2026 Student Research Symposium Abstract Submission Instructions

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

Office of Research

MONTCLAIR STATE UNIVERSITY

infoReady™

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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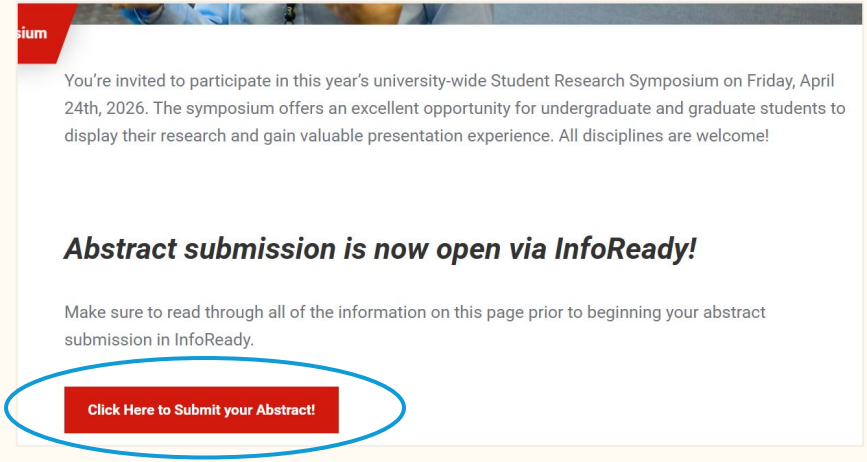
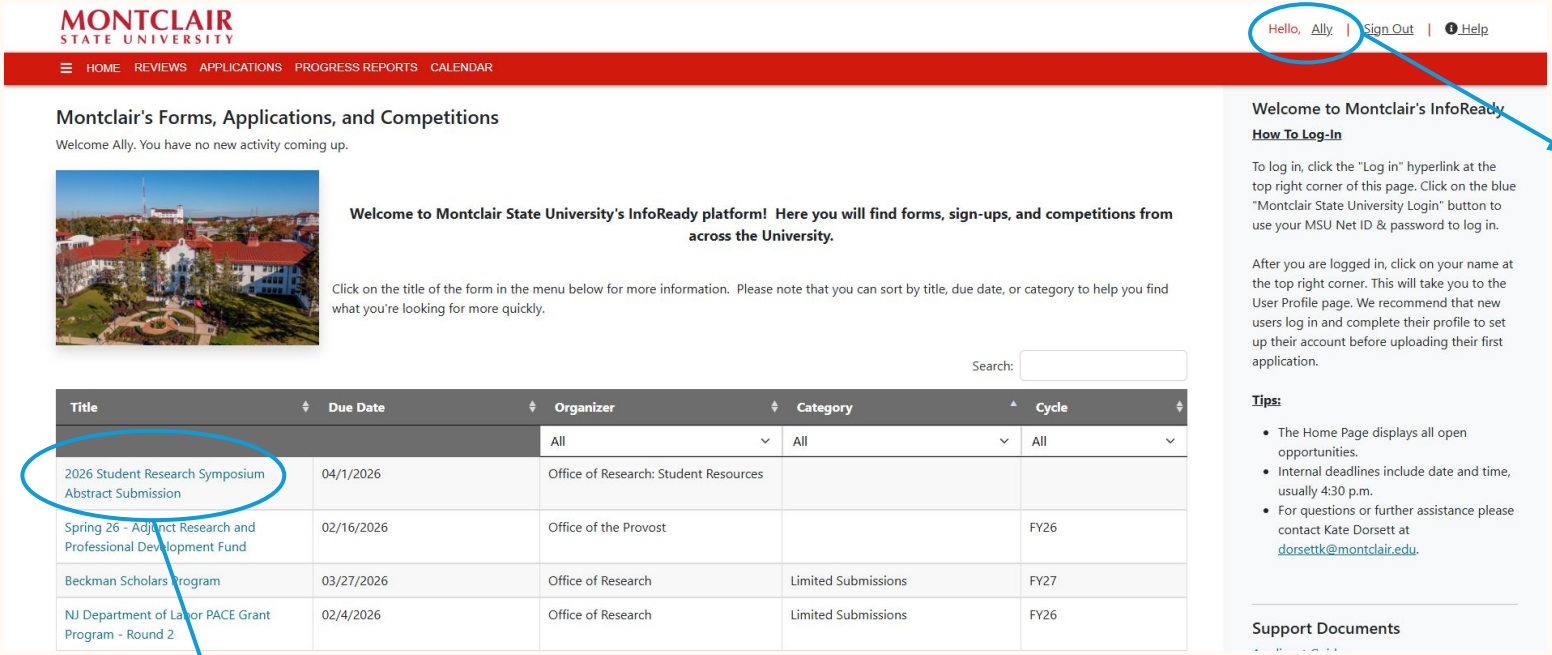
InfoReady Login



- 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**

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

InfoReady Dashboard



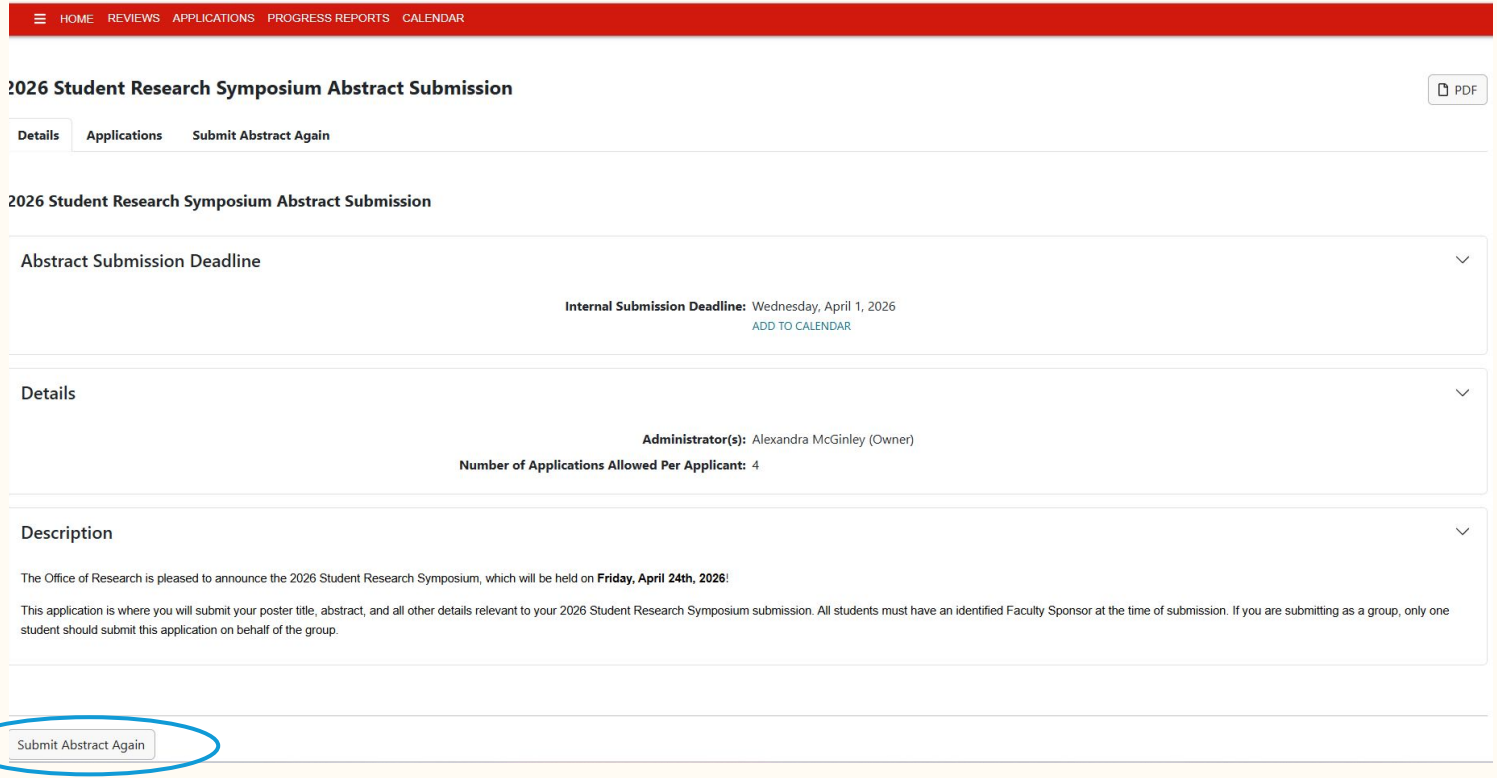
Your first name will be displayed here.

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

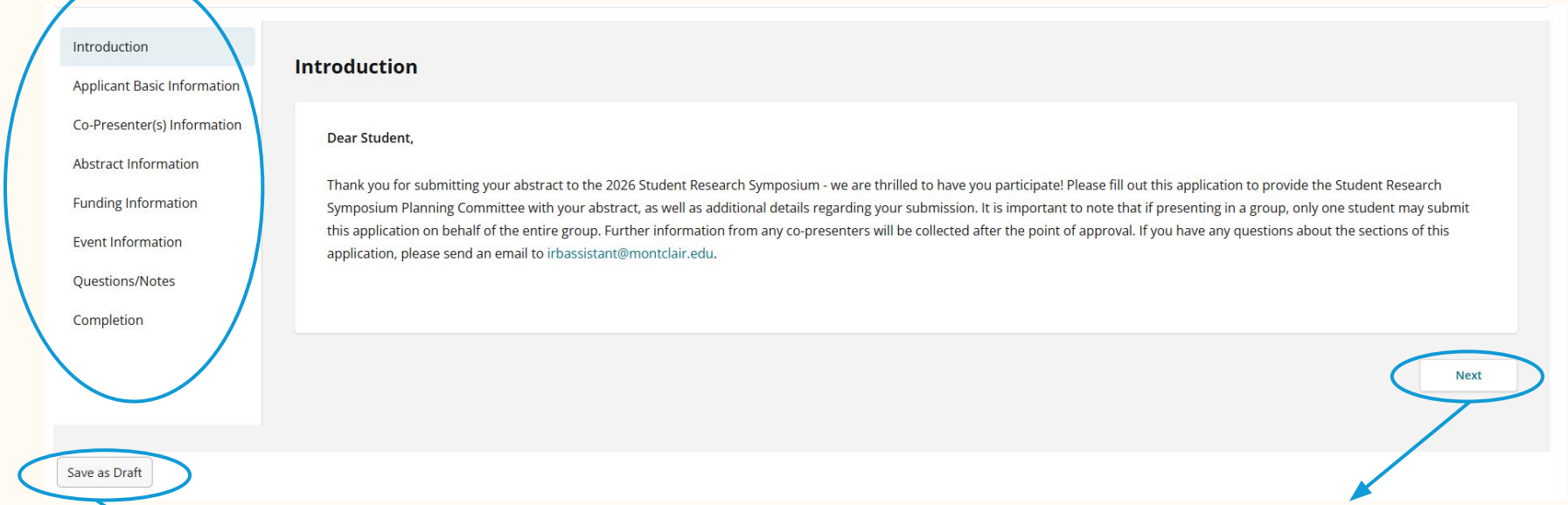
You will be directed to the event's details.

Please click the gray "Submit Abstract" button to begin your application



Abstract Submission - Introduction

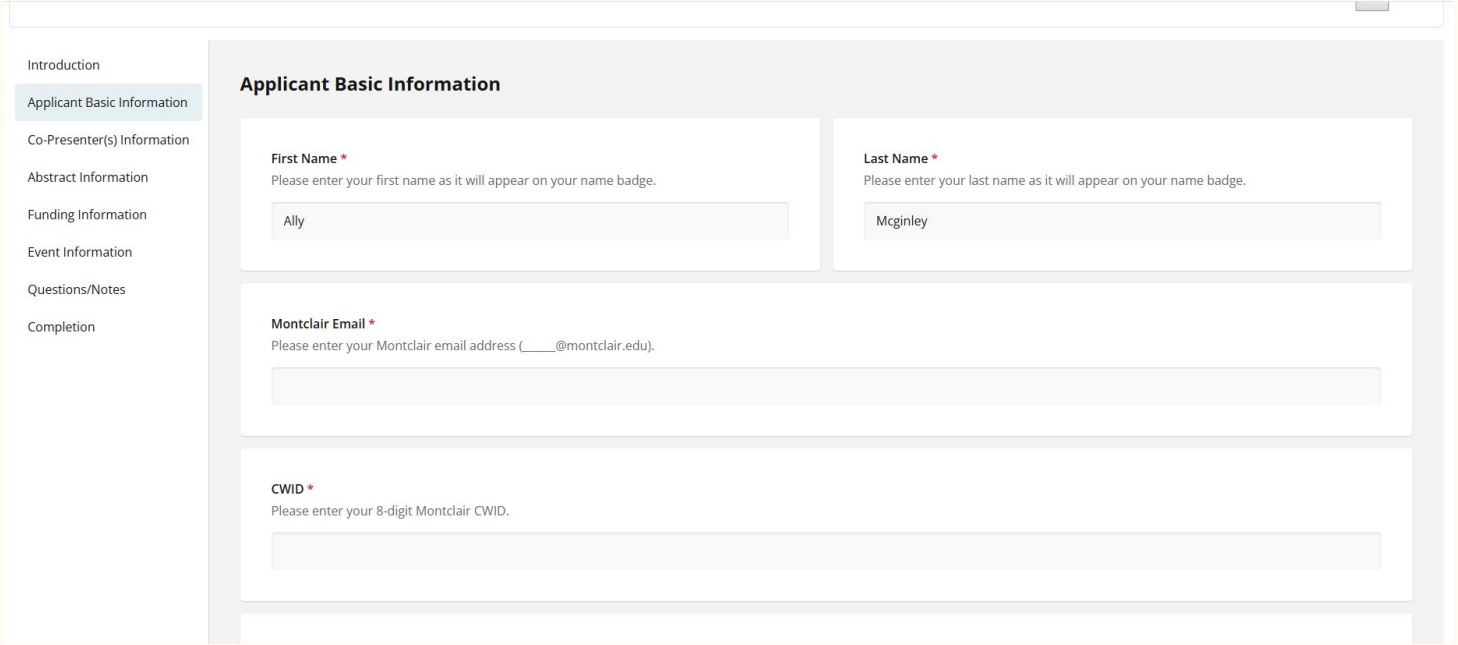
On the left, you will see the different sections of the submission.



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.

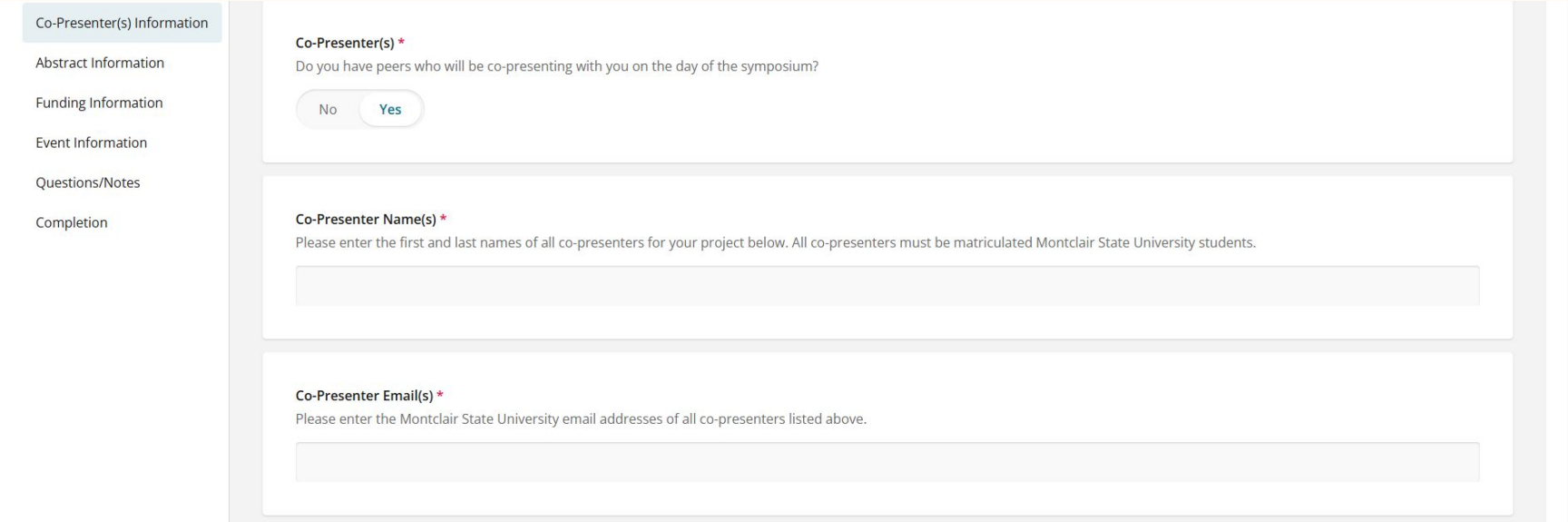
Abstract Submission - Applicant Basic Information



InfoReady will require you to fill out each question asked.

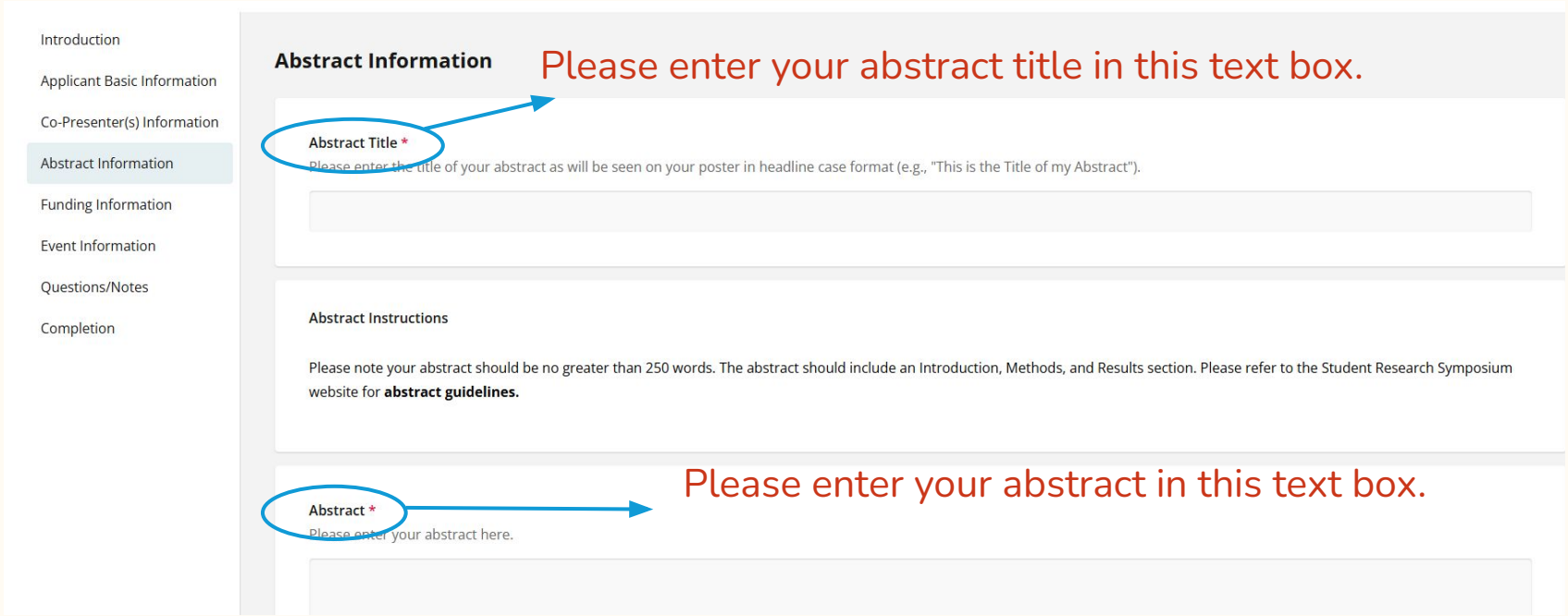
Please answer each question accurately and make sure all names and emails are spelled correctly.

Abstract Submission - Co-Presenter(s) Information



- 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



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

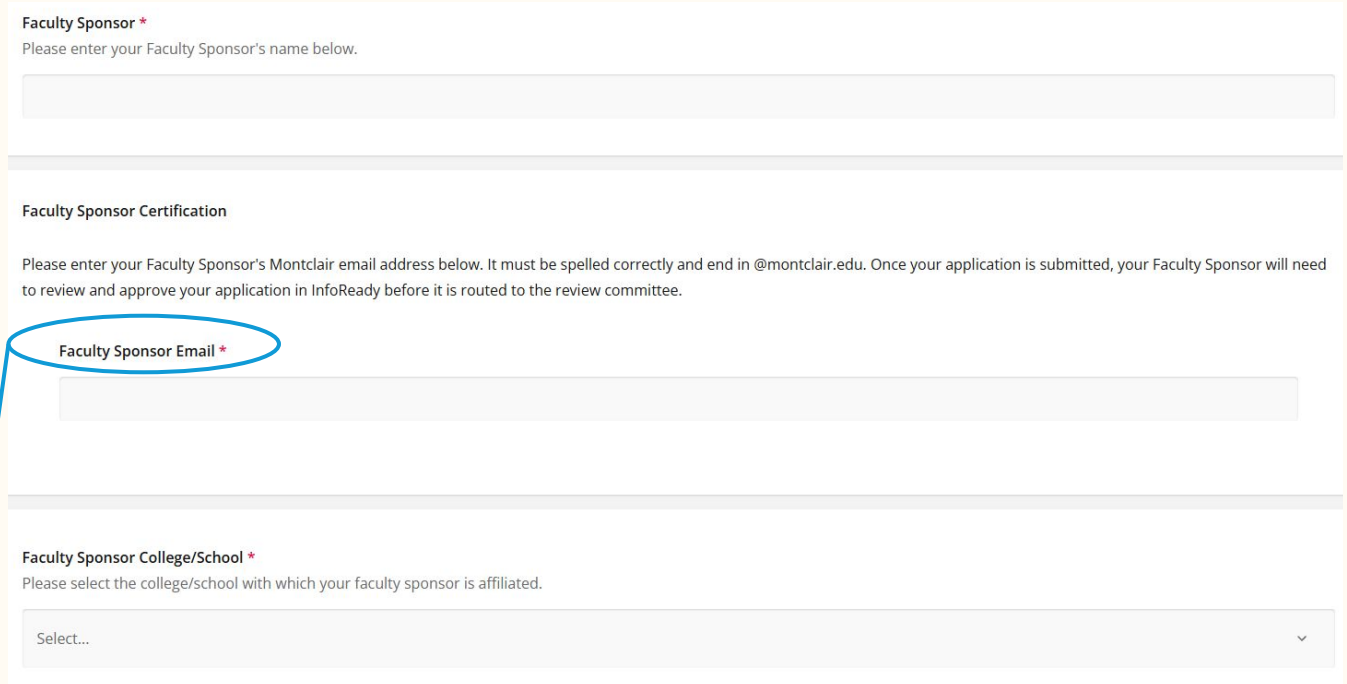
Abstract Guidelines

- 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

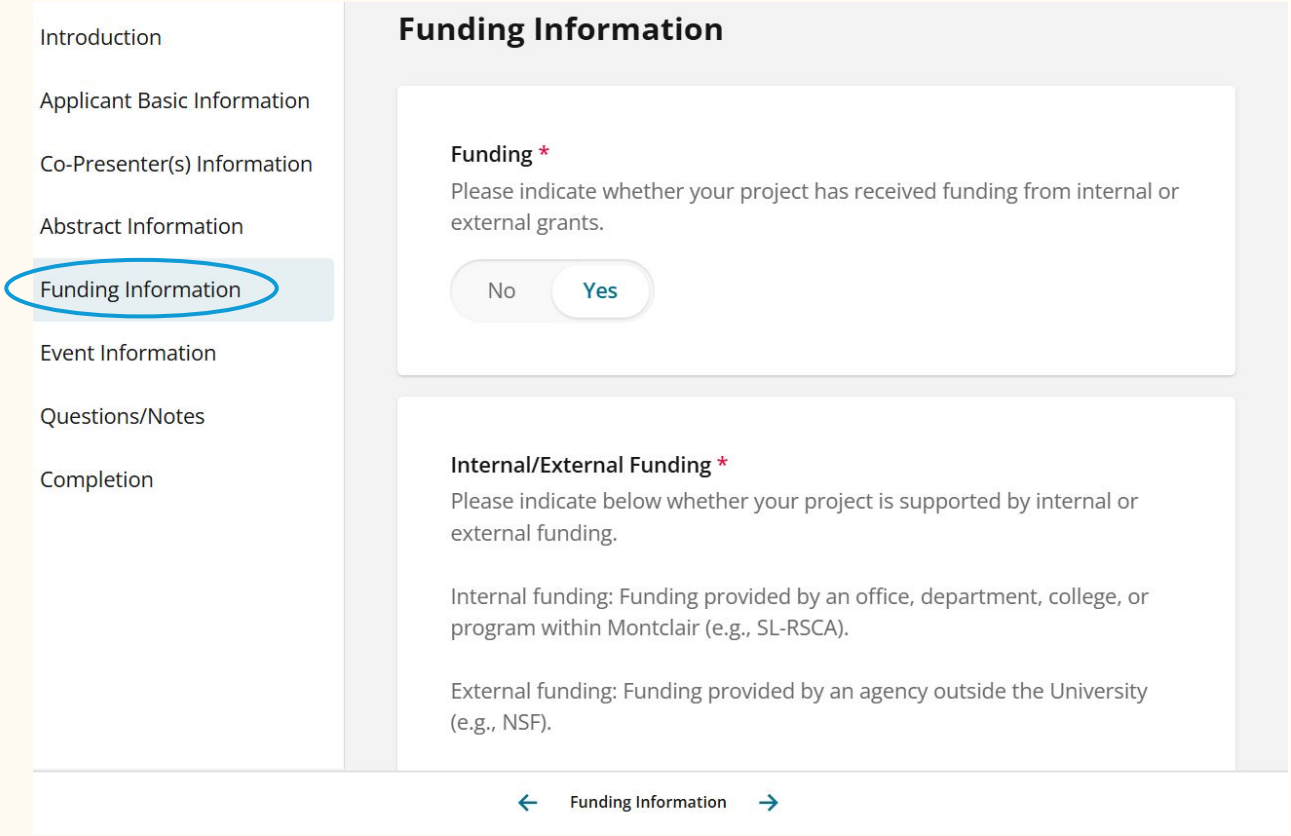
Faculty Sponsor Information

You must enter your faculty sponsor's name, Montclair email, college/school, and department.



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.

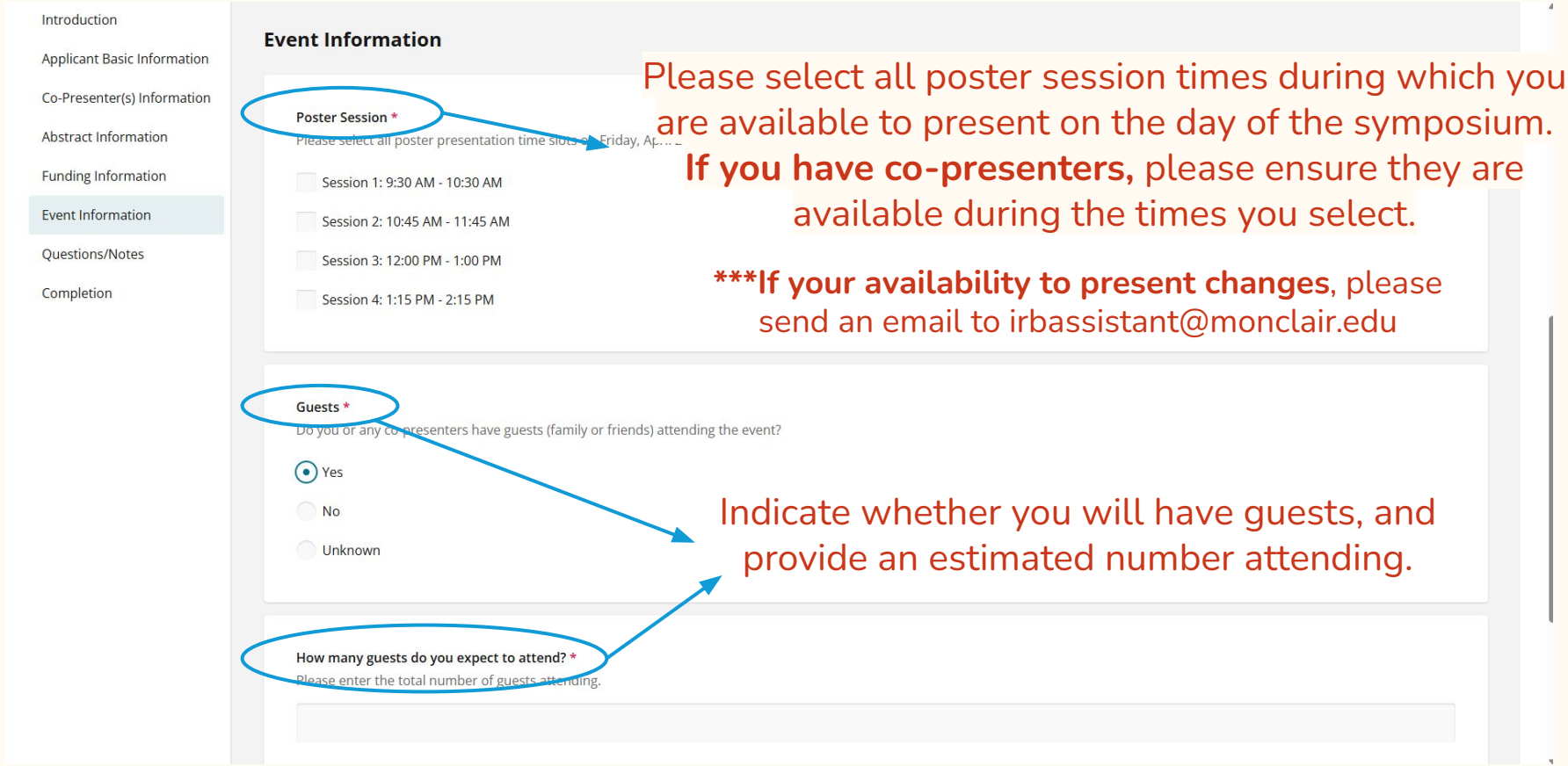
Abstract Information - Funding Information



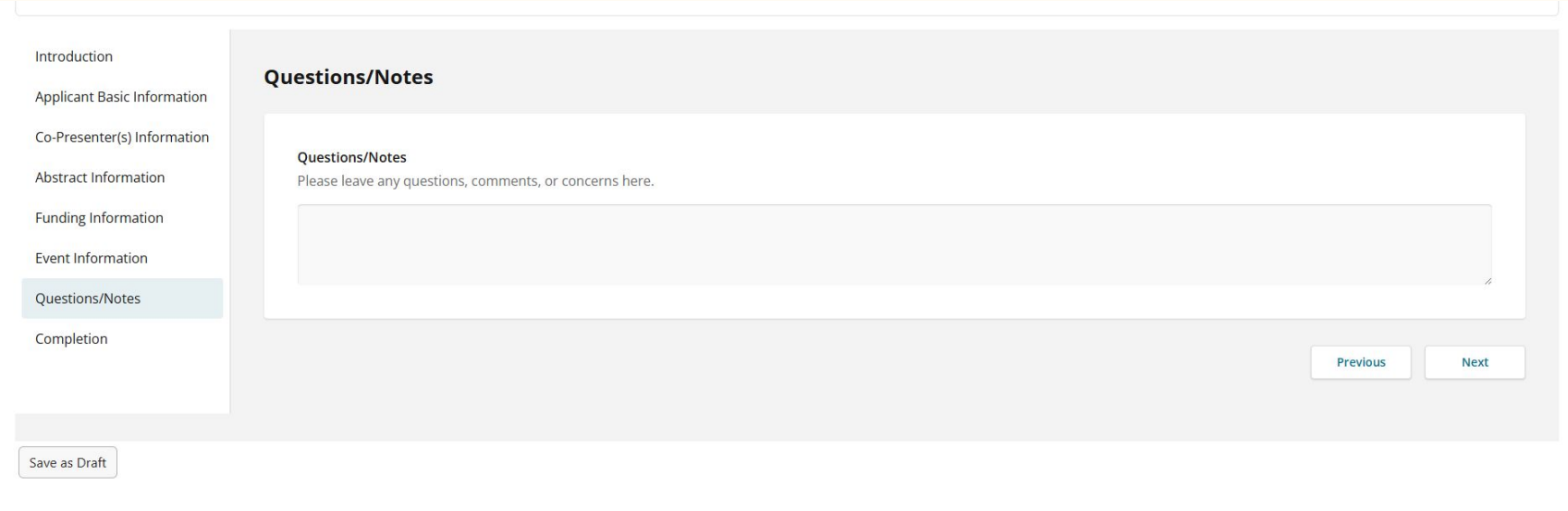
Please indicate whether your project has received funding.

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

Abstract Information - Event Information

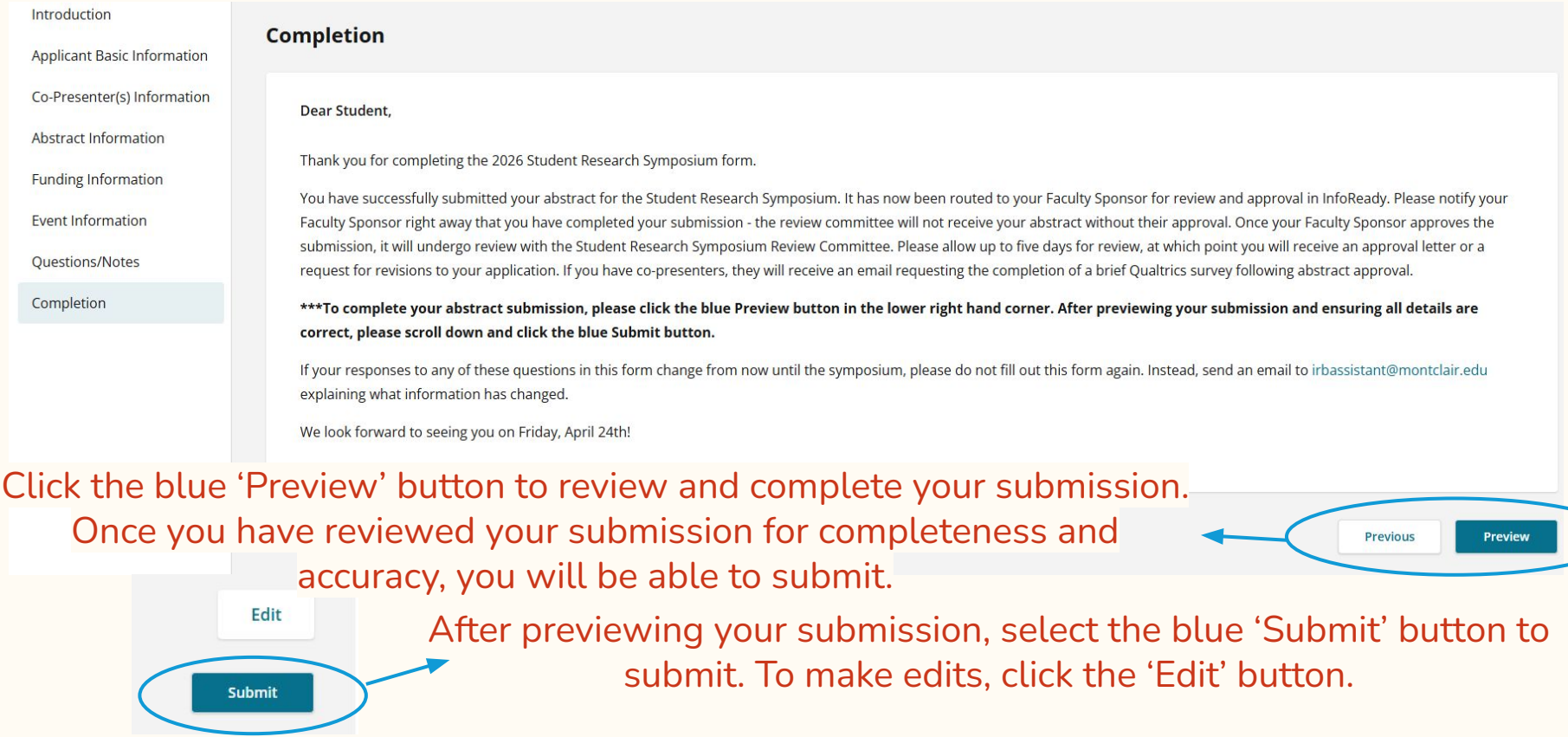


Abstract Information - Questions/Notes



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



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.

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

Application Received Email

Application Received External Inbox ×

<support@inforeadyreview.com>

to me

Thu, Jan 29, 10:32 AM (5 days ago)

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

Montclair State University

Dear Student:

Thank you for submitting your abstract, Sample 3.0, to the 2026 Student Research Symposium!

It has now been routed to your Faculty Sponsor for review and approval. Please notify your Faculty Sponsor right away that you have completed your submission - the Student Research Symposium Review Committee will not receive your abstract without their approval. Once your Faculty Sponsor approves the submission, it will undergo review with the Review Committee. Please allow up to five days for review, at which point you will receive either 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.

If your responses to any of the 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 explaining what information has changed.

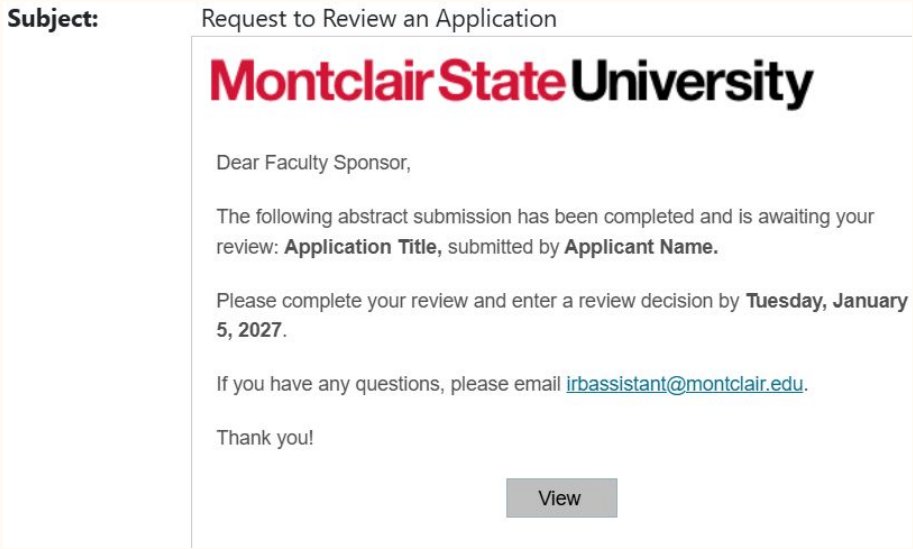
We look forward to seeing you on Friday April 24th!

Faculty Sponsor (FS) Certification

After you submit your abstract, it will be routed to your Faculty Sponsor's (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.

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



Subject: Request to Review an Application

Montclair State University

Dear Faculty Sponsor,

The following abstract submission has been completed and is awaiting your review: **Application Title,** submitted by **Applicant Name.**

Please complete your review and enter a review decision by **Tuesday, January 5, 2027**.

If you have any questions, please email irbassistant@montclair.edu.

Thank you!

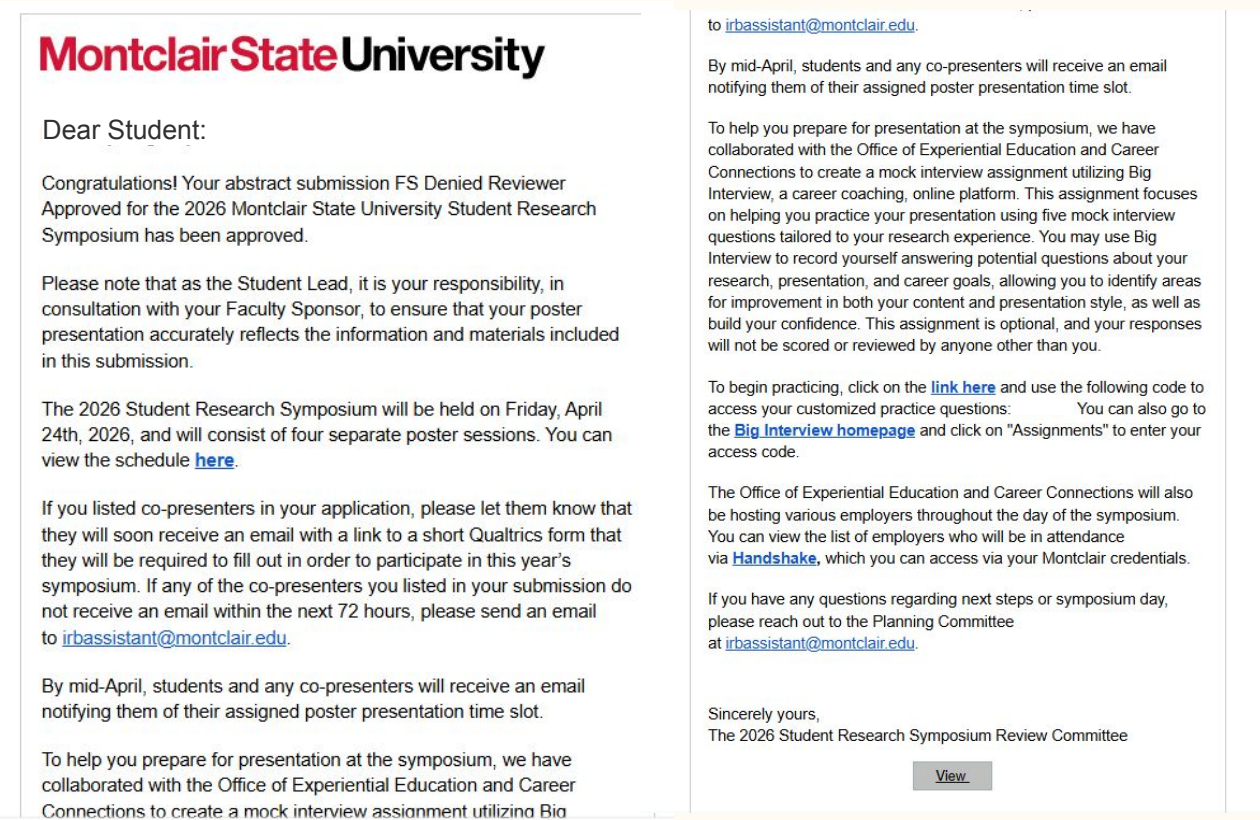
View

*****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.

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.

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.

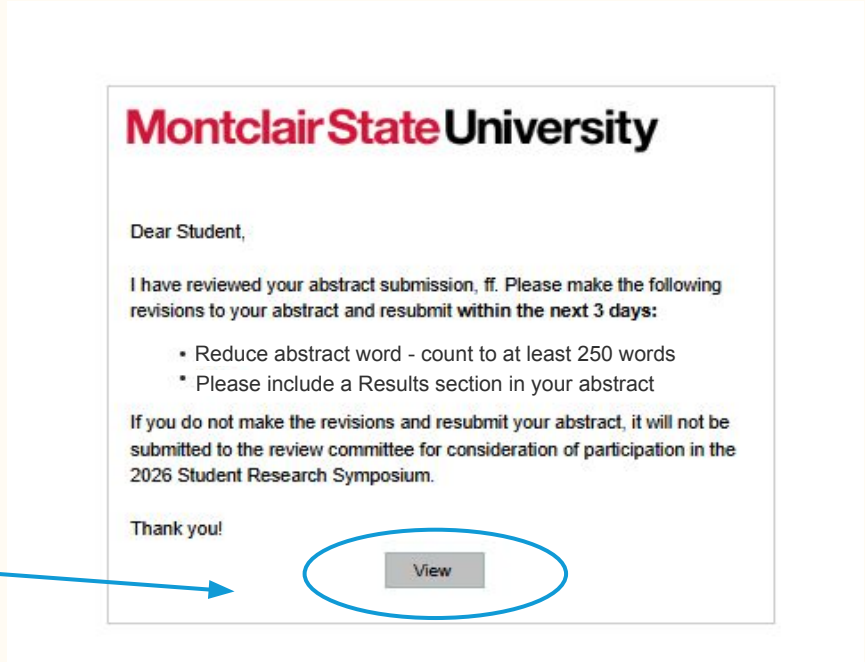
If you have any questions regarding next steps or symposium day, please reach out to the Planning Committee at irbassistant@montclair.edu.

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

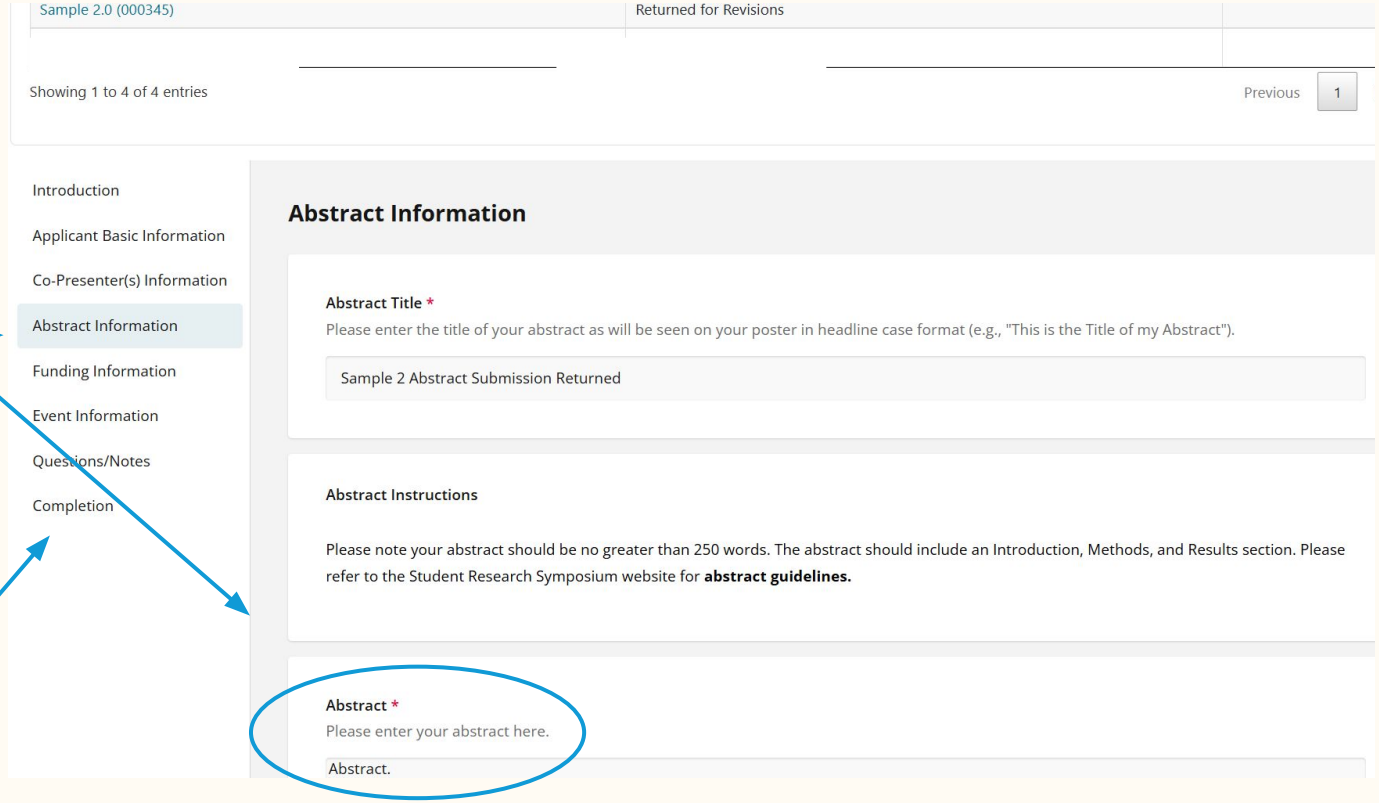


Application Returned for Revisions

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.



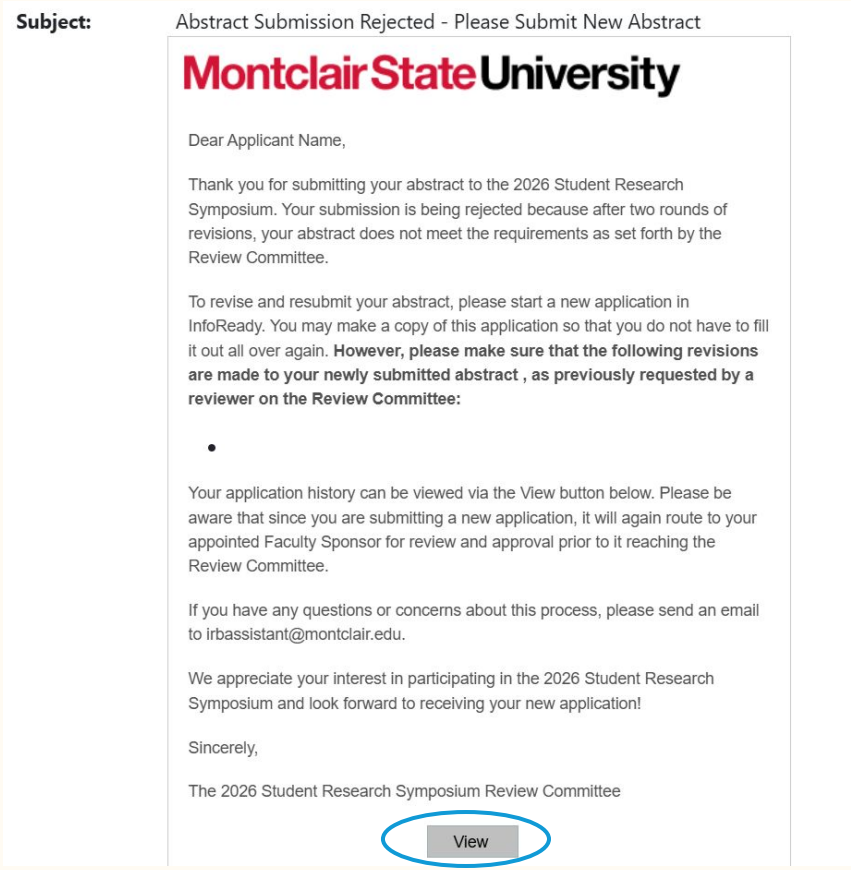
Application Rejected

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.

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

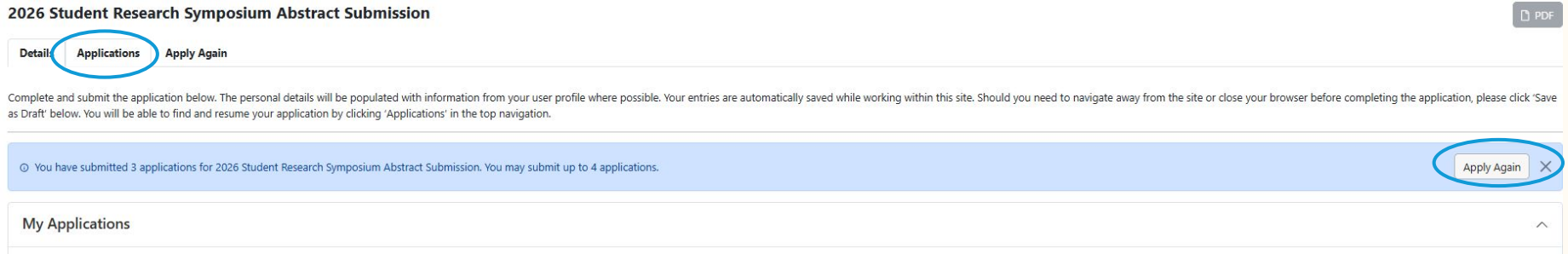
Sincerely,

The 2026 Student Research Symposium Review Committee

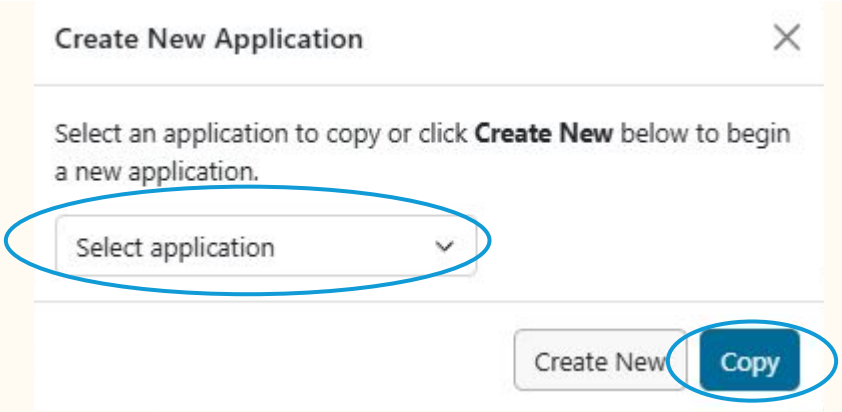
View

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.

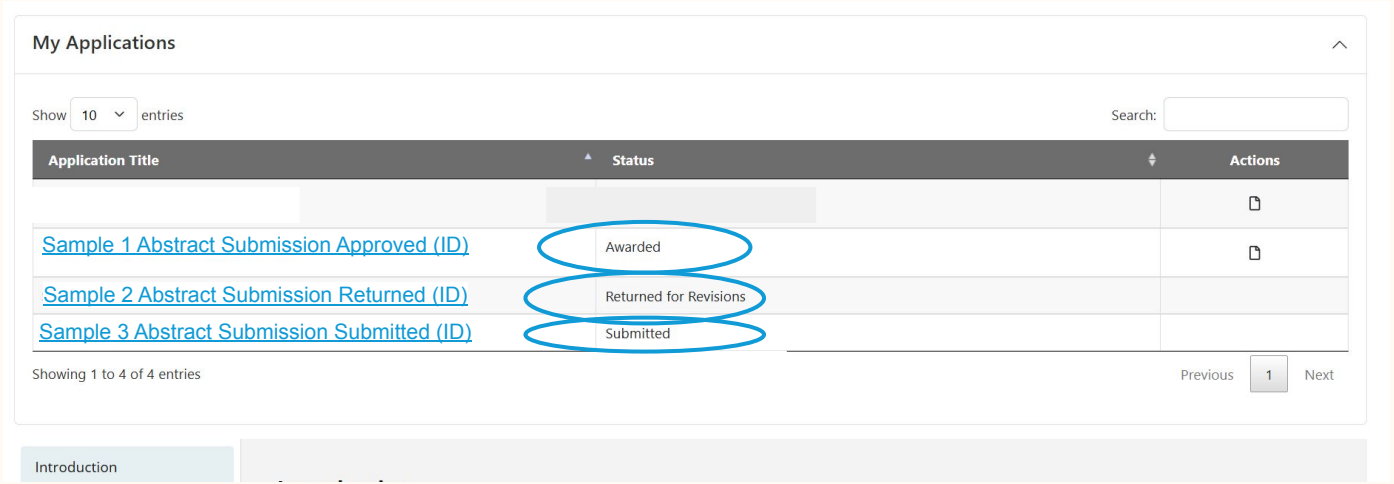


1. Select the tab "**Applications**"
2. Select the button **"Apply Again"**
3. A pop-up labeled **"Create New Application,"** will appear. **Click the drop-down arrow to select the abstract that was rejected**
4. Click the button **"Copy".** You can then edit your previously submitted abstract and re-submit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



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.



- 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

Allisun Romain, Compliance Coordinator

- romaina@montclair.edu

Alexandra McGinley, Compliance Coordinator

- mcginleya@montclair.edu