**2014 Columbia Undergraduate Summer Research Symposium**

Abstract Guidelines

&

Budget Reconciliation Tips

**Abstracts**

All students must submit an abstract for the CUSP Symposium, October 14, 2014, Rennert Hall, 6-8PM. **Submit your abstract to lel52@columbia.edu by Monday, September 29, 2014.**  Submitted abstracts will appear in the symposium program and on university websites.

Content & Format

Abstracts should be approximately 300 words in two to three paragraphs. Please use Times New Roman 12-point. In general, be concise and clear in describing the internship, content, outcome of the research, and how the work was performed. If it was a research independent project or a research assistantship, only report your major results.

Structure your abstract thus:

1. Title: Pick a title that is clear, jargon-free, and easily to understand by a broad audience.
2. General topic: Describe the goals, significance and background for the study. In one or two sentences and in layman’s terms.
   * **If you conducted research**, describe how your research relates to a big-picture, fundamental, contemporary issue.
     + Specific Question or Relationship: Describe the specific, primary question or relationship you are addressing in one or two sentences. Include your objectives, goals and hypothesis/hypotheses.
     + Method: In summary, describe how you performed your research. Do not attempt to write detailed procedures; just give a general idea of how you did what you did.
     + Results: List your findings thus far, focusing on the main points that relate to the objectives described above.
     + Conclusions: Summarize what you think your results mean. Place your main finding in a general context so it is clear how your results have moved the field forward. Briefly describe how you plan to build on your conclusions thus far.
     + Keywords: List five keywords.
   * **If you had an internship**, describe your actual position and how the experience enhanced your personal and career goals.

\*\*Do not use symbols, equations (unless an equation itself is the result of your work), tables, diagrams or abbreviations. Avoid using technical jargon.

**Please include at the top of your abstract:**

First name, Last Name

Columbia E-mail Address

Scholar Program Name, Expected graduation year

Name of Internship, City, State (If applicable), Country

See the Abstract example below:

**John Smith**

[**Js2112@columbia.edu**](mailto:Js2112@columbia.edu)

**John Jay, 2016**

**New Dehli Bank, India**

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### Budget Reconciliation: (also due September 29, 2014)

### We need to see a breakdown of your main expenses and how you used your CUSP summer funds. The main categories to cover are:

### Transportation

### Food

### Housing

### If you used all of your stipend on housing, for example, just list this item.

### We need you to send us scanned receipts of your major expenses (esp. travel and housing). You can include in your Budget Reconciliation an estimate of what food cost you per week (we don’t need to see these receipts). Please send scanned receipts to Dean Lavinia Lorch lel52@columbia.edu.

### You may format your Budget Reconciliation as a Word Document or as an Excel Sheet as you wish. The key point is to let us know how you spent your summer stipend.

Submission of Abstract and Budget Reconciliation

Submit your abstract and budget reconciliation in simple text format to lel52@columbia.edu by the Sept. 29, 2014 deadline. **Please make sure you edit and double-check your abstract for errors before submission – it will not be checked or edited before printing.**