

Information Needed for SURF Submission Survey

Below is a list of information that you will need to complete the SURF 2022 abstract submission. Please work through this list with your mentor before you complete [the online submission survey](#). Note that this list only helps you get prepared for SURF 2022 abstract submission. **It is not the actual survey.** You still need to fill out [this online submission survey](#) by March 4 (Friday), 2022.

1. Information about You

- Your First Name _____
- Your Middle Name _____
- Your Last Name _____
- Your Elon ID number (e.g., 1234567) _____ (You can find it under "User Profile" on OnTrack.)
- Your primary major _____
- Total number of SURF 2022 submissions _____

2. Mentor Information

- Mentor's name (and co-mentor's name if there is any) as it should appear in the SURF materials. Use "Dr." for faculty with a doctoral degree like a Ph.D. and "Prof." for faculty with other degrees. (Examples: Single mentor: Dr. Jane Doe; Prof. Joe Bloggs; Two mentors: Dr. Jane Doe & Dr. John Doe; Three mentors: Dr. Jane Doe, Dr. John Doe & Dr. Jamal Smith)

- Primary Mentor's Email _____
- Primary Mentor's Department _____
- Emails of all your co-mentors (other than your primary mentor). Use a comma to separate emails if there are multiple co-mentors. (Example: abc1@elon.edu, abc2@elon.edu, abc3@elon.edu) _____

3. Presentation Information

- Title of Presentation (Use upper and lower case according to disciplinary guidelines.)

- Short title of your presentation in 30 characters. This short title will appear on your Elon Experiences Transcript. _____
- Is the topic of this project relevant to Diversity, Equity, Inclusion (DEI), or Anti-Racism? This information is collected so that we can highlight your research in the SURF 2022 Program.
☐ Yes
☐ No
- All the authors' names as you would like them to appear in the SURF materials. Do NOT include mentor names. (Example: Jane R. Doe, Jim A. Nasium, & Chuck C. Roast)

- Presentation type
☐ Oral

- ☐ Poster
- ☐ Reading
- ☐ Other

- For the purpose of scheduling this presentation in a SURF session, how should it be categorized?
 - ☐ First author's major
 - ☐ Mentor's department
 - ☐ Other
- If this project will be presented in any language other than English, please list the language that you will use. _____

4. Student Co-Author Information

- Elon ID numbers of all student co-authors (not including yours). Use a comma to separate numbers. These students will have this SURF presentation appear on their Elon Experience Transcript. _____

5. Reviewer Information

- Names of Elon faculty (other than your mentor) who reviewed your abstract and approved it.
 - Reviewer 1 _____
 - Reviewer 2 _____

6. Additional Information

- If this research was completed as a part of a course, please provide course prefix and course number (Example: ESS 4999; PSY 4999; ENG 3650). _____

7. Students with Internship, Student Teaching, or Service Learning Placements

If you need to require a special presentation time due to a pre-arranged internship, student teaching, or service learning placement, please indicate which activity you are engaging in and when you are NOT AVAILABLE for presentation. If there is not such a need, please leave this section blank.

- Type of activity that you will engage in on SURF day
 - ☐ Internship
 - ☐ Student teaching
 - ☐ Service learning placement
- If you need to complete any pre-arranged internship, student teaching, or service learning placement, please indicate when you will NOT be available to present on SURF day (April 26, 2022). _____

8. Submitting Your Abstract

In your abstract, please minimize the use of special characters (e.g., characters other than English letters, numbers, or punctuations), special formatting (e.g., italicization), and special notation (e.g., mathematical expressions) unless absolutely necessary.

- If your abstract does NOT include any special characters (e.g., characters other than English letters, numbers, or punctuation), special formatting (e.g., italicization), or special notations (e.g., mathematical expressions), you will be able to copy and paste your abstract for submission.
- If your abstract needs to include any special characters (e.g., characters other than English letters, numbers, or punctuation), special formatting (e.g., italicization), or special notations (e.g., mathematical expressions), please format it following [these detailed guidelines](#) and then upload it as a word document. Any abstract that does not conform to these guidelines will not be accepted.