University of
Massachusetts
Amherst

Please use the following checklist as a guide to ensure you are staying on track
with all of the important deadlines you have as a Faculty Sponsor!

Make an Account/ Sign in on the Mass URC Hub

- [ ] Visit the MassURC Hub and make an account, if you already have an account simply sign in!
- [ ] Follow the MassURC on social media as a resource for staying updated on deadlines:

  @mass_urc   @MassURC
  @massurc   @massurc749
  @mass_urc   https://umass.edu/MassURC

Review Abstracts and Request Revisions or Approve

- [ ] As a faculty sponsor you are responsible for reviewing the abstracts from your student(s) and marking them as "Approved" or "Needs Revision" on the MassURC Hub

- [ ] You should recieve an email each time your student submits or re-submits an abstract (please check your spam folder)

- [ ] If marking a student's abstract as "Needs Revision," provide suggestions on how to improve their abstract

- [ ] Student abstracts are **due by February 20th, 2026.** We encourage you to review abstracts as soon as possible. Students have until **March 6th, 2026** to make revisions

- [ ] Once revisions are made, approve the student's abstract for submission to the conference. If the student needs more help:
  - Refer them to our **'Writing and Submitting your Abstract'** page for tips on how write a research abstract as well as instructions for how to submit through the MassURC Hub.

  - Have them view our recorded informational session on **'How to Write a Research Abstract'**

  - **As a faculty sponsor you must approve a student's abstract by** March 13th, 2026

Help Students Prepare for the Conference

- [ ] Be a resource!
  - Talk to your Campus Contact to identify day-of-conference neccessities like transportation and meal vouchers for your students (if applicable)
  - Provide tips for how to create a research poster and ensure students are following requirements for their Poster Presentation Format which can be found on the Hub
  - If the student has any questions or needs guidance, assist the student to ensure their poster effectively communicates their research findings without taking over the creation process.
  - If they need more help, refer them to our informational session on **'How to Design Your Research Poster'**, which they will get an email notification about

- [ ] Conference day! **April 17th, 2026, 8:30 a.m. to 5:15 p.m.**
  - If you are planning on attending the conference to view your student's research, RSVP on the Mass URC Hub once schedules are released in March
  - Refer to the Day-of-Conference schedule on the Hub to find information on when your student/students are presenting