

# 2026 Student Research Symposium Abstract Submission Instructions

Abstract Submission **Due Date:** Wednesday, April 1, 2026

We're so happy that you're interested in participating  
in the **2026 Student Research Symposium!**

Please use this powerpoint as a step-by-step guide when submitting  
your abstract in InfoReady.



# Important Reminders

- All presentations will be in poster format. There will be no oral sessions at the 2026 symposium.
- **Accuracy matters!!!** Please ensure all information in the abstract submission in InfoReady is filled out correctly and accurately.
- As a student researcher/applicant, **you will be required to have a Faculty Sponsor**. You cannot fill out your submission without one.
- If you are presenting a poster with co-presenters, only one (1) student should submit the abstract submission on behalf of the entire group.
- Each student may submit up to 4 different abstract submissions



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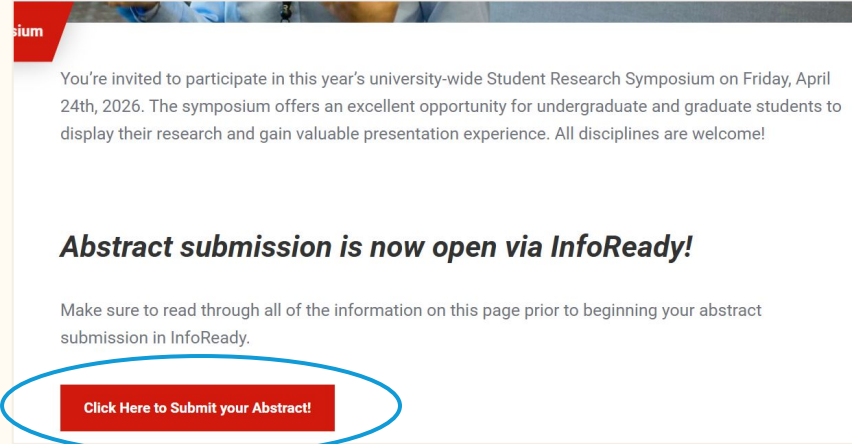
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# InfoReady Login



sium

You're invited to participate in this year's university-wide Student Research Symposium on Friday, April 24th, 2026. The symposium offers an excellent opportunity for undergraduate and graduate students to display their research and gain valuable presentation experience. All disciplines are welcome!

***Abstract submission is now open via InfoReady!***

Make sure to read through all of the information on this page prior to beginning your abstract submission in InfoReady.

[Click Here to Submit your Abstract!](#)




Scan the QR code to visit the Student Research Symposium website to access InfoReady



- Students and faculty can log into InfoReady using their Montclair netID and password
- You can access InfoReady on the symposium website by clicking “Click Here to Submit your Abstract”, or go to [montclair.infoready4.com](http://montclair.infoready4.com)

# InfoReady Dashboard




HELLO, **Ally** | [Sign Out](#) | [Help](#)

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## Montclair's Forms, Applications, and Competitions

Welcome Ally. You have no new activity coming up.



**Welcome to Montclair State University's InfoReady platform! Here you will find forms, sign-ups, and competitions from across the University.**

Click on the title of the form in the menu below for more information. Please note that you can sort by title, due date, or category to help you find what you're looking for more quickly.

Search:

Title	Due Date	Organizer	Category	Cycle
2026 Student Research Symposium Abstract Submission	04/1/2026	Office of Research: Student Resources		
Spring 26 - Adjunct Research and Professional Development Fund	02/16/2026	Office of the Provost		FY26
Beckman Scholars Program	03/27/2026	Office of Research	Limited Submissions	FY27
NJ Department of Labor PACE Grant Program - Round 2	02/4/2026	Office of Research	Limited Submissions	FY26

### Welcome to Montclair's InfoReady

#### How To Log-In

To log in, click the "Log in" hyperlink at the top right corner of this page. Click on the blue "Montclair State University Login" button to use your MSU Net ID & password to log in.

After you are logged in, click on your name at the top right corner. This will take you to the User Profile page. We recommend that new users log in and complete their profile to set up their account before uploading their first application.

#### Tips:

- The Home Page displays all open opportunities.
- Internal deadlines include date and time, usually 4:30 p.m.
- For questions or further assistance please contact Kate Dorsett at [dorsett@montclair.edu](mailto:dorsett@montclair.edu).

#### Support Documents

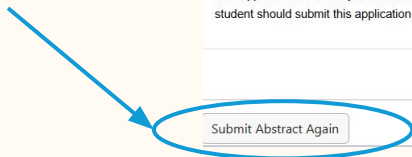
Your first name will be displayed here.

Once logged into InfoReady, you will be directed to your dashboard. Click the blue “2026 Student Research Symposium Abstract Submission” hyperlink to access the abstract submission.

# Create your Abstract Submission

You will be directed to the event's details.

Please click the gray “Submit Abstract” button to begin your application



☰

HOME

REVIEWS

APPLICATIONS

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CALENDAR

## 2026 Student Research Symposium Abstract Submission

PDF

Details

Applications

Submit Abstract Again

### 2026 Student Research Symposium Abstract Submission

Abstract Submission Deadline

Internal Submission Deadline: Wednesday, April 1, 2026  
[ADD TO CALENDAR](#)

Details

Administrator(s): Alexandra McGinley (Owner)  
Number of Applications Allowed Per Applicant: 4

Description

The Office of Research is pleased to announce the 2026 Student Research Symposium, which will be held on **Friday, April 24th, 2026**:  
This application is where you will submit your poster title, abstract, and all other details relevant to your 2026 Student Research Symposium submission. All students must have an identified Faculty Sponsor at the time of submission. If you are submitting as a group, only one student should submit this application on behalf of the group.

Submit Abstract Again

# Abstract Submission - Introduction

On the left, you will see the different sections of the submission.

The screenshot shows a web interface for an abstract submission. On the left is a vertical sidebar with a list of sections: Introduction, Applicant Basic Information, Co-Presenter(s) Information, Abstract Information, Funding Information, Event Information, Questions/Notes, and Completion. The 'Introduction' section is highlighted with a blue background. A blue circle is drawn around this entire sidebar. At the bottom of the sidebar is a button labeled 'Save as Draft', which is also circled in blue. An arrow points from this button to the text below. The main content area is titled 'Introduction' and contains a letter to the student. At the bottom right of the main content area is a button labeled 'Next', which is circled in blue. An arrow points from this button to the text below.

Introduction

Applicant Basic Information

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

Questions/Notes

Completion

**Introduction**

Dear Student,

Thank you for submitting your abstract to the 2026 Student Research Symposium - we are thrilled to have you participate! Please fill out this application to provide the Student Research Symposium Planning Committee with your abstract, as well as additional details regarding your submission. It is important to note that if presenting in a group, only one student may submit this application on behalf of the entire group. Further information from any co-presenters will be collected after the point of approval. If you have any questions about the sections of this application, please send an email to [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu).

Save as Draft

Next

You can save your progress at any time and return to your submission later by clicking “Save as Draft” button.

Click “Next” to move through each section of the submission.



# Abstract Submission - Applicant Basic Information

The screenshot shows a web interface for an abstract submission. On the left is a vertical sidebar with a list of steps: Introduction, Applicant Basic Information (highlighted in blue), Co-Presenter(s) Information, Abstract Information, Funding Information, Event Information, Questions/Notes, and Completion. The main content area is titled 'Applicant Basic Information' and contains three input fields. The first field is 'First Name \*' with the instruction 'Please enter your first name as it will appear on your name badge.' and the value 'Ally'. The second field is 'Last Name \*' with the instruction 'Please enter your last name as it will appear on your name badge.' and the value 'Mcginley'. The third field is 'Montclair Email \*' with the instruction 'Please enter your Montclair email address (\_\_\_\_@montclair.edu).' and is currently empty. Below this is a fourth field for 'CWID \*' with the instruction 'Please enter your 8-digit Montclair CWID.' which is also empty.

Introduction

**Applicant Basic Information**

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

Questions/Notes

Completion

**First Name \***  
Please enter your first name as it will appear on your name badge.  
Ally

**Last Name \***  
Please enter your last name as it will appear on your name badge.  
Mcginley

**Montclair Email \***  
Please enter your Montclair email address (\_\_\_\_@montclair.edu).

**CWID \***  
Please enter your 8-digit Montclair CWID.

InfoReady will require you to fill out each question asked. Please answer each question accurately and make sure all names and emails are spelled correctly.

**The email you enter should end in @montclair.edu (not @mail.montclair.edu)!**

# Abstract Submission - Co-Presenter(s) Information

The screenshot shows a web form for submitting abstract information. On the left is a vertical sidebar with navigation links: 'Co-Presenter(s) Information' (highlighted in light blue), 'Abstract Information', 'Funding Information', 'Event Information', 'Questions/Notes', and 'Completion'. The main content area is divided into three sections. The first section, 'Co-Presenter(s) \*', asks 'Do you have peers who will be co-presenting with you on the day of the symposium?' and features two radio buttons: 'No' and 'Yes' (which is selected). The second section, 'Co-Presenter Name(s) \*', includes the instruction 'Please enter the first and last names of all co-presenters for your project below. All co-presenters must be matriculated Montclair State University students.' and a single-line text input field. The third section, 'Co-Presenter Email(s) \*', includes the instruction 'Please enter the Montclair State University email addresses of all co-presenters listed above.' and a single-line text input field.

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

Questions/Notes

Completion

**Co-Presenter(s) \***

Do you have peers who will be co-presenting with you on the day of the symposium?

No Yes

**Co-Presenter Name(s) \***

Please enter the first and last names of all co-presenters for your project below. All co-presenters must be matriculated Montclair State University students.

**Co-Presenter Email(s) \***

Please enter the Montclair State University email addresses of all co-presenters listed above.

- Co-Presenters are students who will present your poster with you on the day of the event.
- Co-Presenters must be matriculated Montclair students.
- **Please ensure that co-presenters' email addresses are spelled accurately**, as the SRS Planning Committee will follow up with them via email to collect further information.

# Abstract Submission - Abstract Information

Introduction

Applicant Basic Information

Co-Presenter(s) Information

**Abstract Information**

Funding Information

Event Information

Questions/Notes

Completion

**Abstract Information** Please enter your abstract title in this text box.

**Abstract Title \***  
Please enter the title of your abstract as will be seen on your poster in headline case format (e.g., "This is the Title of my Abstract").

**Abstract Instructions**

Please note your abstract should be no greater than 250 words. The abstract should include an Introduction, Methods, and Results section. Please refer to the Student Research Symposium website for **abstract guidelines**.

**Abstract \*** Please enter your abstract here. Please enter your abstract in this text box.

Please ensure your abstract title is **accurate** and in **headline case format**

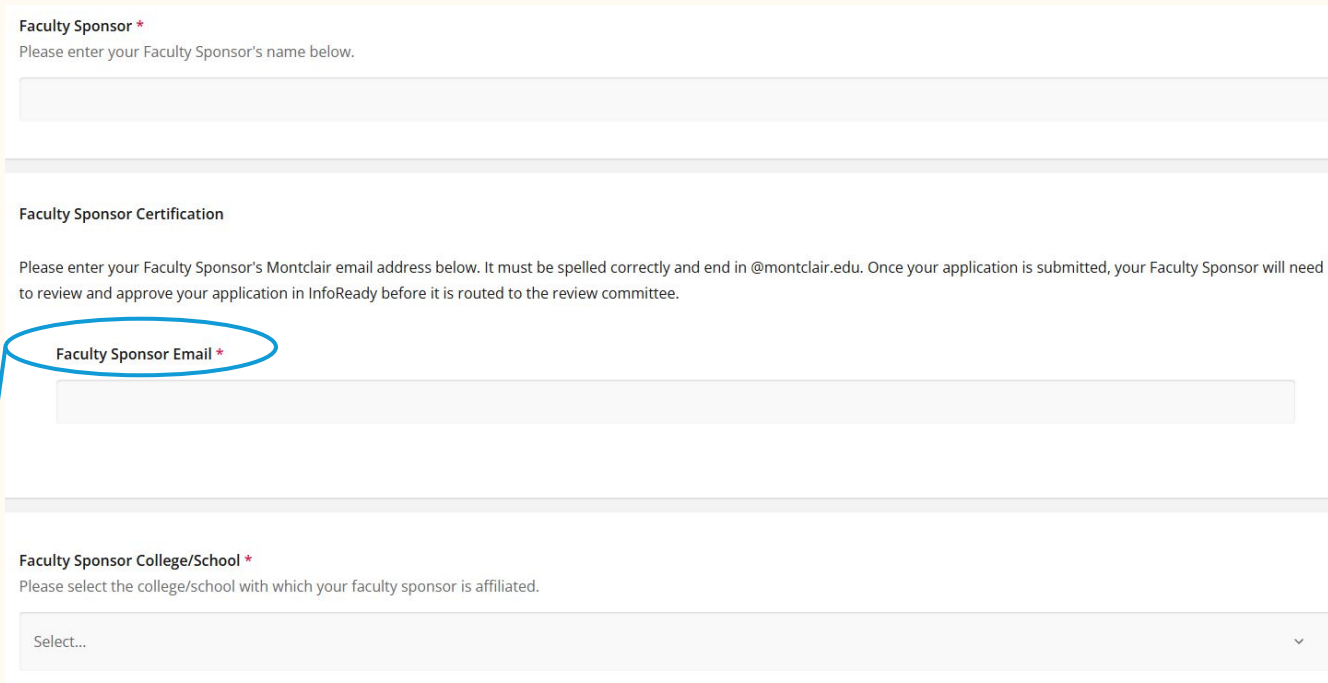
# Abstract Guidelines

- 250-word maximum
- Three main sections
  - An **Introduction section** that provides an overview of your project, research questions or hypotheses.
  - A **Methods section** that covers the methodology of your research and/or the method used to collect the data.
  - A **Results section** that summarizes the results of your research, the conclusions and outcomes, and the implications of the research based on your data. If you do not have results at the point of submission, please let us know when you anticipate having data analysis completed.
- Your abstract **should be clear and understandable** to a non-specialist. Avoid excessive specialized jargon, and be sure to **define all abbreviations and acronyms**.

\*\*\*Please refer to [this page](#) for further information on abstract requirements

# Faculty Sponsor Information

Faculty Sponsor email  
must end in  
[@montclair.edu](mailto:montclair.edu) (NOT  
[@mail.montclair.edu](mailto:mail.montclair.edu))



**Faculty Sponsor \***  
Please enter your Faculty Sponsor's name below.

**Faculty Sponsor Certification**  
Please enter your Faculty Sponsor's Montclair email address below. It must be spelled correctly and end in @montclair.edu. Once your application is submitted, your Faculty Sponsor will need to review and approve your application in InfoReady before it is routed to the review committee.

**Faculty Sponsor Email \***

**Faculty Sponsor College/School \***  
Please select the college/school with which your faculty sponsor is affiliated.

Select...

It is critical that your faculty sponsor's Montclair email is entered accurately. After you submit your abstract, it will be routed to your faculty sponsor, who will need to log into InfoReady to either approve your submission or return it for revisions.

# Abstract Information - Funding Information

Introduction

Applicant Basic Information

Co-Presenter(s) Information

Abstract Information

**Funding Information**

Event Information

Questions/Notes

Completion

## Funding Information

**Funding \***

Please indicate whether your project has received funding from internal or external grants.

No

Yes

**Internal/External Funding \***

Please indicate below whether your project is supported by internal or external funding.

Internal funding: Funding provided by an office, department, college, or program within Montclair (e.g., SL-RSCA).

External funding: Funding provided by an agency outside the University (e.g., NSF).

←

Funding Information

→

Please indicate whether your project has received funding.

If yes, additional questions will appear requesting details about your project's funding.

# Abstract Information - Event Information

Introduction

Applicant Basic Information

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

Questions/Notes

Completion

## Event Information

### Poster Session \*

Please select all poster presentation time slots for Friday, April 10, 2020.

☐ Session 1: 9:30 AM - 10:30 AM

☐ Session 2: 10:45 AM - 11:45 AM

☐ Session 3: 12:00 PM - 1:00 PM

☐ Session 4: 1:15 PM - 2:15 PM

Please select all poster session times during which you are available to present on the day of the symposium.

**If you have co-presenters, please ensure they are available during the times you select.**

**\*\*\*If your availability to present changes, please send an email to [irbassistant@monclair.edu](mailto:irbassistant@monclair.edu)**

### Guests \*

Do you or any co-presenters have guests (family or friends) attending the event?

☒ Yes

☐ No

☐ Unknown

Indicate whether you will have guests, and provide an estimated number attending.

### How many guests do you expect to attend? \*

Please enter the total number of guests attending.

# Abstract Information - Questions/Notes

The screenshot shows a web interface for submitting an abstract. On the left is a vertical navigation menu with the following items: Introduction, Applicant Basic Information, Co-Presenter(s) Information, Abstract Information, Funding Information, Event Information, Questions/Notes (which is highlighted with a blue background), and Completion. The main content area is titled 'Questions/Notes' and contains a text box with the placeholder text 'Please leave any questions, comments, or concerns here.' Below the text box are two buttons: 'Previous' and 'Next'. At the bottom left of the interface is a 'Save as Draft' button.

Introduction

Applicant Basic Information

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

**Questions/Notes**

Completion

**Questions/Notes**

Please leave any questions, comments, or concerns here.

Previous

Next

Save as Draft

If you have any questions, comments, or concerns, please enter them in this text box. The SRS Planning Committee will reach out to you via email.



# Abstract Submission - Completion

Introduction

Applicant Basic Information

Co-Presenter(s) Information

Abstract Information

Funding Information

Event Information

Questions/Notes

Completion

## Completion

Dear Student,

Thank you for completing the 2026 Student Research Symposium form.

You have successfully submitted your abstract for the Student Research Symposium. It has now been routed to your Faculty Sponsor for review and approval in InfoReady. Please notify your Faculty Sponsor right away that you have completed your submission - the review committee will not receive your abstract without their approval. Once your Faculty Sponsor approves the submission, it will undergo review with the Student Research Symposium Review Committee. Please allow up to five days for review, at which point you will receive an approval letter or a request for revisions to your application. If you have co-presenters, they will receive an email requesting the completion of a brief Qualtrics survey following abstract approval.

**\*\*\*To complete your abstract submission, please click the blue Preview button in the lower right hand corner. After previewing your submission and ensuring all details are correct, please scroll down and click the blue Submit button.**

If your responses to any of these questions in this form change from now until the symposium, please do not fill out this form again. Instead, send an email to [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu) explaining what information has changed.

We look forward to seeing you on Friday, April 24th!

Click the blue 'Preview' button to review and complete your submission.

Once you have reviewed your submission for completeness and accuracy, you will be able to submit.

Edit

Submit

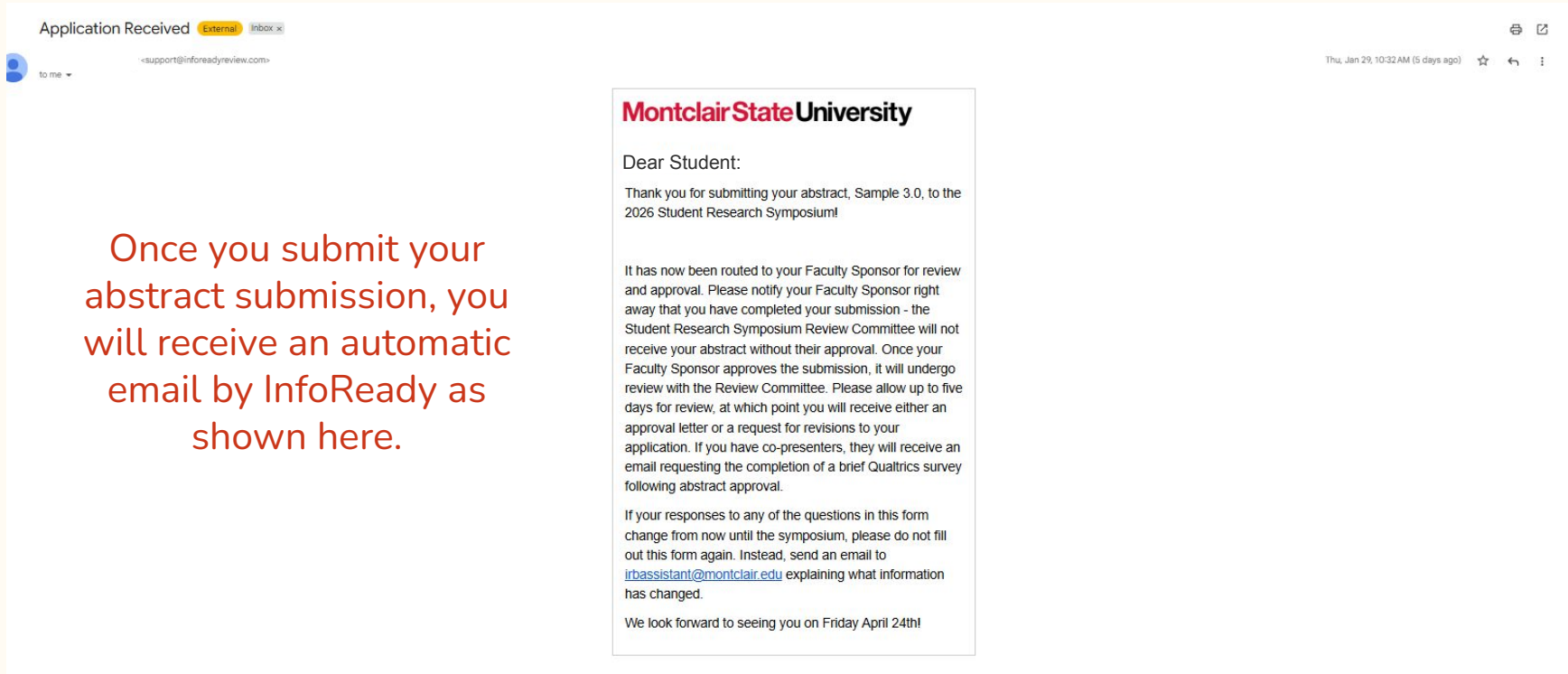
Previous

Preview

After previewing your submission, select the blue 'Submit' button to submit. To make edits, click the 'Edit' button.

# Application Received Email

Once you submit your abstract submission, you will receive an automatic email by InfoReady as shown here.



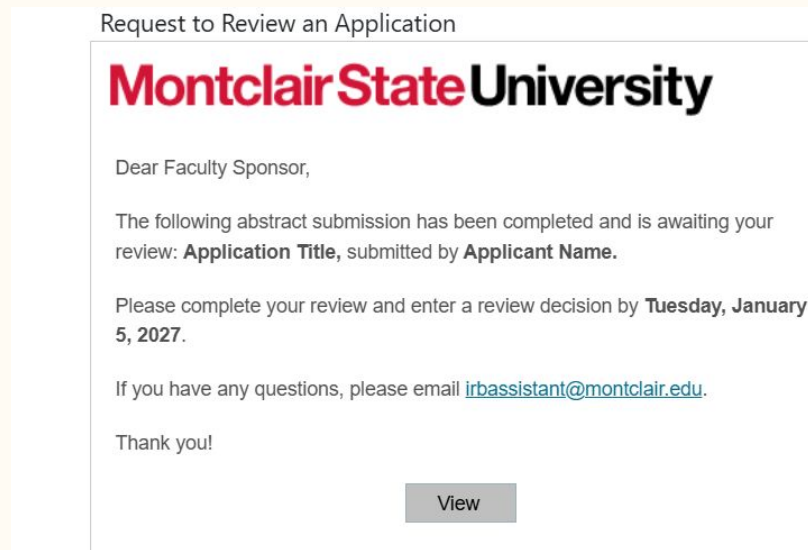
# Faculty Sponsor (FS) Certification

After you submit your abstract, it will be routed to your Faculty Sponsor (FS) for review in InfoReady.

They will receive the email shown to the right when you submit. They can access your submission for review in InfoReady by clicking the View button. **The email will come from: [support@inforeadyreview.com](mailto:support@inforeadyreview.com) - Montclair Gmail may flag this as spam, but it is NOT.**

After reviewing your abstract, they can either approve it to submit to the Abstract Review Committee, or return it to you for revisions.

**\*\*\*We suggest emailing or talking to your Faculty Sponsor once you've submitted your abstract to let them know that the submission is awaiting their review and decision in order to be officially submitted to the Student Research Symposium Review Committee.**



# Abstract Submission Decision Outcomes

# Application Approved

If your abstract was approved, you will receive an email with the subject line: 'Congratulations! 2026 SRS Abstract Approved'

## Montclair State University

Dear Student:

Congratulations! Your abstract submission FS Denied Reviewer Approved for the 2026 Montclair State University Student Research Symposium has been approved.

Please note that as the Student Lead, it is your responsibility, in consultation with your Faculty Sponsor, to ensure that your poster presentation accurately reflects the information and materials included in this submission.

The 2026 Student Research Symposium will be held on Friday, April 24th, 2026, and will consist of four separate poster sessions. You can view the schedule [here](#).

If you listed co-presenters in your application, please let them know that they will soon receive an email with a link to a short Qualtrics form that they will be required to fill out in order to participate in this year's symposium. If any of the co-presenters you listed in your submission do not receive an email within the next 72 hours, please send an email to [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu).

By mid-April, students and any co-presenters will receive an email notifying them of their assigned poster presentation time slot.

To help you prepare for presentation at the symposium, we have collaborated with the Office of Experiential Education and Career Connections to create a mock interview assignment utilizing Big

to [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu).

By mid-April, students and any co-presenters will receive an email notifying them of their assigned poster presentation time slot.

To help you prepare for presentation at the symposium, we have collaborated with the Office of Experiential Education and Career Connections to create a mock interview assignment utilizing Big Interview, a career coaching, online platform. This assignment focuses on helping you practice your presentation using five mock interview questions tailored to your research experience. You may use Big Interview to record yourself answering potential questions about your research, presentation, and career goals, allowing you to identify areas for improvement in both your content and presentation style, as well as build your confidence. This assignment is optional, and your responses will not be scored or reviewed by anyone other than you.

To begin practicing, click on the [link here](#) and use the following code to access your customized practice questions: You can also go to the [Big Interview homepage](#) and click on "Assignments" to enter your access code.

The Office of Experiential Education and Career Connections will also be hosting various employers throughout the day of the symposium. You can view the list of employers who will be in attendance via [Handshake](#), which you can access via your Montclair credentials.

If you have any questions regarding next steps or symposium day, please reach out to the Planning Committee at [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu).

Sincerely yours,  
The 2026 Student Research Symposium Review Committee

[View](#)

# Application Returned for Revisions

- If revisions are needed, you will receive an email with the subject line 'Application Returned for Revisions,' which an overview of the specific revisions being requested.
- When re-submitting your abstract, please refer to this email for the revisions you should make.
- **Click the 'View' button** to be directed to your abstract submission in InfoReady
- Once you have made the requested revisions, you can resubmit your abstract by following the same steps outlined prior

## Montclair State University

Dear Student,

I have reviewed your abstract submission, ff. Please make the following revisions to your abstract and resubmit **within the next 3 days**:

- Reduce abstract word - count to at least 250 words
- Please include a Results section in your abstract

If you do not make the revisions and resubmit your abstract, it will not be submitted to the review committee for consideration of participation in the 2026 Student Research Symposium.

Thank you!

[View](#)

# Application Returned for Revisions

To make revisions, select 'Abstract Information' and update your abstract in the text box. **You should not make revisions to any other section of your submission.**

Don't forget to click 'Save as Draft.'

Once your revisions are saved, go to the completion section to preview and re-submit your abstract.

Sample 2.0 (000345) | Returned for Revisions

Showing 1 to 4 of 4 entries | Previous 1

Introduction

Applicant Basic Information

Co-Presenter(s) Information

**Abstract Information**

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Questions/Notes

Completion

### Abstract Information

**Abstract Title \***  
Please enter the title of your abstract as will be seen on your poster in headline case format (e.g., "This is the Title of my Abstract").

Sample 2 Abstract Submission Returned

**Abstract Instructions**

Please note your abstract should be no greater than 250 words. The abstract should include an Introduction, Methods, and Results section. Please refer to the Student Research Symposium website for **abstract guidelines**.

**Abstract \***  
Please enter your abstract here.

Abstract.



# Application Rejected

If after you re-submit your abstract with revisions and it was returned to you again, you will receive a rejection email.

If this happens, you will have to begin a new abstract submission application by copying your previous one.

The rejection email will provide an overview of all of the revisions that must be made to your abstract in your new submission.

You can click the View button to access your abstract submission where you will make a copy of it.

**Subject:**

Abstract Submission Rejected - Please Submit New Abstract

**Montclair State University**

Dear Applicant Name,

Thank you for submitting your abstract to the 2026 Student Research Symposium. Your submission is being rejected because after two rounds of revisions, your abstract does not meet the requirements as set forth by the Review Committee.

To revise and resubmit your abstract, please start a new application in InfoReady. You may make a copy of this application so that you do not have to fill it out all over again. **However, please make sure that the following revisions are made to your newly submitted abstract , as previously requested by a reviewer on the Review Committee:**

•

Your application history can be viewed via the View button below. Please be aware that since you are submitting a new application, it will again route to your appointed Faculty Sponsor for review and approval prior to it reaching the Review Committee.

If you have any questions or concerns about this process, please send an email to [irbassistant@montclair.edu](mailto:irbassistant@montclair.edu).

We appreciate your interest in participating in the 2026 Student Research Symposium and look forward to receiving your new application!

Sincerely,

The 2026 Student Research Symposium Review Committee

[View](#)



# Re-Submitting your Abstract after Rejection

If your abstract was rejected after being returned for revisions, you should make a copy of your previous abstract submission and make the requested revisions to the abstract section.

## 2026 Student Research Symposium Abstract Submission

Detail **Applications** Apply Again

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

You have submitted 3 applications for 2026 Student Research Symposium Abstract Submission. You may submit up to 4 applications.

Apply Again

### My Applications

1. Select the tab “**Applications**”
2. Select the button “**Apply Again**”
3. A pop-up labeled “**Create New Application**,” will appear. **Click the drop-down arrow to select the abstract that was rejected**
4. Click the button “**Copy**”. You can then edit your previously submitted abstract and re-submit it to the Student Research Review Committee.

### Create New Application

Select an application to copy or click **Create New** below to begin a new application.

Select application

Create New

**Copy**

# Understanding Application Status

If at any point you want to view the status of your abstract submission, you can do so in InfoReady in the “My Applications” tab.

Application Title	Status	Actions
<a href="#">Sample 1 Abstract Submission Approved (ID)</a>	Awarded	
<a href="#">Sample 2 Abstract Submission Returned (ID)</a>	Returned for Revisions	
<a href="#">Sample 3 Abstract Submission Submitted (ID)</a>	Submitted	

Showing 1 to 4 of 4 entries

Previous 1 Next

Introduction

- Awarded = Application was approved by the Review Committee
- Return for Revisions = Application was returned with requests for revisions
  - Please refer to the ‘Application Returned for Revisions’ Email to see requested revisions
- Submitted = Application was submitted and is still under review

# Event Preparation

The **Student Research Symposium website** offers a variety of resources to help you prepare for a successful presentation and get the most out of your experience:

- Practice your oral presentation skills with [Big Interview](#), a mock interview assignment that allows you to practice public speaking using five interview questions tailored to your research experience.
- The Office of Experiential Education and Career Connections will host employers throughout the day at the Conference Center. Log in to [Handshake](#) to view the rolling list of participating employers, whom you can meet and talk with at the symposium.
- Register for a virtual Abstract Submission Workshop for step-by-step instructions and helpful tips on submitting your abstract in InfoReady.
- Review poster guidelines to make sure that your presentation meets all requirements.
- Browse the FAQs for answers to common questions.



Scan the QR code to view the **Information for Participants** section of the website for more details.

# We're Here to Help!

Have questions about the abstract submission process? Did anything change in your application that we should know about? Please reach out to us!

[irbassistant@montclair.edu](mailto:irbassistant@montclair.edu)

Allisun Romain, Compliance Coordinator

- [romaina@montclair.edu](mailto:romaina@montclair.edu)

Alexandra McGinley, Compliance Coordinator

- [mcginleya@montclair.edu](mailto:mcginleya@montclair.edu)

