

## Dear Poster Applicants,

Poster abstracts submitted to UMCs Research Empowerment Day should be the initial report of knowledge, experience, or best practices demonstrated here at UMC or around Southern Nevada.

To expedite the review process and assure effective communication between the author and the review committee, the following general suggestions will be helpful in submitting your abstract and description.

### General suggestions

- Check for proper spelling and grammar.
- Use a standard typeface, such as Times Roman/Garamond, with a font size of 12.
- It is essential to keep nonstandard abbreviations/acronyms to a minimum for readability and understanding, with the abbreviation first written in full.
- Do not include tables, figures, or graphs in the abstract. Such content is appropriate for the poster.
- The abstract should be 300 words or less and summarize the overall objectives presented in the poster. This can be included in bullet point format if preferred.
- The application should include a detailed description of the poster makeup itself and the presented outcomes. Maximum limit of 300 words
- Try to organize the abstract with the following headings where appropriate, as explained below; Background, Purpose, Methods, Results, and Conclusions.

### Title

The abstract title conveys the content/subject of the poster. The title may be written as a question, or the title may be written to suggest the conclusions, if appropriate. A short, concise title may more easily catch a reader's attention. Try not to use abbreviations or acronyms in titles.

### Background

Background information provides a way for the reader to understand the topic, provide relevant or historic details, outline pros and cons. Can serve to inform the reader of relevant dates or events and identify key people. It give an overall idea of what to expect from the rest of the paper, poster presentation. Please state one of the following as appropriate, Quality Improvement Project, Performance Improvement Project, or IRB approved Research study, including the IRB number. Please do not refer Quality Improvement/Performance Improvement as a study but as a project.

### Purpose

The introductory sentence(s) may be stated as a hypothesis, a purpose, an objective, or current evidence for a finding.

- A **hypothesis** is a supposition or conjecture used as a basis for further investigations.
- The **purpose** is a statement of the reason for conducting a project or reporting on a program, process, or activity.
- An **objective** is a result that the author is trying to achieve by conducting a project, program, process, or activity.

### Methods

Briefly describe the methods of the project to define the data or population, outcome variables, analytic techniques, and data collection procedures and frequencies. If appropriate, a description of the statistical methods used may be included (i.e., PDSA, John Hopkins Evidence-Based Practice for Nurses and Healthcare Professionals, Donabedian Model, etc.).

### Results

The results should be concise to support only the purpose, objectives, hypothesis, or conclusions.

### Conclusions

The conclusion(s) should highlight the project's impact and follow the methods and results in a logical fashion. This section should not restate results. Instead, the significance of the results and their potential role in

managing the project should be emphasized. New information or conclusions not supported by data in the results section should be avoided.

**Poster Abstract:**

- Please include the Category, the Primary Author's Name at the top of the written Abstract.
- Please include all Author's name and titles on the Application.
- Please only refer to your project as a study/research/research study if you have IRB approval with an IRB number to add, otherwise, please state Performance improvement project (PI)/Quality improvement project (QI), and refer to as a project. See attached definitions of PI/QI/IRB
- Any Case study projects will require IRB approval if greater than 3 participants. Please obtain Case study consent if applicable and attach with your abstract, see attached. IRB is not required if case study has 3 or less participants.
- Any survey of staff requires IRB approval.
- Any IRB questions regarding your project, please email [posterapplication@umcsn.com](mailto:posterapplication@umcsn.com)

Portions Adapted from the National Council of University Research Administrators:

Guide to writing a poster abstract

UMC Research Empowerment Day Sub-Council

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