

Poster/Presentation/Paper Submission Checklist

1. Does my project have the appropriate IRB/administrative approvals? If not sure, discuss with senior author, research director, and/or UMKC IRB.
2. Do I qualify for departmental funding? See “**Scholarly Activity Travel Funds Policy**” in New Innovations/Home Page/Policies.
3. Identify conference or journal for submission and follow published abstract/paper requirements.
4. Discuss authorship prior to starting and submitting the abstract/paper.
 - a. First author – typically person who takes primary responsibility for work and the person who presents the poster at the conference.
 - b. Last or “Senior” author – typically person who is an acknowledged expert in the field who oversees the work.
 - c. With few exceptions, all resident posters should have an attending or senior author who helps to oversee the work and provides feedback.
 - d. Make sure you include everyone who did meaningful work on the project, including people who may have played a role in project formulation, analysis, data procurement, or other parts of the project as deemed appropriate. Talk with the senior author and other authors about who should be included.
5. Obtain feedback and approval from all authors prior to submitting your abstract/paper and give authors at least one week to respond prior to submission.
6. Send a copy of your paper/abstract and where you will be submitting it at least **2 weeks** prior to due date to Sherry.Bushmoyer@dmh.mo.gov and copy Research Director, brucejm@umkc.edu
7. If your paper/poster is accepted, send the acceptance letter and reference to Sherry.