InterLACE 2023

Showcasing:

Interdisciplinary & **Inter**professional Research Collaborations

Leveraging
Academic
Collaborations for
Excellence

An event for NSU researchers to showcase collaborative research across disciplines and professions.

*This is a handbook on the policies, procedures, and components of NSU's InterLACE research showcase event. **Questions?** Please contact a member of this year's organizing committee (see "Summary of Event & Organizers" section).*

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Summary of Event & Organizers

This university-wide event is an opportunity for NSU faculty, clinicians, students, and research staff to showcase their *interdisciplinary* and *interprofessional* collaborative research efforts.

Collaborations featured at this event must include substantive involvement of members from different disciplines and/or professions at multiple stages of the research process.

> *"***Interdisciplinary***"* = involving two or more academic disciplines, typically researchers from different departments or colleges
>
> *"***Interprofessional***"* = involving two or more professions, learning from, about, and with each other (https://nexusipe.org/informing/defining-the-field)

To create an opportunity for researchers from all NSU campuses to participate and showcase their work, this event will be *virtual*. Campuses may hold additional in-person "satellite" networking activities surrounding the event.

InterLACE will be attended by presenters and other members of the NSU research community. It is the goal of this event to provide a venue for existing collaborations to be featured and recognized as well as to spark ideas for new collaborations.

The 2023 event is being organized by the following committee members:

- Elizabeth Swann (swann@nova.edu)
- Nannette Nicholson (nnichols@nova.edu)
- Melanie Bauer (mbauer1@nova.edu)
- Jordan Merritt (jm3137@nova.edu)
- Gesulla Cavanaugh (gcavanaugh@nova.edu)
- Peter Gannett (pgannett@nova.edu)

Eligibility to Participate

1. The "Presenting Author" for the presentation must be an ***NSU faculty member, clinician, research staff, or student***. They must also be affiliated with NSU on the April 14 event date. (All event communications will occur through the author's NSU email address.)

2. The abstract must discuss a research project that has an "interdisciplinary" and/or "interprofessional" team.

   - "**Interdisciplinary**" = involving two or more academic disciplines, typically researchers from different departments or colleges

   - "**Interprofessional**" = involving two or more professions, learning from, about, and with each other (https://nexusipe.org/informing/defining-the-field)

3. As part of the application process, the Presenting Author must report whether they have an approval or determination memo from NSU's IRB or another IRB. If not, they must respond as to why it is not needed. (See the "Abstract Submission" section for details.)

4. An individual can submit up to two abstracts as the Presenting Author, but only one abstract will be selected for presentation at the event. An individual may be listed as a "Project Collaborator" on additional abstracts presented at the event. (If an individual submits more than two abstracts as the Presenting Author, two of the submitted abstracts will be randomly selected to be considered for the event and the others withdrawn.)

5. The abstract and accompanying information is due **Tuesday, February 7 at 5:00pm** via the online abstract submission system and should include the information required in the "Abstract Submission" section of this document.

6. Presenting Authors will be alerted as to whether their abstract was accepted to the event and for what presentation type by early March. At this time, a Presenting Author will affirm they can present at the event.

7. For accepted abstracts, a final copy of the poster or presentation slides must be submitted **by Friday, April 7 at 5:00pm**. These materials will be made publicly available on the InterLACE website following the event.

8. The poster or presentation slides must contain the final results of the project. However, if you do not expect to have final results by the materials submission date (April 7), please do not submit to this year's event.

9. The Presenting Author must be available to present virtually on **Friday, April 14** within the event times of **9:00am-3:00pm**. Exact presentation time will be communicated to the Presenting Author prior to the event.

Abstract Submission

Abstracts are due **Tuesday, February 7** via the online abstract submission system available on the event website: https://www.nova.edu/dor/interlace-research-showcase

Abstract submissions must include the following information:

Application Section	Description	Word Limit
Presenting Author	The name of the project member who will present at the event. **This individual must be affiliated with NSU.**	N/A
College/unit affiliation or degree program of the Presenting Author	If **faculty, clinician, or staff member**, list the NSU college/unit affiliation of the Presenting Author If a **student**, list the NSU degree program affiliation of the Presenting Author	N/A
Project Collaborators and affiliations	A list of other members of the project team and their affiliations. Project Collaborators do <u>not</u> need to be affiliated with NSU.	N/A
Interdisciplinary or interprofessional	Justify how this project represents an "interdisciplinary" and/or "interprofessional" approach to a research question/topic. • "**Interdisciplinary**" = involving two or more academic disciplines, typically researchers from different departments or colleges • "**Interprofessional**" = involving two or more professions, learning from, about, and with each other (https://nexusipe.org/informing/defining-the-field)	150 words max.
Involved disciplines and/or professions	List which disciplines and/or professions the Presenting Author and Project Collaborators on the project represent.	N/A
IRB approval	Indicate whether you have an approval or determination memo from NSU's IRB or another IRB. Response options include: • **Yes** (if this option is selected, you will be required to attach an IRB approval/determination memo). • **Not applicable**; applicant must review this checklist to determine whether IRB approval is required. If	N/A

	checklist determines IRB approval is required, stop completing this application and contact IRB@nova.edu. (Questions? Email IRB@nova.edu) • **If no or unsure**, stop completing this application and contact IRB@nova.edu to discuss whether IRB review is needed.	
Abstract		
Project title	Descriptive title for the abstract submission	15 words max.
Background	Describe the current knowledge in the field or targeted societal problem—What existing need or gap does the project address?	150 words max.
Objectives/ Research questions	List the goals or aims of the project. Alternatively (or in addition), list the key research questions the project investigated.	100 words max.
Methods	Explain the activities, intervention, procedures, participants, patients, materials, analyses, etc. that accomplished the project.	150 words max.
Preliminary/Final results	If the study is not yet complete, describe the preliminary results and expected final outcomes that result from the Methods and respond to the Objectives and/or Research Questions. **(Note: The project must be expected to be completed by the event date. If not, please do not submit an abstract.)** If the study is completed, summarize the findings in response to the Objectives and/or Research Questions.	150 words max.
Conclusion	Discuss how the results advance knowledge in a given field or multiple fields and/or have the potential to have a significant impact on society.	100 words max.
Preference for a poster and/or slide presentation	Indicate preference for presenting a *poster* (5 mins per presentation) and/or a *slide presentation* (15 mins per presentation). **Note**: The organizing committee will do its best to ensure all authors receive their preference, but reserves the right (based on scheduling needs) to assign a submitted abstract to another presentation type. **By submitting an abstract, the author agrees to present in either presentation type, even if outside of their preference.**	N/A

Event Format & Timeline

The event will feature poster and slide presentations from faculty, clinician, staff, and student researchers.

*"**Poster presentation**" = Poster presentations allow the author to present on their work for __5 minutes__. This type of presentation requires submission of a finalized poster in PDF form 7 days prior to the event.*
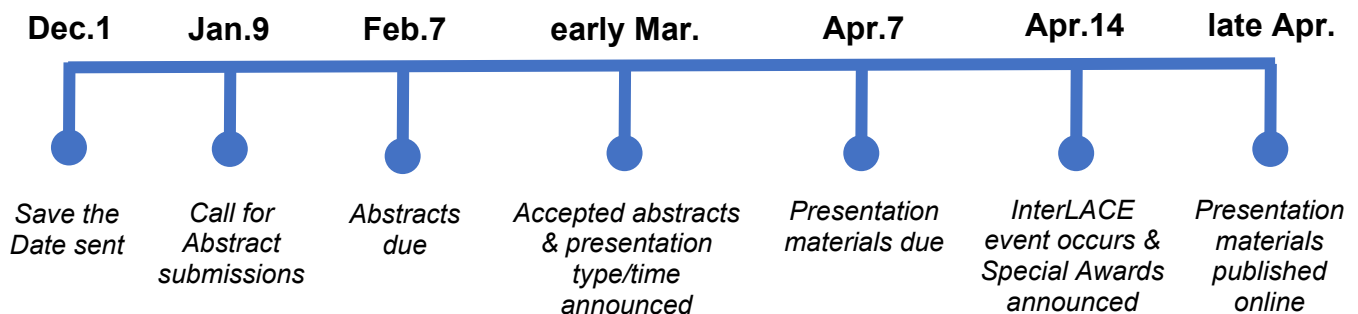
*"**Slide presentation**" = Slide presentations allow the author to present on their work for __15 minutes__ using a PowerPoint-type slide deck. This type of presentation requires submission of a finalized series of slides in the original format and PDF form 7 days prior to the event.*

Authors have the option to indicate their preference for presenting a *poster* and/or a *slide presentation* via the online abstract submission system.

However, due to scheduling needs, the organizing committee reserves the right to assign a submitted abstract to another presentation type outside the author's preference. **By submitting an abstract, the author agrees to present in either presentation type, even if outside of their preference.**

For both presentation types, a PDF form of the presentation is required to be submitted 7 days prior to the event. In addition, for the slide presentation, an original format of the presentation slides is required for use during the event. These presentation materials will aid the author when presenting at the virtual event (through screensharing) and will be published and made publicly available on the InterLACE website following the event.

Find below a timeline of the 2023 event-related activities and deadlines (subject to change):

Dec.1	Jan.9	Feb.7	early Mar.	Apr.7	Apr.14	late Apr.
Save the Date sent	Call for Abstract submissions	Abstracts due	Accepted abstracts & presentation type/time announced	Presentation materials due	InterLACE event occurs & Special Awards announced	Presentation materials published online

Abstract Review & Special Awards

All submitted applications have the opportunity to receive a Special Award. The same criteria will be used to review submitted abstracts and their related content for acceptance to present at the event as well as for consideration to win a Special Award.

Given sufficient quality of applications submissions in each category below, the following awards will be presented at this year's event:

- **Best Student Abstract**
- **Best Faculty, Clinician, or Staff Abstract**
- **Best STEM or Health/Medicine Abstract**
- **Best Arts, Business, Humanities, Law, or Social Sciences Abstract**

The judging process will draw information from the submitted abstract and related content only; the presentation materials and live presentation will not weigh on the award decision.

"Best" will be determined based on submission materials that exemplify excellence in the below areas. (The relative "weight" given to each criterion is also shown below.)

Reviewers will score each abstract on a scale of 1 (poor) to 5 (excellent) for each criterion:

Criterion	Definition	Weight
Interdisciplinary/ Interprofessional	Exemplifies an interdisciplinary and/or interprofessional collaborative approach, with <u>substantive involvement</u> of diverse team members crossing disciplinary and/or professional boundaries at multiple stages of the research process. • "**Interdisciplinary**" = involving two or more academic disciplines, typically researchers from different departments or colleges • "**Interprofessional**" = involving two or more professions, learning from, about, and with each other	25%
Approach	The overall strategy, method, and analysis are well-reasoned, organized, and appropriate for the type of project.	50%
Impact	Advances knowledge in a given field or multiple fields and/or has the potential to have (or has had) a significant impact on a societal problem.	25%

Guidance for Running Campus Satellite Events

To support broad participation across NSU campuses, the InterLACE event is virtual. However, we recognize the professional value of connecting in-person within our local communities. Therefore, we encourage campuses to organize local networking events that connect with the campus-wide InterLACE event.

Within the InterLACE event schedule there is a lunchtime slot reserved for these campus-based "satellite" networking events. Alternatively (or in addition), campuses may use the post-event afternoon time for holding such events.

FAQs for Hosting a "Satellite" Networking Event:

Who is this networking event for?

We encourage you to market your InterLACE-associated networking event broadly to <u>all</u> those connected with research on your campus—students, faculty, clinicians, and staff.

I am interested in hosting a local networking event on Friday, April 14 associated with InterLACE. Who do I contact?

Please contact a member of this year's organizing committee (see "Summary of Event & Organizers" section), so we can coordinate marketing and communications.

What time should the networking event occur?

We have a lunchtime timeslot in the event schedule held for these networking events. You can also use the post-event time to hold this event. **<u>Note:</u> Exact times for these two break periods are TBD.**

How do I get funding to pay for food or other expenses associated with the event?

The organizing committee is pursuing possible funding sources for this event. Please contact a committee member (see "Summary of Event & Organizers" section) to discuss availability of such funds.

Do I need any special equipment or room to host a networking event?

If you will have refreshments at the event, we recommend ensuring the venue allows food and has a long table that refreshments can be set up on. Please contact an administrator in your department/college to reserve a room that is accessible to your anticipated attendees.

How do I advertise this networking opportunity to my campus's students, faculty, clinicians, and/or staff?

Please contact a member of this year's organizing committee (see "Summary of Event & Organizers" section), so we can coordinate marketing and communications. We will also provide a template with InterLACE event branding for your use in promoting your event.

What information do I need to collect from event attendees?

Please have a sign-in sheet that captures the following basic information about attendees:

- First & Last Name
- Department & College or Degree Program
- Type of Attendee (student, faculty, clinician, staff member, other)

After collecting this information, please scan/photograph and send a copy of this attendance sheet to Melanie Bauer (mbauer1@nova.edu), who is a member of the organizing committee.