**UIC COD CLINIC & RESEARCH DAY 2022**

 **DEADLINE FOR ALL ABSTRACT SUBMISSIONS IS**

**January 18th, 2022**

**\*\*\*Absolutely NO (ZERO) abstract submission deadline extensions this year\*\*\***

Please carefully read all of these **ABSTRACT SUBMISSION GUIDELINES** and the **ABSTRACT TEMPLATE provided on this announcement email to construct your abstract submission BEFORE completing the final submission.** Upload the abstract *as a Word file* onto the associated submission form (PDFs will be returned).

**INSTRUCTIONS FOR COMPLETING THE ABSTRACT SUBMISSION FORM**

1. The **abstract title** is not to exceed 10 words and is in all capital letters.

2. List the **presenting author as the first author** on the abstract. The first author must submit the abstract and will be the primary contact for communications regarding the submission. Each first author/presenter can submit only

**one** abstract. Use the Mentor’s Department as the default Department for dental student presenters.

3. A **faculty supervisor or mentor must be included as a co-author and be listed as last author**; an email address for the supervisor/mentor must be provided. **Submitters must have approval by the faculty supervisor/mentor of the final abstract form prior to submission**. All co-authors should approve the abstract before submission to assure that co-authors are aware that their names are on the submission.

4. Abstracts judging is based on the level of the presenter by the abstract science category, corresponding to the information specified on the submission form.

5. Abstract Body must not exceed 300 words.

6. **ALL FUNDING SOURCES MUST BE LISTED IN THE ABSTRACT** (not part of the abstract body word count). If the work was supported by a grant or other funding mechanism (such as a corporate donation) the source of funding must be listed (e.g. NIH, etc.).  If the study is supported by the College of Dentistry or a Department, please acknowledge the UIC College of Dentistry/Department as a funding source.

7. **ALL HUMAN SUBJECT OR ANIMAL RESEARCH MUST HAVE THE APPROPRIATE APPROVAL** (not part of the abstract body word count). IRB and ACC protocol numbers must be included at the end of the abstract. If the work does not require IRB or ACC approval, please use “N/A” to show that you did not forget to enter the information. Incorrect information may be grounds for withdrawing of the presentation.

8. The following certifications are implied with each abstract submission: mentor's approval, accuracy, proper formatting, and self-acknowledgement of final submission (please keep copy of your submission). Review and verify all information before submitting, breaches may lead to withdrawing of presentation.

9. Edit carefully, abstracts will appear as submitted into the online abstract book.

10. **Submission is a commitment to:**

* **Presenter and Mentor must attend the full 2022 C&R Day, including poster presentation, Keynote Speaker and Awards Ceremony**,
* **Make a poster through COD IT following the “to be announced” IT’s deadline schedule and template. If you cannot meet the deadlines, you are committed to providing a poster, following the same layout, at your expense.**

11. The COD C&R 2022 website is not yet open, expected open early January 2022. Please use the accompanying materials in preparation for abstract submission.

12. Following your abstract submission, more information will be provided for the 2022 PowerPoint templates and presentation schedule.

For Abstract info: Dr. Seung Chung chungsh@uic.edu; General C&R Day info: Dr. Linda Kaste kaste@uic.edu