

**The Thirty-Sixth Annual  
John C. Forbes  
Graduate Student Honors Colloquium  
Spring, 2008**

This annual event is held to recognize graduate students who have distinguished themselves by the quality of their research. The event consists of:

- Student research presentation competition
- Presentation of departmental student awards

The Forbes Day planning committee invites **ALL** students to enter the presentation competition by submitting a manuscript describing their research **in progress** (no published work please - - work up to and including material submitted and accepted for publication is acceptable; a thesis or dissertation which has been approved and archived is a publication and is **not** eligible). Guidelines for the paper are included in this announcement.

**Competition and prizes:**

From the pool of those submitting papers, a minimum of ten finalists will be selected to give an oral presentation of their research at the Forbes Day event. Presentations will take place on **Tuesday May 13, 2008 and/or Wednesday May 14, 2008. ALL PRESENTERS WILL RECEIVE A CASH PRIZE!** A committee composed of VCU faculty will judge the presentations, and two winners will be chosen to receive **ADDITIONAL PRIZE MONEY!**

**Completed submissions** (detailed instructions are contained on the following pages), including the abstract (on disk and hard copy), five copies of the paper and a cover letter from the advisor) must be received by **5:00 p.m., Monday, March 17, 2008.**

**Please forward submissions to:**

**Dr. Jan F. Chlebowski  
Office of Graduate Education / School of Medicine  
Room 1-023 Sanger Hall  
Box 980565**

Please drop off the packets at the above address. Address any questions you may have regarding the submissions and Forbes Day to Dr. Chlebowski at the following contact points: [jfchlebo@vcu.edu](mailto:jfchlebo@vcu.edu) ; **x8-1023**

Please see attached pages for instructions regarding preparation of entries.

**INTENT FORM FOR FORBES DAY 2007**

**NAME:**

**DEPARTMENT:**

**TELEPHONE:**

**P.O. BOX:**

**e-mail:**

**ADVISOR:**

**NAME AND DEPARTMENT OF THREE FACULTY MEMBERS  
KNOWLEDGEABLE IN YOUR AREA OF RESEARCH:** (this should not  
include your advisor or members of your graduate committee)

- 1.
- 2.
- 3.

**TITLE OF PAPER:**

**SUBMISSION DEADLINE Is Monday March 17, 2008**

FORMAT FOR ENTRIES IN THE THIRY-FIFTH  
JOHN C. FORBES GRADUATE STUDENT HONORS COLLOQUIUM

We ask that the paper describe research in progress, not work that has already been published. The presenting student must be the primary author of the manuscript.

The following items must be submitted by **March 17, 2008** to:

Dr. Jan Chlebowski  
Office of Graduate Education  
Room 1-023 Sanger Hall  
School of Medicine  
Box 980565

1. Intent form (see preceding page)
2. Letter from advisor supporting the research, indicating the contribution of the student, and acknowledging review of manuscript.
3. Diskette or CD containing an abstract:
  - 12 pt font
  - 25 lines or less including title and authors
  - single spaced
  - in MICROSOFT WORD ONLY (please convert Wordperfect files to ensure that symbols appear correctly in the Abstract booklet)
4. Printed copy of the abstract
5. FIVE printed copies of the manuscript  
Paper is limited to **10 pages of double-spaced text** (abstract and methods may be single-spaced). Figures and tables should be placed in an appendix. Title page, references and appendix are NOT included in the 10 page limit.  
**Font size is limited to 12 pt.** Include the following:
  - Title page with abstract (see format on next page)
  - Manuscript with the following sections
    - Introduction including background information with specific aims of research
    - Methods (be concise, use citations)
    - Results
    - Discussion
    - Appendix with figures and tables
    - References

Ten finalists will be chosen from the entries received to give oral presentations of their work. All students will be notified of their status as soon as possible after the submission deadline and presentations will be given during the Forbes Day event to be held **on May 13 and May 14, 2008.**

*Title page format*

TITLE

By  
(name in full)

(Department)

(Degree sought and date expected)

Research in progress submitted for

The Thirty-Fifth Annual John C. Forbes  
Graduate Student Honors Colloquium

Virginia Commonwealth University

**Abstract:** (limit of 25 lines, single-spaced)

## **Forbes Day Colloquium Assessment Procedure**

Submissions for the Forbes Day Colloquium will be evaluated by two primary and two secondary faculty reviewers. Primary reviewers will be responsible for providing a brief written critique of the "research in progress" submission. They will assess the submission on the basis of the scientific merit of the work, the clarity of the description (including the construction of figures and tables) and the adequacy and appropriateness of the literature citations.

Reviewers will be selected on the basis of their ability to evaluate the described area of research and the absence of a potential conflict of interest. Papers will be scored on a descending merit scale of 1.0-5.0, following the assignment of merit employed by the NIH.

Anonymous copies of the written reviews will be returned to the authors following the assessment. A minimum of ten finalists will be chosen on the basis of the assessment process described and will make oral presentations of their work at the Forbes Day Colloquium. Each finalist will receive a cash award.

Presentations at the Forbes Day Colloquium will be subject to a secondary judgement by a faculty panel. They will assess the clarity of the presentation only, including the effective employment of visual aids supporting the oral presentation. A first and second place cash award will be determined on the basis of the overall assessment of the paper and presentation.