



25th UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY FORUM

November 20th, 2025, at the MSU Clark Student Center

9:00 am to 5:00 pm

Undergraduate Abstract Submission Guidelines

The Call for Abstracts for the 25th Undergraduate Research & Creative Activity Forum (UGRCAF) is now open. The UGRCAF showcases presentations of research endeavors and creative activity by undergraduate students at MSU Texas. Undergraduate students who have participated in a faculty-mentored research endeavor through a program, coursework, or independent study are encouraged to submit an abstract.

Undergraduate Research Abstract Submission Timeline

The abstract submission is a collaborative responsibility shared by the faculty mentor(s) and student(s), who should work together to prepare a professional, polished abstract submitted by the deadline. The official online submission form includes the fields outlined on the blank form provided on page 2, which you may use as a guide when drafting your abstract. **Deadline to submit: November 3, 2025**

Guidelines:

1. Student mentees and faculty mentors should collaborate to write and complete the UGRCA Forum Abstract (see page 2 for template).
 - i. Be sure to fill out all sections of the form and ensure the abstract best represents the project, discipline, and college. Proofreading is important during this phase.
 - ii. All students must use their @my.msutexas.edu email for correspondence, as per the university. Please ensure that all presenters' emails are included and correct. Do not use D2L emails.
2. Your abstract should include the following information in 250 words:
 - i. Purpose of the research/creative project
 - ii. Methodology or approach to the research/creative project
 - iii. IRB Approval Number or Status as applicable
 - iv. Preliminary or final results/findings/creation
 - v. Preliminary or final conclusions
3. One student from the project team must upload the approved abstract into the electronic form linked below. The form will open on October 1st and close at 11:59 pm on November 3rd. Late abstracts may be subject to refusal. Please contact the UGR Office if you have any issues with the form. Click this link to access the Final Abstract Submission Form: [UGRCAF Final Abstract Submission in Microsoft Form.](#)
4. Once all abstracts are submitted to the Microsoft Form, **due November 3rd**, the Office of Undergraduate Research will send each presenter/presenter group more specific information about preparing their presentation for the forum.

If you have questions or want more information on how to prepare your presentation, you can contact the Office of Undergraduate Research, CSC Room 161: Julie Scales, Coordinator, 940-397-6274. Or check out the resources for Preparing a Successful Presentation on our [Office of Undergraduate Research](#) web page.

Types of Presentations

There are five different presentation formats. All presentation categories, except for Emerging Research Poster, are evaluated using the [UGRCAF Rubric](#) and top performers for each college are recognized.

Emerging Research Posters are not eligible for awards and are evaluated using the [Emerging Research Rubric](#). More guidelines for each of these presentation types can be found on our [website](#).

- Oral Presentation (Podium): 15-minute oral presentation with an additional 5 minutes for Q&A.
- Poster Presentation: 5-8 oral presentation overview of your displayed poster. Your physical attendance is required at the poster for 1 hour. A poster template is available on our web page.
- Creative Activity: oral (with slides): 15 minutes with 5 minutes for Q&A; poster or demo, see Poster presentations above.
- Paper Presentation (w/Oral Presentation): early paper submission (by November 13th) with a 15-minute oral presentation and an additional 5 minutes for Q&A (A general rule of thumb is that one double-spaced page takes 2-2.5 minutes to read out loud. Thus an 8–10-page, double-spaced paper is often a good fit for a 15–20-minute presentation.)
- Emerging Research Poster Presentation: 5-8-minute presentation overview of your displayed poster. Your physical attendance is required at the poster for 1 hour. A poster template is available on our web page.

UGRCAF Abstract Required Fields- for your use to draft your abstract.

Do not send this form to the UGR office.

All Presenter Name(s):

Presenters MSU Assigned emails only (@my.msutexas.edu):

Phone number (person submitting online form):

Presenters College: [OBJ]

Presenters Department:

Presentation type (see descriptions above):

Presentation Title:

MSU Mentor(s):

MSU Mentor(s) MSU Office phone:

Mentor(s) email:

Abstract (250 words): Abstracts over/under word count will be returned for editing