

RESEARCH PROJECT GUIDELINES

It is expected that you will have a specific research question and project that you will be addressing over the summer. This project may be stand-alone or be part of a larger project. We recommend asking your mentor for some literature that pertains to your research to expand your knowledge on the subject area. It is not expected that the project will be completed, or the question answered by the end of the summer. However, you should be able to give some account of your research questions, methods used, and results found upon completion of the program.

All interns will be required to complete an abstract and PowerPoint slideshow presentation of their research project. We will include your abstract in our symposium program book, and you will orally present your PowerPoint slideshow presentation at the Summer Research Symposium. If you are currently a high school senior, you will also be required to complete and present a poster summarizing your project. The following guidelines must be strictly followed. You can find examples of abstracts, PowerPoint presentations, and posters on our website (<http://www.pacificstepup.org>). **Deadlines may change.**

1) Abstract Instructions - Deadline: July 1st, 2025

You must work with your research mentor when preparing your research abstract. All research abstracts must be reviewed and approved by your research mentor. **Your abstracts must be emailed to your program coordinator (Hawaii.stepup@gmail.com) as a Microsoft Word document by the deadline stated above. Please put "STEP-UP High School Abstract" in the subject line of the email.** Please save your abstract file as: last name first name in the title (e.g., Doe_John).

Important Notes:

- Word limit is 250 words (not including title and authors)
- **Do not** include subtitles (Methods, Results etc.)
- **Do not** include tables and graphs in the abstract
- Use the template provided to follow the formatting:
 - o Aptos Narrow font
 - o Margins: Top 1"; Bottom 1"; Left 1.5"; Right 1".

What to include:

- Brief introduction to your research topic and why it is important (i.e. background information)
- The central question/hypothesis of your research
- Your experimental methods/approach to solve the problem
- Summarize the results and their importance (or expected results if not completed yet)

Abstract example:**Inflammatory Bowel Disease and Body Mass Index****Name of the Participant**

Mentor(s) First Name Last Name, Degree, and Institution

Coordinating Center: University of Hawai'i

ABSTRACT

Inflammatory bowel disease is divided into two Ulcerative Colitis (UC) and Crohn's disease (CD). The BMI for age and Z-scores have been used to evaluate growth failure especially in children with IBD. In examining whether there is a relationship between BMI and IBD, we hypothesize that children with higher BMI will have greater disease. There were 1736 patients registered in the database of which 955 had documented heights, weights and date of visit. BMI and Z-score was calculated using CDC-CHOP online calculator. Simple summary statistic with Chi Square was used to evaluate the variation of BMI percentile and Z-scores with regards to age, sex, race and IBD types. Age at diagnosis, types of IBD, and gender were associated with both BMI percentile and z scores ($p < 0.05$), however race was not associated with BMI percentile. 24(21%) of IC, 50(20%) UC and 43(7%) of CD have BMI percentile \leq the 5th percentile. 25(4%) of CD, 16(14%) of IC and 30(12%) of UC had z scores of < -2.0 . Of all IBD patients, 71(46%) of age 3-7 years had z-scores < -2.0 while older ages had none. Younger age at IBD have higher prevalence of growth failure based on BMI percentile and Z score compared to older age groups. Age at diagnosis of IBD, IBD types and gender were associated with BMI percentile and Z score.

KEY WORDS: Body mass index, Inflammatory bowel disease, Ulcerative Colitis, Chron's disease

ACKNOWLEDGEMENTS: The STEP-UP HS program is supported by the National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health, Grant Number: **INSERT GRANT NUMBER**.

- *More example abstracts can be found under Home » Past Projects at pacificstepup.org*

2) PowerPoint Presentation Instructions - Deadline: August 1st, 2025**A. Instructions for Oral PowerPoint Presentation**

Your research mentor must review and approve the presentations prior to submission. This research presentation should be no longer than **8 minutes** (this should mean about 10-15 slides, depending on content and speed of talking!). Be sure to practice your presentation to make sure it is 8 minutes. This will be followed by 3-5 minutes of questions by the audience. Email to hawaii.stepup@gmail.com.

What to include:

- Title page with your name and mentor
- Introduction (2-3 slides)
- Research question/Hypothesis (1 slide)

- Methods (1-2 slides)
- Results (2-4 slides)
- Conclusions (summarize findings) (1-2 slides)
- Future Directions (1 slide)
- References
- Acknowledgments including funding

B. Instructions for Electronic Submission of PowerPoint Presentation - Please read carefully and follow all instructions! Failure to follow instructions WILL result in rejection of your submission.

1. Email your PowerPoint presentation to **Hawaii.stepup@gmail.com** by **August 1st, 11:59 pm HST**.
2. When you send your email, in the SUBJECT line of your email message, enter your LAST, FIRST NAME, followed by your home STATE or TERRITORY in parentheses. For example, if your name is "Jane Smith" and you are from California, you must put in the **SUBJECT line of your email message**:

Smith, Jane (California)

3. Your **PowerPoint filename** must be your LAST name, followed by your FIRST name (with no spaces in between). For example, if your name is "Jane Smith", you must name your PowerPoint file as: **SmithJane**. The complete file name should then be:

SmithJane.pptx or SmithJane.ppt

PowerPoint files that are named differently WILL BE REJECTED AND DELETED.

4. No revised or updated version of your submitted PowerPoint file will be accepted after the deadline. You must bring a backup copy of your PowerPoint stored on a USB flash drive. No other forms of storage will be accepted (no CD or DVD).
5. All PowerPoint files must be in PC format, since PC laptops will be used during the symposium. We have experience in the past that files created in the Mac format may not be read the same way on a PC. Therefore, if you have to create your presentation on a Mac computer, make sure that everything appears as you intend them to on a PC. We will, however, have a Mac laptop as a backup.
6. You may choose to embed the fonts in your PowerPoint file to minimize changes in appearance due to using different computers with different default fonts on PowerPoint. Consult PowerPoint "Help" on how to do this. Different versions of PowerPoint will have different instructions on how to embed fonts, and they are usually located in one of the options within the "SAVE" or "SAVE AS" command.
7. If your PowerPoint file contains video files, please be aware that we may not have the necessary software to run your files. The computers that will be running the PowerPoint presentations are from NIH and they usually do not have special video software installed.

8. You will have the opportunity to preview your file when you arrive at the hotel in DC. Please be advised that you will **NOT** be allowed to make changes to the content of your PowerPoint Presentation unless there is a technical issue. No exceptions will be considered.

3) Poster Instructions (for Seniors only) - Deadline: July 26th, 2025

Please follow the guidelines below in creating your poster for printing:

It is highly recommended that MS PowerPoint be used to set up your poster. You will need to set the size of your poster. To do that, go to "Page Setup" and select "Custom" from the "Slides sized for" drop down list. Recommended size is 54 inches (width) and 40 inches (height). Select landscape orientation.

Title: Use font size of at least 70pt

Authors and Affiliations: Use font size of at least 50pt

Your poster should include the following headings (use font size of at least 40pt):

Introduction

Objectives and Hypotheses

Methods

Results

Conclusions or Discussion

The text under each of the headings should be at least 24pt.

If tables and figures are used, the recommended font size is at least 16pt.