**Background Information**

**What is the URSS?**

Held annually each spring, the Undergraduate Research & Scholarship Symposium (URSS) gives DU undergraduates the opportunity to share their research and other forms of scholarship with faculty, peers, and the local community. The Symposium encourages undergraduates from all areas of study to engage in research opportunities early-on in their academic career. The URSS consists of a poster session, oral presentations, and a video competition. Participants are provided with a free boxed lunch and are eligible for several cash awards.

**Eligibility and How to Apply**

**Who is eligible to participate in the URSS?**

The URSS is open to DU undergraduate students from across the disciplines/majors who have completed or are in the process of completing individual or collaborative research as part of a course or major.

**How do I participate in the URSS?**

Participants must submit an abstract and other information by the deadline specified on our main page. Registration typically opens late fall semester and the deadline is usually about one month from the event (which takes place in April).

**Registration will include:**

* Student contact info + major, school, year.
* Faculty Advisor name & email.
* Group members' names/info (if applicable).
* Title of your project and an abstract (max. 250 words)
* Whether or not you'd like to be considered for an oral presentation.
* Whether you will display your poster on a corkboard with pushpins or on a table. If you choose table, your poster will need to be able to stand on its own.

**Does my project have to be from the semester during which the URSS occurs?**

No. We accept projects from either semester, as long as your work was completed as a student at Duquesne.

**My research or project is not yet complete. Am I still able to submit an abstract?**

Yes. Your project does not necessarily have to be complete at the time of submission or when you present.

**Project Questions**

**What kind of research/projects are accepted?**

Most presentations are based on projects associated with a class taken at Duquesne. Many students build presentations around projects from class, research papers, a thesis, service project, etc. We accept individual and group presentations from all disciplines in the form of a poster or oral presentation. Due to time limitations, we limit the number of students who present orally. However, **all students who submit a valid abstract will be accepted to the poster session.** The online abstract submission allows individuals & groups to register for the symposium. Please read the rules & regulations tab prior to submission.

**Can group work be presented at the symposium?**

Yes! Research and scholarship often involves peers and collaborators. If you are submitting a group project, please choose ONE group member to register on the group's behalf. This person will act as the "group leader" and will be in charge of forwarding any communication to the other members. Please use caution when filling out the registration form, because the information provided may appear on name tags, programs, and other printed materials. Note: If your project wins an award, the money will be split evenly amongst your listed group members.

**I'm planning on presenting my project at another symposium. Am I allowed to use the same project for the URSS?**

Yes. The URSS is a great venue to practice for upcoming symposia or other professional events. Please note: if the other conference has difference poster dimensions, you MUST inform the Office of Student Research at the time of submission or no later than the deadline in order for us to accommodate you.

**Do you accept projects in formats other than posters?**

Yes! The URSS celebrates research and scholarship from all disciplines. We realize that not all forms of scholarship are best represented in a poster format,. Over the years, we have had a variety of creative displays of scholarship. From instrumental performances of original compositions to slideshows on laptops displaying photographs from service projects, we try our best to accommodate your work.

**Does my research project require Institutional Review Board (IRB) review/approval?**

If you are interacting with human subjects or analyzing data from human subjects, your research will need to be reviewed before you begin your project. If you are uncertain about whether your project needs reviewed, please contact one of the IRB review faculty in your school to discuss the details of the project. If it is determined that your research does need review, you should allow for 20 - 45 days depending on the type of review. Developing your skills as a researcher requires good ethical practices, including how best to engage with the IRB process. If IRB is required, you will also need to complete the CITI Training on ethical research practices. To learn more about the IRB at Duquesne University, including the CITI Training, visit <http://www.duq.edu/mentor>. The institution ID is duq and you can login with your multipass credentials. There is a great deal of information about CITI and the IRB submission process. Also, it will be important to work closely with your faculty advisor who can help you navigate the process.

**Poster Presentations**

**What dimensions should my poster be?**

Posters must be NO LARGER than **36" (tall) by 44" (wide).** Students are required to share a corkboard or triangular display one other student or group project. Therefore, it is important to stay within the dimensions to avoid having to overlap projects.

**My project requires me to set up supporting material such as a laptop or visual aid. Can I have a table in addition to my board?**

Yes! The online submission form has a place for "Special requests". Please keep in mind that our layout is determined well in advance of the event, so we need to know about your needs at the time of abstract submission in order to accommodate you.

**How will I know where to set up my poster?**

Each participant is assigned an abstract number in the weeks leading up to the symposium. It's important that students check their email regularly for instructions and other information regarding the URSS. Your abstract number will indicate where you will set up your poster. Corkboards will be labeled during the URSS set up, so that you will know exactly where to place your poster.

**Where can I get my poster printed on campus?**

If you choose to have your poster printed, you can do so on campus at the Copy Center, located in the basement floor of Fisher Hall across from the elevators. Due to the high volume of participants, posters must be emailed to the Copy Center **7 days in advance of the URSS.** This will help ensure timely and accurate delivery.

**Tips for Preparing a PowerPoint Slide for Poster Printing**

1. Create a new blank slide, then go to File > Page Setup. Select "Slide sized for: Custom" and change the measurements to the size of your poster in inches (i.e. 36" x 44").
2. Use standard fonts, i.e., Arial, Helvetica, Times, etc. Make sure all bullets and special characters are in Symbol font, rather than using the characters in the font you use for the text; the special characters are not mapped correctly within such fonts between computer platforms.

A 36" by 44" poster will be around $48. If your department is paying for the poster, the email MUST include a budget number, and whoever supplied that number MUST be CC'd in the email. If you are paying by cash or check, you should state that in the email. The copy center CANNOT ACCEPT CREDIT/DEBIT or PCARDS. The cost for printing is $1 per inch for the longer side so a 36" by 44" inch poster will be $44.

Posters should be submitted in Power Point format but pdf's are also accepted. Poster must be designed to the actual printed size (more on their [website](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fduq.edu%2Fabout%2Fdepartments-and-offices%2Fmarketing-and-communications%2Fdigital-print-services%2Flarge-format-posters&data=02%7C01%7Codonoghuec1%40duq.edu%7C4020f5e6d21442c7f99408d7b958845a%7C12c44311cf844e4195c38df690b1eb61%7C0%7C0%7C637181662132576883&sdata=ptpWVpkImYuLsWiyKJ7DZ1KAkUmjR9nC4VmpxpBaoDo%3D&reserved=0)). Please name your file: 2022URSS-LASTNAME. Please submit all posters to the copy center via this email: **copycenter@duq.edu.**

**Note: The Office of Student Research and Innovation does not handle poster printing. Questions regarding this should be directed to the copy center 412-396-5802.**

**Oral Presentations**

**Who is eligible to give an oral presentation?**

Due to time constraints, we must limit the number of oral presenters at the URSS. If you are interested in giving an oral presentation, there will be a box to check on the online submission form. Abstracts from students who indicate that they are interested in orally presenting are reviewed anonymously by a selection committee. Oral presenters will receive notification of their acceptance or rejection in the weeks following the submission deadline.

Even if you are not selected to orally present, you will still be enrolled to participate in the poster session.

**If I am selected to orally present, am I required to also participate in the poster session?**

Yes. Oral presenters are also expected to create a poster for the poster session.

**What is the set up of the oral presentation sessions?**

The Oral Presentation sessions consist of a podium with a microphone, rows of chairs for the audience, and a screen for power points or other media. The podium contains a computer and audio capabilities.

**What is the time limit for my oral presentation?**

Oral presentations are limited to 15 minutes. If you would like to have time for the audience to ask questions, we suggest that you build it into your presentation.

**The Virtual Symposium**

**What is a "Hybrid Event"?**

A hybrid event occurs both in-person and online.

**What are the features of the virtual symposium?**

The Symposium by Forager One is a platform that allows students to feature virtual posters and accompanying videos explaining their research.

**Are we required to participate in the online symposium?**

Yes. All URSS participants must submit a virtual poster and accompanying video to our online platform [Symposium by ForagerOne](http://symposium.foragerone.com/duqurss). Having an online presence allows us to expand our audience to community partners, faculty, staff, peers, alumni, and more.

**Do we have to comment and participate online?**

URSS participants should maintain a presence throughout Undergraduate Research Week online by commenting on one another's projects and responding to questions from peers, faculty, and judges.

**What should I include in my 2-3 minute video?**

Your video should include an explanation of your research. This is your opportunity to practice and perfect your elevator speech, preparing you for live interactions in person.

**How should I record my video?**

We recommend recording your video using your computer's camera, the recording function on Zoom, or using your phone (just be sure that your phone is "landscape" style).

**How do I upload my virtual poster and video to the Symposium by Forager One site?**

* [Upload your video](https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en) to YouTube as an "[Unlisted Video](https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en)".
* [Save the link](https://support.google.com/youtube/answer/57741?hl=en&co=GENIE.Platform%3DAndroid) to your video.
* The ORI will send instructions to all participants following the abstract deadline, including a link to the form that will be used to submit your information to Symposium by Forager One.
* **You will need the following to complete your upload:**
1. Link to your YouTube Video
2. Authors of Project
3. Title of Project
4. Abstract
5. A pdf copy of your poster

**When will the Virtual Symposium take place?**

The virtual URSS will take place the same week as the in-person event, but will be available Monday - Friday.

**Virtual Poster Sessions**

Virtual Poster Session will take place on an online platform Symposium by Forager One.
Create a pdf. of your poster.
Create a 2-3 minute video or audio explanation to accompany the poster. Students will upload their videos to YouTube and then share the unlisted YouTube link with us (instructions will be sent out to participants).
Posters and accompanying videos will be uploaded by YOU no later than one week prior to the event. Upload instructions will be sent out to participants.
Peers, faculty, and staff will comment throughout the week asking questions and encouraging responses.

**Oral Presentations via Zoom**

Live oral presentations (15 minutes each) will take place throughout the week via zoom. Schedule TBD.
If you are selected to give an oral presentation, you will be invited to submit a paper for publication in the URSS Proceedings published in the DU Scholarship Collection.
Oral presenters are chosen by a peer selection committee. Slots are limited. You will be informed sometime after the deadline whether or not you have been selected.

**General Questions**

**When will I find out if I have been accepted to participate in the poster session?**

All undergraduate students who submit a valid abstract are accepted into the poster session. We will inform you if there are any issues with your registration. Once the submission deadline has passed, you will begin to receive email correspondence from us with further instruction.

**What should I wear to the URSS?**

We suggest that you dress in business casual. This means no jeans, shorts, flip flops, etc.

**I have class the day of the URSS. Can I still participate?**

We understand that everyone's class and work schedules vary. If you have a prior professional commitment such as work or class, you are permitted to leave and then return to the symposium. We encourage you to inform your professors of your participation in the URSS.

**Will there be food?**

Yes. URSS Participants will be served boxed lunches, courtesy of the Office of the Provost. There will also be continental breakfast in the morning.

**Awards and Judging**

**What sort of awards does the URSS have to offer?**

Thanks to our generous departmental and organizational sponsors, there are several monetary award opportunities for student participants. Check out our award opportunities page for more information.

**How are the awards judged?**

Judges representing various departmental and organizational sponsors will be given the abstracts in advance of the event. After the mandatory set-up the evening before the URSS, the judges will have the opportunity to view posters without the students present. At this time, some judges choose a select amount of posters belonging to groups or individuals who they would like to talk with the next day. The day of the symposium, judges will also be present to interact with student. **Please note that due to the volume to presenters, not all students will get the chance to speak with judges in person.**

**When are the awards announced?**

Awards are announced via email and online the week following the event.

I won an award at the URSS. How do I collect my winnings?

A representative from the sponsoring award will reach out to you via emaili if they need additional info when processing your award check. Award checks are typically processed within a few weeks following the event.

**Creative Video Competition**

**What is the Creative Video Competition?**

The URSS Video Competition allows DU undergraduates a creative opportunity to convey their research or scholarship via a video platform. Students must create a video under 3 minutes, which will be viewed by a panel of judges. Students may submit a video to the Creative Video Competition in addition to participating in the URSS Poster Session.

**How is the Creative Video Competition different than the required video that accompanies my virtual poster in the online symposium?**

The required video that accompanies your virtual poster is supposed to mimic your in-person explanation of your project. It is to serve as an "elevator pitch" in which you are facing the camera. The Creative Video Competition on the other hand allows you to edit, add sound, interview others (if applicable and with proper permissions), and film in altnerative locations.

**Am I required to participate in the poster session at the URSS if I submit a video?**

Students who submit a video to the competition are not required to participate in the URSS poster session, however it is encouraged.

*If you have additional questions, please contact The Office of Research & Innovation at ori@duq.edu*

Award Opportunities Resources Archive Rules & Regulations Video Competition

[Research](https://www.duq.edu/research)

* [Office of Research & Innovation](https://www.duq.edu/research/sponsored-research)
* [Research Conduct](https://www.duq.edu/research/research-conduct)
* [Intellectual Property and Technology Transfer](https://www.duq.edu/research/intellectual-property-and-technology-transfer)
* [Student Research](https://www.duq.edu/research/student-research)
	+ [Undergraduate Research Symposium](https://www.duq.edu/research/student-research/urss)
		- [Award Winners - URSS 2022](https://www.duq.edu/research/student-research/urss/award-winners---urss-2022)
		- [Abstract](https://www.duq.edu/research/student-research/2019-urss-video-competition-/2020-urss-video-competition/abstract)
	+ [Graduate Symposium](https://www.duq.edu/research/student-research/graduate-symposium)
* [Staff](https://www.duq.edu/research/staff)

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