This guide will provide more information for students interested in presenting their work during the Celebration of Excellence in Research and Creative Activity. Please do contact your faculty mentor, or call the Office of Research and Sponsored Programs (715-836-3405).

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A. Background
UW-Eau Claire’s Celebration of Excellence in Research and Creative Activity (CERCA) is designed to give UW-Eau Claire students the opportunity to present the results of their research and scholarly creative activity. The event highlights student research accomplishments and contributions to the academic community. CERCA encourages the dissemination of research results from all disciplines represented at UW-Eau Claire.

The first UW-Eau Claire student research event, known as Student Research Day, was in 1992 with 60 posters presented. Since 1992, the event has expanded and evolved. In 2014, CERCA highlighted 343 projects by 697 different students and 372 faculty mentors. CERCA continues to grow every year.

B. Eligibility:
Any UW-Eau Claire student engaged in collaborative or independent research or scholarly creative work is eligible to apply. Participants in all disciplines are encouraged to apply.

All projects must make new knowledge by building from previous knowledge or creating new perspectives.

Your presentation should explain how your project meets this definition. This definition is intentionally broad to encompass all the scholarship that takes place on campus. For example:
• A kinesiology project examining the effects that a short term dynamic core exercise program may have on agility.
• A research project that critically examines how scholars perceive the role of Virgil through a survey of scholarship on *The Divine Comedy* in English.
• An art project inspired by relational art, a currently developing field within contemporary art.
• A geography project analyzing the land use/land cover changes in the lower Chippewa River watershed.
• A critical performance of G.B. Viotti transcribed for two bassoons in order to examine how aspects of Classical musical style translate across instrumental genres.
• A research project studying the effect of cyber bullying on school climate.

C. Application Process
The application process can be broken down into 3 key parts:

1. Write your abstract.
2. Decide on a presentation format.
3. Submit your application.

1. Write your abstract
A key component to your CERCA application is your abstract (200 words maximum). For details on writing your abstract, please read the [Abstract Writing Guide](#).

An abstract summarizes the important qualities of your project. Successful abstracts, in every discipline, will always achieve five key goals:

1. Title your research project.
2. State your research question, aim, or scholarly goal. (~1 sentence)
3. Contextualize your project within existing knowledge or ideas. (~1 sentence)
4. Describe the methods or approach you used or will use. (~2 sentences)
5. Describe your main conclusions, outcomes, products, or recommendations. (~2 sentences)

Your CERCA abstract should:

- Be pasted into your CERCA application.
- Be attached as a Microsoft Word document if your text includes any special characters or italics and/or if formatting has been lost.
- Include your project title and co-presenter names.
- Include your 200 word maximum abstract.
Since your CERCA abstract will be published, it is important to:

- Use terminology that will be clear to a general, non-expert audience.
- Define abbreviations not universally understood upon first use (include abbreviation in parentheses immediately after you first use the term; thereafter you can use the abbreviation).
- Be concise and strive for clarity.
- Carefully proofread your work.

If you need additional writing assistance, experienced writing tutors in the Center for Writing Excellence can assist you with any stage of abstract-writing. Abstracts not adhering to these guidelines may be returned for revision prior to acceptance. Your CERCA abstract will be published in the Proceedings Volume online and in print.

2. Decide on a presentation format

In addition to attaching your abstract, you will need to decide which presentation format will best suit your research. This year, CERCA has 4 presentation formats:

A. **Oral Presentation**: Oral presentations are 12 minutes plus 3 minutes for discussion. Oral sessions will be scheduled on Wednesday and Thursday and will be grouped with other oral presentations by topic. The presentation rooms are equipped with computers and projectors. Creative writing presentations should present a research context alongside the work. Please e-mail orsp@uwec.edu if you require any other accommodations or have questions.

B. **Poster Presentation**: A 42"x46" poster displayed for 2 days with a 2-hour presentation time each day. At least one presenter should be present at each presentation time. 2018 presentation dates will be Wednesday and Thursday. Poster design workshops will be available starting early April. Space for poster presentations or art displays is limited and therefore, first-come, first-served. We can provide tables and access to electrical outlets. If you need any additional accommodations, "Display with Explanation" will better accommodate your needs.

C. **Display with Explanation**: For presenting art, hands-on demonstrations, or anything else not conducive to a “poster only” format. Materials should be on displayed for 2 days with a 2-hour presentation time each day. At least one presenter should be present at each presentation time. Presentation times will be Wednesday and Thursday. You will still be required to include text contextualizing and explaining your project. Most displays create a poster explaining what is on display. We will do our best to accommodate any needs your specific display may require.

D. **Performance or Film with Lecture**: Typically, 25 minutes for a live performance or film including a contextualizing lecture. Your performance or film with lecture will be scheduled Wednesday or Thursday. We will do our best to accommodate any needs including using Woodland Theater and arranging the use of audio equipment or instruments.

3. Submit your application

The Celebration of Excellence in Research and Creative Activity application is processed in BP Logix and must be initiated by a student. To start an application, the lead student will need to log into BP Logix,
(1) select *Start New form* and (2) choose *ORSP* as the department. From there, (3) select "Celebration of Excellence in Research and Creative Activity". A new form should open.

To edit, submit, or resubmit a form you have previously started or a form which has been returned to you, access the form from the *My Tasks* tab. Once you have submitted a form, it will be viewable from the *View Forms In Process* tab and will no longer appear in your My Tasks tab. Please visit the *Using eForms and BP Logix* page for a detailed explanation of the eForm system.

4. **Deadline for Application**

Applications must be submitted online by March 9, 2018. You must have a faculty mentor sign off on your application. Even if you did independent research (research that wasn’t performed with a faculty mentor), you must find a faculty mentor to sign off on your project.

D. **Projects with multiple co-authors**

The CERCA form is set up so that the lead student author submits a single application. **Student co-authors should not submit a second application and do not need to formally approve the form.** Once the lead student author submits the form, it will be sent to the faculty mentor for approval or revision before being sent to ORSP. Due to technical limitations, co-authors will not receive notification of approval and cannot edit or view the form themselves. The lead student is responsible for communicating with co-authors.

E. **Publishing**

If you are presenting a poster or display with poster, UW-Eau Claire would like to publish your poster in an online, searchable database called **MINDS@UW**. To publish a poster, both the lead student author and faculty mentor will need to sign off in the application.

F. **Still need help?**

Please visit the *Using eForms and BP Logix*. If you have questions or need further assistance, please contact ORSP at 715-836-3405 or orsp@uwec.edu.
G. Creating a Poster

If you choose to do a poster presentation, you will need to design and print a large format poster after your application has been approved. Poster printing is free for CERCA presentations. You will need to **submit your poster at least one week before CERCA** to ensure time for printing.

Poster design, preparation, and printing assistance is available. Sign up for a **Poster Design Workshop**, view a **video tutorial**, or contact **training@uwec.edu**. The **poster printing policy** is also available here for viewing.

All posters should include the UW-Eau Claire Power of AND brand and wordmark in agreement with the **University Communications Graphic Standards Guide**. Each poster should list the title of the project, the student(s)' names, the faculty mentor name(s), and the department name(s). The poster dimensions should not exceed 46x46 inches to fit the poster board; posters printed through LTS are limited to 42x46 inches. The acknowledgements section should mention the source of your research funding, if applicable. Due to the high cost of plotter supplies and the time required to fulfill poster requests, we **cannot re-print final posters** due to author mistakes, except in exceptional cases.

Please visit the **LTS Research Poster Printing Services** site for more information about printing and designing your poster. Also, you may visit **MINDS@UW** to view previously published posters that you may use as examples to design your own or visit the **CERCA Photo Gallery** to get a feel for what the event looks like.

H. Information for Visitors

We encourage students, staff, parents, and the general public to attend any and all CERCA events - the annual Student Research Days in particular. On those days, we expect 350 posters, presentations, displays, and performances from students in every discipline.

**Oral Presentations, Performances, and Films** will take place throughout the day Wednesday and Thursday.

**Posters** and **Displays** will be on display all day, both days.

A detailed schedule of all events is available, along with the abstracts for all presentations, in mid-April. **Free parking permits** are available for Wednesday and Thursday. Contact **orsp@uwec.edu** or 715-836-3405 for information on how to obtain a free permit.