar presentations and posters together during the event.

Check One:

☐ COLLOQUY

☐ POSTER

Check One:

☐ I will submit a grant application letter with my abstract.

☐ I will *not* submit a grant application letter with my abstract.

Check (if applicable):

☐ I want to be considered for the social innovation award.

Forward Thinking Poster Session and Colloquy
Abstract Instructions and Tips

NOTE: *The Abstract must be submitted in PDF format no later than 4:00 pm on November 2, 2015 to forwardthinking@moss.marqnet.mu.edu.*

Abstract Submission Requirements

- An abstract is required for each poster or colloquy.
- Submit your abstract as a PDF at forwardthinking@moss.marqnet.mu.edu by November 2, 2015 at 4:00 p.m.

Format requirements

1. The abstract must not exceed 1 page in length.
2. A minimum of **250** words is required.
3. Use a **Times New Roman** font.
4. Font size should be no smaller than 10 pt., no larger than 12pt.
5. Text must be **single-spaced**.
6. Margins:

Left:	1.0 in.
Right:	1.0 in.
Top:	1.0 in
Bottom:	1.0 in
7. The abstract should be divided into the following major headings, centered and in all capital letters:
 - Project Title
 - Faculty Name(s)
 - Student Name(s)
 - Introduction
 - Significance
 - Forward Thinking/Innovation
 - Student Involvement
 - References

Forward Thinking Poster Session and Colloquy

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" x 40" area (may be oriented in either direction—e.g., 30" x 40" or 40" x 30").

We recommend 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.

Poster session participants should arrive between 12:30 pm and 12:45 pm 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.

Need Assistance?

The Office of Research and Sponsored Programs in conjunction with the Ott Memorial Writing Center, will be hosting informational sessions on *Creating Posters for Conferences* and *Advanced Poster Creation*. These sessions are 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.

Creating Posters for Conferences

Wednesday, September 30 at 3:30 pm

Raynor Memorial Libraries, Beaumier Suite BC

Advanced Posters

Tuesday, November 10th at 3:30pm

Raynor Memorial Libraries, Beaumier Suite A

If interested please register by sending an e-mail to sherrie.dorff@marquette.edu

Colloquy Instructions

Colloquy Requirements:

- Presentations can take the format of a paper, PowerPoint or other appropriate method.
- Presentations should be 15 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 December 1, 2015.

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.