**Undergraduate Research & Scholarship Symposium**

**Eligibility**

* Must be a current **Duquesne University** undergraduate student from any discipline or major.
* Students are permitted to use projects from either Spring or Fall Semester.
* All Duquesne undergraduate students who submit a valid abstract & list their current Faculty Advisor will be accepted to participate in the **Poster Session** at the URSS.
* Group projects are accepted. Please assign only **ONE group member** to act as your "Group Leader." He/she will be responsible for submitting the abstract and passing on any email communication that happens between submission and the symposium.
* **Please note:** Our submission form will only accept ONE abstract per user. If you are part of a group project and also wish to participate in the URSS with an individual project, you must assign someone else in your group to be the "Group Leader."

**Abstracts**

* Abstracts must be **250 words or less.**

**Posters**

* **SIZE:** POSTERS MUST BE NO LARGER THAN **36" by 44".** Posters which are larger than the maximum size will be disqualified from participating!  
  **Trifold Posters**: If you selected a table for your poster and plan to use a trifold, you may use the standard sized trifold which is 36" by 48"
* Poster Templates - Power Point  
  [36 x 44 - 3 Column](https://www.duq.edu:443/assets/Documents/research/student-research/URSS/36x44_3column.pptx)  
  [36 x 44 - 4 Column](https://www.duq.edu:443/assets/Documents/research/student-research/URSS/36x44_4column.pptx)  
  [36 x 44 - Small Columns](https://www.duq.edu:443/assets/Documents/research/student-research/URSS/36x44_small-large-small_columns.pptx)
* **CONTENT:**Posters should contain a prominent title, name the authors, & effectively convey the findings of your research.
* **DISPLAY METHOD:** Participants may either elect to use a corkboard or a table for poster display. If your project is going to be 3D (such as a tri-fold or containing props, a computer, etc), we suggest the use of a table. If your poster is going to be flat, we suggest that you use a corkboard. It is VERY important that you make this decision when you submit your abstract because every poster will be assigned a number, and the layout is very difficult to change. A trifold poster should be displayed using a TABLE. A flat poster should be displayed using a corkboard. Pushpins will be provided for students who use a corkboard for display.  
  **Note:** Participants are expected to share one side of the corkboard or table with another person/group.
* 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. Poster must be EMAILED to copycenter@duq.edu.
* Due to the high volume of participants, posters should be turned in to the Copy Center **no less than 7 business days before the URSS**. This will help ensure timely and accurate delivery.
* A 36" by 44" poster will be around $44. Posters should be submitted in Power Point format but pdf's are also accepted. For more information contact copycenter@duq.edu.

**Oral Presentations**

* To be considered for an oral presentation, you must indicate your interest when submitting your abstract.
* Students who wish to present at the URSS will be notified of their acceptance by a couple of weeks after the deadline.
* **NOTE: Oral Presenters are also expected to participate in the poster session.**
* Presentations will be limited to 15 minutes. Power point will be available for those who are interested.
* Oral presenters will be invited to submit a 2000-2500 word paper to the [DU Scholarship Collection](https://dsc.duq.edu/urss/) following the symposium. These papers will be published to our online digital Proceedings. For paper formatting, please see Digital URSS Proceedings below.

**Virtual Symposium**

* The URSS now maintains a virtual presence using [Symposium by Forager One](http://symposium.foragerone.com/duqurss).
* The Virtual Symposium will be featured the same week as the in-person event and will maintain an archive post-event.
* URSS participants must participate both in-person and online. Participants will be emailed upload instructions after the initial abstract deadline has passed.
* **Submitting Virtual Materials**: URSS participants will upload a pdf of their poster, their abstract & information, and a 2-3 minute video of themselves (or group) explaining their research.
* **Uploading Videos:** Videos must first be uploaded to YouTube as an "unlisted video". Students will then "share the link" when they upload final materials to the Symposium by Forager One platform.
* In order to participate in the URSS (both in person and virtually), students must submit their abstracts by the abstract deadline.
* Deadline to upload virtual materials will be approximately 1 week prior to the symposium week. Check the home tab for details.
* Participants and attendees (including faculty, staff, judges, and more) will have the ability to "comment" on posters/projects online. Be sure to check your email throughout the symposium week to ensure that you are answering questions and interacting online.

**Virtual Poster Sessions**

* The 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.

**Event Format**

* The URSS consists of a poster session, oral presentations, a video competition, awards, and the online virtual symposium.
* **Mandatory set up** of posters will take place the day before the symposium between 9:30 and 2:00.
* Continental breakfast will be provided for participants between 8:00 am and 9:00 am.
* A specific schedule will be posted to the website in advance of the symposium.
* Event dress is business casual.
* If you have class during the day that you are unable to miss we understand! We have several students that leave throughout the day for class and then return.

**Symposium by ForagerOne- Online URSS Component**

[Symposium by ForagerOne](https://symposium.foragerone.com/duqurss) is an online platform that hosts engaging virtual and hybrid events, with a wide range of capabilities for sharing content and facilitating meaningful interactions synchronously and asynchronously. The site will house the vast research submitted to the URSS with individualized profile pages for each participant, as well as virtual workshops throughout the week. The researcher page will have a digital copy of their poster, the related abstract, a short video of the researcher discussing their work, and a comment section where students, faculty, staff, and visitors can interact together.

Important components to remember:

* The accompanying video explaining the research will be no longer than 3 minutes
* 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.

**Awards**

* Cash prizes will be awarded to a select number of students who show outstanding research and scholarship.
* Judges from each sponsoring department will select the winners. Due to the high volume of posters, judges walk through the evening before during a "sneak peak" viewing of posters without the students present. At this time, judges may determine in advance the posters they deem qualified for their award.
* If the winning project has multiple authors who have participated in the URSS, the award money will be split evenly between all student authors.
* Please see the URSS Awards tab for a list of the various awards.

**Faculty Advisors**

* Students submitting to the URSS must list a faculty advisor and email address. The faculty advisor will receive a confirmation of your submission.
* Your faculty advisor will most likely be the faculty member who assigned the research or project, however, we understand that sometimes students complete work independently. In this case we recommend you speak with a faculty member within your department and ask them to serve as your faculty advisor for the purpose of this event.

**Duquesne Scholarship Collection**

* URSS Award Winners and Oral Presenters are invited to submit a paper for online publication in the [DU Scholarship Collection.](https://dsc.duq.edu/urss/)
* **Papers for the URSS Proceedings must be submitted 3 weeks following the URSS. The paper must be in the following format:**  
  -Paper must be submitted as PDFs.  
  -Font: Times New Roman Size: 11 point, Color: Black  
  -Margins: Standard 1"  
  -Spacing: double spaced  
  -Paper should be between 2000 and 2500 words. This is approximately 7 double-spaced pages.
* **The Submission Process:**  
  1. Papers will be submitted along with consent forms via the DU Scholarship Collection website.   
  2. Students must have their faculty advisor approve their paper prior to submission.

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