

**Abstract submission deadline is Friday, April 17, Midnight (12:00 AM).**

*Please read all of the instructions **BEFORE** filling out your submission information.  
Incorrect information will not be accepted.*

1. You will be required to create a login the first time you enter the form.
2. Review the form prior to preparing your abstract. The abstract contents are separated in to the following sections: Purpose, Methods, Results, & Conclusions.
3. You will have a total of **2500 characters** (not words) to state the information for your abstract. The abstract should be comprised of the following sequential items of information:
  - a. a statement of the hypothesis that was tested or the purpose (objective) of the research;
  - b. a brief statement of materials and methods;
  - c. a summary of the most pertinent, significant results
  - d. conclusions derived from the presented data. DO NOT state, "The...results will be discussed."

All abbreviations must be defined in full when first used; place abbreviation in parentheses immediately following the definition.

4. The abstract submission form has a time limit of **20 minutes**, however, you may save it and go back in and finish it. Be sure you *have all your information ready before you complete this form*. You may copy and paste the information from a Word document.
5. When entering an email address, make sure you enter one that you check regularly. If you need to be contacted about your information or if you forget your password, this is the address we will use.
6. You may login and edit your information anytime before the deadline date.
7. **If you have a pop-up blocker turned on, please turn it off prior to completing this form.**
8. The PI of this project should first determine whether publishing this abstract on the UNTHSC website is a disclosure of intellectual property that could be patented. If so, please contact [Robert McClain](#) before submitting the abstract.
9. If your research project involves or involved the use of human subjects or data derived from human subjects you will need to have documentation of prior IRB review and approval of the project in order for your abstract to be accepted. If you have any questions about this, please contact Dr. Brian Gladue, Director, Office for the Protection of Human Subjects (OPHS) at [bgladue@hsc.unt.edu](mailto:bgladue@hsc.unt.edu) or call OPHS at (817)-735-5083.