



SAHM AM19 Works in Progress Research Symposium Submission Instructions

Purpose

This session is designed to provide a forum for **trainees and early-career faculty** (*within 5 years of completing training*) for focused feedback and discussion about common challenges faced in the early stages of research. It is not intended for discussion of completed research projects. This symposium will be designed so that presenters can obtain feedback and learn from others about projects that are in the planning or early development stages. Discussions will be moderated by senior investigators with expertise in the topic areas of discussion. Abstracts will be selected based on how they facilitate this type of discussion.

Before you begin the submission process, please note the following:

- Abstract submission for this session is only open to trainees and those who are no more than 5 years beyond completion of their training.
- Priority will be given to individuals who do not have other opportunities to present at the SAHM meeting (including traditional research presentations and the mentoring forum).

Submission Deadline:

Monday, January 14, 2019 (closes 11:59 p.m. CDT).

Email abstracts to: SAHM Administrative Director - [Gabrielle Jacobson](#).

Session Format

The **Works in Progress** session will use a small group discussion format, with authors grouped by interests, stages of their projects, methods, etc. Authors will bring copies of their abstract to share in the small group and prepare a brief 2-3 minute presentation of their work and key challenges or questions for next steps. Senior faculty with specific expertise will moderate the smaller groups based on research challenge topic areas. The small groups will come back together for the final part of the session to share some lessons learned and action steps for moving forward.

Submission Steps

Page 1 - Provide contact information for primary author:

- Salutation, First, Middle (*if applicable*), Last, Designations – **Example: Dr. John J. Jones, PhD, MD**
- Professional Title (*if applicable*)
- Organization/Educational Institution
- Street Address, City, State, Zip, Country (*if outside USA*)
- Email Address:
- Phone



Page 2 – Include the following sections:

- **Abstract Title**
- **Purpose** - describe the objectives of the study or investigation;
- **Methods** – include study subjects, procedures, and analytical methods;
- **Progress to Date** on development of the project; and
- **Preliminary Results** if available, but NOT required for abstract submission or acceptance
- **Questions for Discussion:** Include **up to three (3) questions** on which you hope to receive feedback from the group. Be specific – abstracts will be selected based on how they fit into topic areas for discussion.

Please note: if your abstract is accepted, you will be solicited for final questions closer to the timing of the meeting, as we realize that your questions may change as your work progresses.

Page Format

- Maximum length is one page using 11-point Arial font and 1 inch (2.5cm) margins all the way around. If different margins or font are used, the abstract will be converted to one inch margins with 11-point Arial font.
- Only one page will be provided to the reviewers. If more than one page is submitted, only the first page will be provided to the reviewers.

Important Notes

- Do not repeat author information on the second page.
- Be specific about the issues that you have questions about or are having challenges with.

Selection Process

Abstracts will be selected based on topic areas. Examples of topic areas include but are not limited to:

- Methods questions
- Research approach questions
- IRB questions
- Connecting with community

For questions regarding abstract content, please contact:

Todd Callahan, MD, MPH, FSAHM

Chair, SAHM Research Committee

Email: todd.callahan@vanderbilt.edu

[PAGE 1] CONTACT INFORMATION FOR PRIMARY AUTHOR

Name:

Professional Title:

Organization/Educational Institution:

Street Address:

City, State, Postal Code, Country (if outside USA):

Email:

Phone:

[PAGE 2] – ABSTRACT DETAILS & FORMAT PARAMETERS

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Abstract Title:

Purpose:

Methods:

Progress to date:

Preliminary results:

Proposed questions