PROPOSAL WORKSHEETS

All submissions must be submitted online via the Federal Interagency Conference on TBI System. Please use the login screen to create your profile for your submission.

Additional information about the Call for Proposals including important dates may be found at:
http://interagencyconferencetbi.org/call-for-symposia

To facilitate your submission, use this worksheet to help you compose your answers. Type up your responses in a document and then, copy/paste your responses into the online submission form. You may copy and paste text only (no graphics) from a word processing program such as Microsoft® Word.

Worksheets

SYMPOSIA

	Information Requested – Symposia	Instructions or Notes
1	Choose the thematic or topical area for your abstract from the list below: – Symposia – Research Papers and Posters Choose the Primary Submission Category – Clinical – Research – Policy – Other	
2	Title of Abstract	▪ Title must be 15 or fewer words in length ▪ Capitalize the first letter in every word in the title that consists of four or more letters, including prepositions such as "with" and "from".
3	Choose the presentational form of your abstract content from the list below: – Lecture – Hands-on Workshop – Workgroups – Demonstration – Panel Discussion – Case Study Presentation – Oral Presentation – Other	▪ If you selected “Other” as a presentation type in step two, describe it concisely in the space below.
4	Focus – Training/instruction in new knowledge/skills (attendees will develop new competencies that can be applied in practice or research) – In-depth information communication/knowledge translation (course is intended primarily to impart information)	▪ Select one
5	Federal Funding – Did the work receive any federal funding?	▪ If yes, provide the agency or grant number
6	Body of Abstract	▪ Body must be 500 or fewer words in length ▪ You may copy and paste text only (no graphics) from a word processing program such as Microsoft® Word.

7	Supply abbreviated description as it will appear in the conference materials	▪ Description must be 100 or fewer words in length. ▪ Provide an abbreviated description of your proposed presentation that informs attendee expectations and attracts your target audience. This description will be used unedited in print and electronic promotional materials. Please ensure correct spelling, grammar and punctuation are used.
8	Faculty of proposed Symposium	
9	Identify all participants in this Abstract and ensure all requirements are met	NOTE: The order of the participants is the order in which they will be published. Directions: 1. Add participants to the table until all individual contributors to this abstract have been entered 2. Click the participant's role entry to set or unset them as a Presenter 3. Use the ordering buttons to set the sequence in which contributors will be listed 4. The Actions section shows each of the areas that must be completed (only presenters are required to supply disclosure) before a participant will be "done." Click an area to update or complete it. a. Actions for each presenter include: – Contact Information (including professional address) – ***Additional Information will be required if abstract is accepted** b. If you wish to have presenters complete their own information, you may add their name, email address and presenter role. Once complete, click the blue button next to their name. They will receive an email with instructions to complete their information. ▪ Once all contributors are "done," you may proceed
10	Course Outline - provide title, presenter, time allotment, and brief outline of each presentation.	Example Outline: An Introduction to Cartesian Dualism René Descartes 15 min. 1. Origin of dualism 2. Interactionism as an alternative viewpoint ▪ The pineal gland as the bridge between brain and mind
11	Primary content topic: Life Stages: – Infants and children – birth to 12 years of age – Adolescents – 13 years to 18 years of age – Young adults – 19 years to 29 years of age – Adults – 30 years to 66 years of age – Older adults – 67 years and above – Across the lifespan	▪ Life Stages: select all that apply ▪ Theme: select at least one and up to three

	Theme: - Access to continuum of care - Aging with TBI - Assistive technology - Biomarker - Blast injury - Brain computer interfaces - Challenges of TBI trials and implementation - Cognitive rehabilitation - Community integration and participation - Comorbid conditions - Cultural factors - Disorders of consciousness - Education and employment - Emerging treatments - Emotional self-regulation - Endocrine dysfunction - Epidemiology - Epigenetic influences - Family - Funding - Gender considerations - Health Policy - Immunotherapies - Innovative approaches in treatment along continuum - International research - Interventions; Measurement - Methodologies - Military - mTBI and concussion - Neuroimaging - Outcome measurement - Polytrauma - Precision medicine - Prevention - Self-awareness processing - Service delivery - Severe traumatic brain injury - Sexuality	

	– Summarize a body of science with implication for treatment – TBI as a chronic condition – Virtual reality applications	
15	Learning Objectives	▪ A minimum of three (3) learning objectives are required. ▪ Do not number your objectives or paste tabs in the fields below. Omit boilerplate text such as “The learner will be able to…”
16	Key Words	▪ Authors must include 3 to 5 key words from NLM’s Medical Subject Headings (MeSH) (http://www.nlm.nih.gov/mesh/)
17	Please upload your Reference List (lists of works cited)	▪ Word or PDF uploads allowed ▪ Contains a complete list of all sources (books, journal articles, websites, etc.) that have been directly cited in you presentation
18	Agreement with the following is required for abstract submission:	▪ I understand that the Federal Interagency Conference may choose to audio or video record my presentation and I agree to allow distribution of the recording and/or slide presentation as part of the Federal Interagency Conference web-based programming and other activities. I warrant that the presentation and slides are my own original work and I have obtained the owner's permission to grant this permission to the Federal Interagency Conference.
19	Save Abstract progress or lock and submit for review	▪ You must click the “Save” button for your Abstract to be submitted for review. If all tasks have been completed, you will then be able to submit your presentation.

ORAL PAPERS AND POSTERS

	Information Requested – Research Papers and Posters	Instructions or Notes
1	Choose the thematic or topical area for your abstract from the list below: – Instructional Courses – Symposia – Research Papers and Posters – Systematic and Meta-Analytic Review Papers and Posters	
2	Choose the presentational form of your abstract content from the list below: – Poster – Oral Presentation – Either Oral Presentation or Poster	▪ Click to view the Instructions for Authors for Structured Abstracts in the Archives of PM&R for more information (http://www.acrm.org/wp-content/uploads/pdf/instructions_for_structured_abstracts.pdf)
3	Title of Abstract	▪ Title must be 15 or fewer words in length ▪ Capitalize the first letter in every word in the title that consists of four or more letters, including prepositions such as "with" and "from".
4	Federal Funding – Did the work receive federal funding?	▪ If yes, provide the agency or grant number
5	**The total of the next eight fields must not exceed 275 words** **(Objectives, Design, Setting, Participants, Interventions, Main Outcome Measure(s), Results, Conclusions)** For posters, if your abstract is accepted, you can expand the explanations on the actual poster (and use graphics), but to submit an abstract now, there is a strict word limit.	
6	Objectives	▪ Begin with a clear, concise statement of the precise objectives. ▪ Objectives begin with the word "To" (e.g., To investigate the …). ▪ If more than 1 objective is addressed, the main objective should be indicated and only key secondary objectives stated. ▪ If an a priori hypothesis was tested, it should be stated. ▪ Do not type or include the header “Objective(s)” in the box.

	Information Requested – Research Papers and Posters	Instructions or Notes
7	Design	▪ Describe the basic study design. State the duration of follow-up, if any. As many of the following terms as apply should be used: – Intervention studies: randomized controlled trial; nonrandomized controlled trial; double-blind; placebo control; crossover trial; and/or before-after trial. – For studies of screening and diagnostic tests: criterion standard (i.e., a widely accepted standard with which a new or alternative test is being compared; this term is preferred to gold standard); and/or blinded or masked comparison. – For studies of prognosis: inception cohort (subjects assembled at a similar and early time in the course of the disorder and followed thereafter); cohort (subjects followed forward in time, but not necessarily from a common starting point); and/or validation cohort or validation sample of the study involves the modeling of clinical predictions. – For studies of causation: randomized controlled trial; cohort; case control; and/or survey (preferred to "cross-sectional study"). – For descriptions of the clinical features of medical disorders: survey; and/or case series. – For studies that include a formal economic evaluation: cost-effectiveness analysis; cost-utility analysis; and/or cost-benefit analysis. For new analyses of existing data sets, the data set should be named and the basic study design disclosed. ▪ Do not type or include the header “Design” in the box.
8	Setting	▪ Describe the study setting(s). Of particular import is whether the setting is the general community, a primary care or referral center, private or institutional practice, or ambulatory or hospitalized care. ▪ Do not type or include the header “Setting” in the box.
9	Participants	▪ Describe the selection and number of the observational or experimental subjects (patients or experimental animals, including controls) clearly. ▪ Discuss eligibility of experimental subjects. ▪ Give details about randomization (random, population-based, referred, consecutive, volunteer or convenience). ▪ Use Indicate protocol and accord with the ethical standards and guidelines for human subjects or laboratory animals. ▪ Do not type or include the header “Participants” in the box.

	Information Requested – Research Papers and Posters	Instructions or Notes
10	Interventions	▪ Describe the essential features of all interventions, including their method and duration of administration. The intervention should be identified by its most common clinical name (e.g., the generic term chlorthalidone). ▪ Common synonyms should be given as well to facilitate electronic text-word searching. This includes the brand name of a drug if a specific product was studied. ▪ NOTE: If the study does not contain any interventions, then the following form should be used: Not applicable. ▪ Do not type or include the header "Interventions" in the box.
11	Main Outcome Measure(s)	▪ State the intended or primary study outcome measurement(s) as planned before data collection began. If the study does not emphasize the main planned outcomes of a study, state this fact and indicate the reason. If the hypothesis being reported was formulated during or after data collection, state this information clearly. ▪ Do not type or include the header "Main Outcome Measure" in the box.
12	Results	▪ Results MUST be included; do not submit if results are pending. ▪ Provide the main study results in a narrative, logical sequence giving the main or most important findings first. ▪ If data are summarized in this section, specify the statistical methods used to analyze them. ▪ Describe the success of any blinding of observations. Report treatment complications. Give numbers of observations. Report losses to observation (i.e., dropouts from a clinical trial). ▪ Emphasize or summarize only important observations. ▪ Do not type or include the header "Results" in the box.
13	Conclusions	▪ Conclusions must be directly supported by the evidence reported. Avoid speculation and overgeneralization, and indicate whether additional study is required before the information should be used in usual clinical settings. ▪ Do not type or include the header "Conclusions" in the box.
14	Authors	

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16	Primary content topic: Life Stages: – Infants and children – birth to 12 years of age – Adolescents – 13 years to 18 years of age – Young adults – 19 years to 29 years of age – Adults – 30 years to 66 years of age – Older adults – 67 years and above – Across the lifespan Theme: – Access to continuum of care – Aging with TBI – Assistive technology – Biomarker – Blast injury – Brain computer interfaces – Challenges of TBI trials and implementation – Cognitive rehabilitation – Community integration and participation – Comorbid conditions – Cultural factors – Disorders of consciousness – Education and employment – Emerging treatments – Emotional self-regulation – Endocrine dysfunction – Epidemiology – Epigenetic influences – Family – Funding – Gender considerations – Health Policy – Immunotherapies – Innovative approaches in treatment along continuum – International research – Interventions; Measurement – Methodologies – Military	▪ Life Stages: select all that apply ▪ Theme: select at least one and up to three

	Information Requested – Research Papers and Posters	Instructions or Notes
	– mTBI and concussion – Neuroimaging – Outcome measurement – Polytrauma – Precision medicine – Prevention – Self-awareness processing – Service delivery – Severe traumatic brain injury – Sexuality – Summarize a body of science with implication for treatment – TBI as a chronic condition – Virtual reality applications	
17	Learning Objectives	▪ A minimum of three (3) learning objectives are required. ▪ Do not number your objectives or paste tabs in the fields below. Omit boilerplate text such as "The learner will be able to…"
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