

# MAKING IT MATTER:

Rigorous Research from Design to Dissemination



2016 PRINCIPAL INVESTIGATORS MEETING

## POSTER ABSTRACT INFORMATION

### Dates to Remember

August 15, 2016:  
Registration & Poster Abstract Submission  
Website Opens

**October 3, 2016:**  
Poster Abstract Submission Deadline  
(by 11:59 pm Eastern Time)

November 9, 2016:  
Poster Abstract Notification Emails Disseminated

November 18, 2016:  
Registration Deadline

# SUBMISSION GUIDELINES

Poster sessions provide an opportunity for researchers and evaluators to present and discuss work funded by the National Center for Education Research (NCER), the National Center for Special Education Research (NCSEER), and the Small Business Innovation Research (SBIR) program. All grantees, SBIR contractors, and postdoctoral fellows who have substantial results to report are encouraged to submit a poster abstract for consideration.

## **Please note:**

- ***The presenting author should be available on the date and time scheduled.*** All traditional posters **MUST** be displayed throughout the PI Meeting from Thursday, December 15 through Friday, December 16, 2016. Technology-based or demonstration component(s) posters are required to have visual displays, but are not required to have technology or demonstrations readily available beyond the dedicated poster session.

## **Who can submit abstracts?**

- All grantees and SBIR contractors who have substantial results to report may submit poster abstracts.
- NCER and NCSEER postdoctoral fellows are strongly encouraged to submit poster abstracts.
- Abstract submissions will be limited to one abstract per grant or SBIR contract, unless the research is part of a Postdoctoral Training grant or a Research and Development (R&D) Center grant. Multiple fellows per Postdoctoral Training grant will be allowed to submit abstracts, provided they are not presenting the same research. R&D Center grantees may submit a maximum of two abstracts per grant.
- Abstract submission will be limited to one abstract per primary author.
- Abstracts should describe the specific research questions and corresponding results to be presented on the poster. Abstracts that only provide a general overview of the grant from which the work draws will not be accepted.

## **Where can abstracts be submitted?**

- ***IES is accepting poster abstract submissions as part of the online registration process.*** Therefore, please have your abstract ready when you register for the PI Meeting. You can access online registration and poster abstract submission here: <http://ies.ed.gov/pimeeting/>.

## **How will abstracts be selected?**

- IES and the conference planning team will review each properly completed submission for its scientific merit and significance.
- **Preference will be given to projects detailing rigorous research efforts ranging from design to dissemination.**
- Posters submitted by **fellows** in the **IES Postdoctoral Research Training Program** will be given **priority** to ensure **maximum participation**. Preference will be given to fellows in the later stages of their fellowship and/or whose research is at an advanced stage.

- Up to 70 abstracts will be selected for the poster presentation session.
- Up to 10 additional spaces will be reserved for posters with technology-based or demonstration component(s), depending on the number of abstracts submitted for consideration. Individuals should indicate when submitting their abstract whether they would like to be considered for this type of poster.

## What if I want to correct my abstract or submit a late abstract?

- Primary authors can make modifications/corrections to poster abstracts via their registration confirmation e-mails until the final submission deadline. To make changes before the deadline, select “modify registration.” The primary author is responsible for the accuracy of the poster submission or modification. All modifications must be made by **October 3, 2016** and will not be accepted after that date.
- Only abstracts submitted online by the submission deadline will be considered.

## Key Elements of Poster Abstracts

1. **Grant or Contract Number\***: (e.g., R305A140001; EDIES15C0001)
2. **Title of Poster (50-word limit)\***: The title should clearly and succinctly identify the contents of the abstract. Be sure to capitalize the first letter of each word except prepositions and articles.
3. **Authors and Affiliations\***: *Enter each author separately and identify whether the individual is the primary author or a coauthor.* Only one primary author is allowed, and there is a limit of four coauthors. Enter each name by providing the author’s name and organization. **Do not include** the department, job title, division, branch, street address, etc., when completing the organization information.
4. **Category\***: From the following list, please select the category or categories that your project addresses (you may choose more than one category if your project covers multiple areas listed below):

- Adult Education/Adult Learners
- Autism Spectrum Disorders
- Cognition and Student Learning
- Early Childhood and Early Intervention
- Education Systems, Policy, and Leadership
- Education Technology
- Effective Teachers and Teaching
- English Learners
- Families
- Math and Science
- Postsecondary Education
- Professional Development and Related Services Providers
- Reading, Writing, and Language Development
- Social and Behavioral
- Special Education
- Statistics and Methodology
- Transition for Secondary Students

In addition to the category selected above, please check the appropriate boxes that describe your project:

**Type of Grant/Contract (select one)\***

- Network Grant
- Partnership Grant
- R&D Center
- Research Grant
- Research Training Grant
- SBIR Contract
- Statistical and Research Methodology
- Unsolicited Grant

**Research Focus (select all that apply)\***

- Continuous Improvement
- Development
- Effectiveness Evaluations
- Efficacy and Replication
- Exploration
- Measurement
- Research Partnership
- State and Local Evaluation
- Statistics/Research Methodology

**Project Methodology (select all that apply)\***

- Longitudinal Research
- Mixed-Methods Design
- Qualitative Design
- Quasi-Experimental Design (QED)
- Randomized Controlled Trial
- Regression Discontinuity Design (RDD)
- Single-Case Design
- Other

5. **Abstract (250-word limit)\*:** The text of each abstract should consist of no more than 250 words. Do not include the abstract title and author information as part of the abstract body. If you copy and paste text, it should be from a standard Microsoft Word document. Do not include tables and graphics.

Abstracts should include information on the following:

- (1) Purpose/Objectives/Research Questions/ Focus of the Study
- (2) Methods and Procedures
- (3) Results and Findings
- (4) Conclusions/Significance of the Study

6. **Technology-based or Demonstration Component(s):** As part of a beta presentation, IES encourages auxiliary displays (alongside a traditional poster) that highlight technology that has played a significant role in research, innovation, or dissemination. Individuals applying to present a technology-based or demonstration component(s) along with their poster are required to submit a web link that showcases their technology or its use within their project. Reviewers will use this link to ensure that the technology-based or demonstration component(s) is sufficiently well developed for presentation. Appropriate links might include, but are not limited to:

- a video that demonstrates the intervention or provides an overview of the use of technology in the project;
- a prototype or commercially available version of a learning game, assessment tool or reporting platform developed as part of a project;
- a video that highlights the research findings that could be used for dissemination.

If you are interested in being one of the 10 posters featuring a technology-based or demonstration component(s), please indicate this below, and also provide a brief description (100-word limit, beyond the 250 words allotted for a traditional poster submission) of your proposed technology-based or demonstration component(s).

**Note:** If selected, you will be responsible for supporting the technology needs for your demonstration. In addition, make certain you have obtained relevant consent and assent prior to submitting your video (consistent with your institutional review board criteria) or other permanent product to be shared. You are welcome to update your demonstration if it is accepted.

7. **Social Media:** To support others in accessing your project information and lessons learned, please submit:

- A tweet to be broadcast during the conference (example: *Research using #ECLS data shows kids with higher self-esteem tend to have superior social skills & higher academic achievement; learn more at <http://1.usa.gov/22fe3AE>*). Tweets can be up to 140 characters in length.
- Indicate below various social media options relevant to your poster. Please mark all that apply and include these on your final poster.
  - i. Website
  - ii. Twitter/hashtag
  - iii. Facebook page or group(s)
  - iv. Other (please explain)

8. **Credits, Footnotes, etc.:** Please note that an entry line has been added to the electronic submission to accommodate credits, footnotes, etc., so that they will not count toward the number of words in the text of the abstract body.

\* Denotes required fields

## Criteria for Abstract Acceptance

### 1. The main factors considered to qualify abstracts for acceptance are as follows:

- *Clarity* - The objectives of the research presented are clearly described.
- *Significance* - The research described makes a significant contribution to the meeting by describing the condition and progress of education; evaluating the impact of education interventions, policies, or programs; or identifying promising policies, programs, interventions, or practices that improve education outcomes.
- *Method* - The method section (including the design, implementation, and analysis) is clearly described and tied to objectives of the research.
- *Presentation* - The abstract is logical, interesting, clearly written, and free of grammatical or typographical errors.

### 2. Abstracts will be rejected by the reviewers for the following reasons:

- *Abstract Not Appropriate* - The content of the abstract is not relevant to your IES-funded research.
- *Lack of Research Findings* - Abstracts will not be accepted if researchers cannot demonstrate adequate progress in their research activities (i.e., they do not have substantial results to report).
- *Promotional in Nature* - The abstract was written to promote a specific product or procedure on behalf of a particular company or organization.
- *Multiple Submissions by a Primary Author* - Due to space limitations, a primary author is allowed to present one abstract only. This is true for investigators with multiple grants.
- *Multiple Submissions for the Same Grant or Contract* - Due to space limitations, only one abstract will be allowed per project. This restriction does not apply to Postdoctoral Training grants and Research and Development (R&D) Center grants. Multiple fellows per Training grant will be allowed to submit abstracts, provided they are not presenting the same research. R&D Center grantees may submit a maximum of two abstracts per grant.

## Poster Abstract Notifications

Once a poster abstract is submitted, the only means of communication and notification of status will be by email. Only the primary author will be sent a letter of notification indicating the acceptance or rejection of an abstract, via the email provided. It is incumbent on the submitter to notify all coauthors of the decision. **Abstract results will be sent to the primary author via email notification no later than November 9, 2016.**



# PRESENTATION GUIDELINES

## Specifications for Traditional Poster Presentations

- Poster displays will be limited to one side of a 4-foot by 8-foot tack board. **The recommended poster size is 3 feet by 6.5 feet (36 inches by 78 inches).**
- The **poster board number** assigned to the poster must be placed in the upper right-hand corner of the display. A poster board number cut-out will be provided and must be visible at all times.
- Be sure to include the **abstract title, author and coauthor names, the institution(s)** where research is underway, and the grant/contract number.
- Place your **email address, phone, and fax numbers** in the upper right-hand corner of the poster board along with any relevant social media information.
- It is suggested you place multiple copies of a **reproduction of the abstract** on the upper left-hand side of the poster, written with the headings "Introduction/Background," "Method," "Results," and "Conclusions." Include your contact information on these copies for attendees who desire additional information.
- It is recommended that you **hand-carry your poster** to the meeting, using tubular packaging or a portfolio case. The authors will be responsible for costs associated with creating and shipping the poster display. Velcro (easiest to use), pushpins, or thumbtacks will be provided to mount your poster.
- **Refer to your acceptance letter** and/or the final meeting program for the time and location of your poster session and set-up time.
- The **designated poster presenter** (author or coauthor) must be present at the assigned space during the designated time to discuss the work presented.
- The use of typewritten or handwritten materials, or a printed PowerPoint slide, as a poster is unacceptable. Presentations in these formats will be removed.

## Tips for Poster Preparation

- Posters should stimulate discussion and not provide a long and dense presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item included in your poster is necessary.
  - Use handouts to supplement your poster.
  - Aim for posters that are 20% text, 40% graphics, 40% space.
  - Ensure ideas flow logically from one section to the next.
  - Organize sections in a way that leads the viewer through the display.
  - Use charts and graphs to illustrate data. (Avoid large tables of raw data).
  - Use high-resolution photographs. (Web images often will not work).
  - Do not use all capital letters.
- Be consistent.
  - Keep consistent margins.
  - Keep line spacing consistent.
  - Keep the color, style, and thickness of borders the same.
  - Keep shading consistent.
- Pick no more than 2-3 fonts.
- Pick no more than 2-3 colors.
- Test readability.
  - Title banner should be legible from 20 feet away.
  - Body text should legible from 6 feet away.

## Specifications for Poster Presentations with Technology-Based or Demonstration Component(s)

- Technology-based or demonstration component(s) **should not** be a virtual form of the presenting poster or a replication of the poster content in a PowerPoint format.
- Technology-based or demonstration component(s) should be Section 508 compliant, functional, and relevant to the accompanying poster topic.
- Technology-based or demonstration component(s) should be feasible on high cocktail tables.
- Please ensure that you have any technical equipment necessary for your poster presentation with a technology-based or demonstration component(s). The hotel venue will provide a power outlet as well as a “high cocktail table”. All other equipment will be the responsibility of the presenter. We encourage you to have an alternative method of accessing Wi-Fi in the event there are any challenges with the hotel Wi-Fi.
- Presenters are the sole parties responsible for the security of their devices.

## Twitter Guidelines and Recommendations

- Tweets are limited to 140 characters.
- Use hashtags (ex: #IESPIMtg) and Twitter handles (ex: @IESResearch) to bring attention to particular topics or users.
- To link to a website or pdf, use [Bitly](#) to shorten the URL  
Ex: The full website link - <http://nces.ed.gov/blogs/nces/post/what-are-the-characteristics-of-students-who-have-ever-been-suspended-or-expelled-from-school>  
With [Bitly](#) the link shrinks to: [go.usa.gov/cuFy9](http://go.usa.gov/cuFy9)
- Highlight an interesting research finding or research technique.
- Use standard capitalization, spelling and grammar.
- Use key words and phrases to make your tweet stand out.

### **Tweet Example:**

Research using #ECLS data shows kids with higher self-esteem tend to have superior social skills & higher academic achievement; learn more at <http://1.usa.gov/22fe3AE>

*(from last year's PI Meeting:)*

[@KavithaCardoza](#) Explaining your research - Don't think of it as “dumbing down.” Think of it as simplifying. #IESPIMtg