

Dentistry Scientific Day Application

Mentor's User Guide

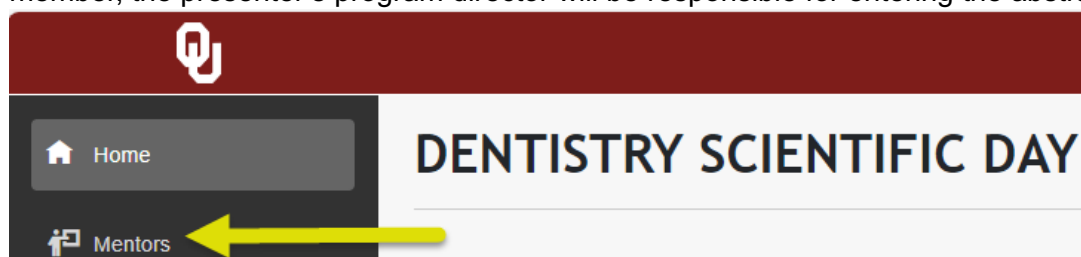
Rev. 01/19/26

Thank you for serving as a Scientific Day mentor! This guide covers steps to successfully submit an abstract, schedule poster printing, submit PowerPoint files for posters and manage poster scheduling tasks. New application features for Scientific Day 2026 appear in **red font**.

Launch your web browser and login to the application at <https://apps.ouhsc.edu/scientificday>

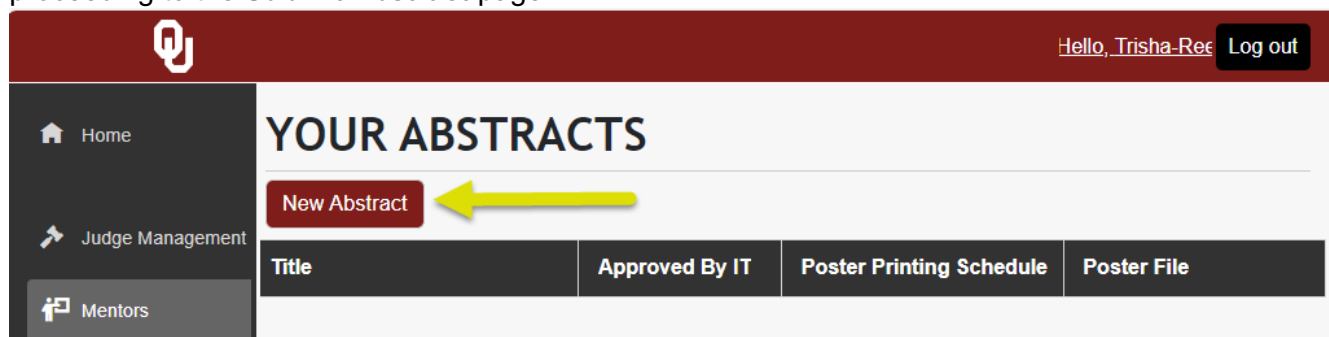
- The application can be accessed from any University or personal device, without use of Global Protect VPN or Dentistry VDI.

Choose **Mentors** from the module pane on the left. This module is available to all College of Dentistry faculty, both paid and volunteer status. If a project's primary mentor is not a College of Dentistry faculty member, the presenter's program director will be responsible for entering the abstract.



The **Your Abstracts** page displays any abstracts you have previously entered. Do not enter the abstract if you are not the mentor or program director responsible for poster printing (scheduling, submitting the PowerPoint file, reviewing, and approving the printed job, etc.). These application actions are limited to the individual that submits the abstract.

Click the *New Abstract* button. You will be prompted to acknowledge important requirements before proceeding to the **Submit Abstract** page:



SUBMIT ABSTRACT

Please read carefully before proceeding to the submission form

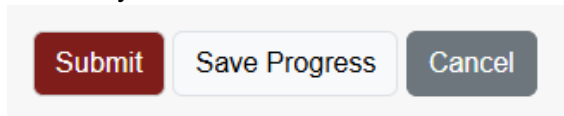
- **New for 2026 - You are able to save a partial submission and return to the entry later.**
- The mentor or program director submitting this form will be responsible for scheduling poster printing and reminder messages.
- Data elements entered on this form will be carried forward for all Scientific Day purposes. It is irrevocable.

Acknowledged

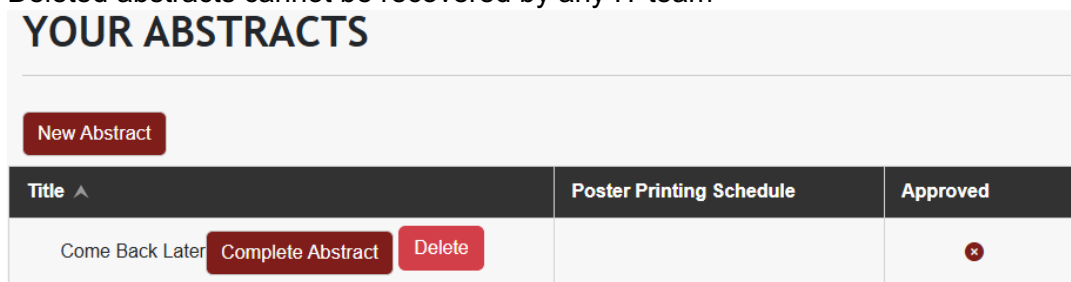
The Submit Abstract page is comprised of five data entry sections and one action button section. Your web browser may offer auto-fill options based on previously entered abstracts. Please do not use auto-filled information during Scientific Day application data entry.

Submit/Save Progress/Cancel Action Buttons

- Scroll all the way to the bottom of the form to find the final action buttons.



- Use the *Cancel* button to exit the abstract without saving any changes.
- Use the *Submit* button once you have made all final edits and reviewed all entries. This will move the abstract into a workflow for review, edit and approval by the Office of the Associate Dean for Research and Innovation.
- **New for 2026: Mentors can Save Progress and return to the abstract later.**
 - You must still complete required fields when the *Save Progress* button is used.
 - You can *Save Progress* and return to make edits as many times as necessary.
 - At the next login, the partial Abstract will display on the **Your Abstracts** page with action buttons to *Complete Abstract* or *Delete*.
 - Deleted abstracts cannot be recovered by any IT team



Presenter Information


- Presenters will be listed on Scientific Day materials in the order in which they are entered on the **Submit Abstract** page.
- **New for 2026: “Search for Presenter” fields have been added for all three presenter entries.**
 - This change ensures names are spelled correctly in Scientific Day materials.
 - Input at least three characters of the presenter’s first name.
 - Do not use the enter or tab key.
 - The search starts automatically and will search both first and last name fields.
 - A blue “Searching...” bar is shown while the search is in progress and a spinning wheel will display in the search field.
 - You can continue to move down the form to fill in other fields while waiting on search results to be returned.
 - Likely matches will display under all three “Search for Presenter” fields.
 - This is okay. The selected presenter data will only be transferred to the presenter you are currently working on.
 - If the search result is **“No result found”** please **double check the name spelling** and search again.
 - The search is limited to College of Dentistry student and resident lists, so everyone should be found.
 - If there are no results on the second attempt, try the student’s last name.

- If you still cannot find the presenter, please contact Informatics at 405-271-3694, option 2, to obtain the presenter's name on the OU network.
- Click the SELECT button for the correct individual in the search results list.
 - This will fill in the First Name, Last Name, Email and Employee ID fields.
 - Employee ID is the student ID and is needed to retrieve the presenter's photo for other app purposes.

Presenter Information

Presenter 1

Search results for "michael":



Michael Kennedy, mkennedy@ou.edu

Yellow arrow points from the 'Select' button to the form fields below.

Prefix ▼	Primary Presenter's First Name Michael ✓	Primary Presenter's Last Name Kennedy ✓
Primary Presenter's Email mkennedy@ou.edu ✓	Primary Presenter's Employee Id 415593 ✓	
Primary Presenter's Class Please select	Primary Presenter's Academic Program ▼	

- Complete remaining fields. Required fields are outlined in red (Prefix, Class, and Program).
- When entering Presenter 2 or Presenter 3 information, please be sure to complete all fields.
 - Only one presenter is required per abstract, so the app cannot enforce required field entries for the optional Presenter 2 or 3.
 - These fields are necessary for other processes and reports:
 - Prefix
 - Presenter's Class
 - Presenter's Academic Program
- Student Location is a required field and only one selection is allowed. Please use the location for Presenter 1 if not all presenters are from the same location.

Submitter/Mentor Information

- Cell phone numbers are used by Research and IT staff for time-sensitive communications only.
- If you are a program director and not a mentor on the abstract, be sure to click "No" at the question "*Are you a mentor for this study?*"
- Mentors will be listed on Scientific Day materials in the order in which they are entered on the **Submit Abstract** page.
- Click the drop-down arrow of the *Select a Mentor* field to display mentors who have previously been entered into the application.
 - If available, choose the appropriate mentor. Double check the institution to be sure it is still accurate.
 - If the mentor is not in the list, or if the mentor's institution has changed, select *Add New* from the bottom of the list to open the Adding Mentor fields.
- Adding a new mentor:
 - **New for 2026: "Search for a Mentor" fields have been added for all three mentor entries.**
 - These function the same as the "Search for Presenter" boxes described in the **Presenter Information** section of this document.
 - The search is limited to College of Dentistry paid and volunteer faculty.
 - If the mentor is not College of Dentistry faculty, you can manually enter their information:

- Choose the preferred prefix for email greetings and other app functions.
- Take extra care to ensure First Name and Last Name are entered accurately.
- OU College of Dentistry has been defaulted into the *Mentor Institution* field. Select this text with your mouse and overwrite it if the mentor is at another institution.
- Checking at least one degree is required. Please take extra care to mark all credentials used formally by the mentor.
 - If a degree checkbox is not available, click “Other” and enter the degree with appropriate capitalization and punctuation.

Presentation Details

- *Poster Title* should be entered in sentence case without ending punctuation.
 - It is limited to a maximum of 10 words including no more than 250 characters.
 - The app will display an alert when these limits are exceeded.
- The *Poster Abstract* text box is limited to a maximum of 300 words. There is a word and character count under the text box.
 - Section header text counts toward the 300-word limit.
 - Purpose, Methods, Results and Conclusion are pre-populated.
 - These can be changed, removed, or repositioned as desired.
 - You can copy and paste into the text box from Word.
 - ***Do not copy and paste text from PDF documents. Some characters and/or spacing will not translate.***
 - Please double-check subscripts and special characters.
 - Basic formatting options are available on the tool bar, including special characters (Ω).
 - Spell-check is offered in the form of red alert lines under words that may be misspelled.
 - Right click the underlined word to see suggested corrections.

Specialty Areas

- Entries in this section will be used to help match poster topics with judge qualifications.
- Check all specialty areas that are relevant to the presentation. At least one specialty is required.

Additional Information

- Common funding sources are listed to recognize sponsors that provided research support.
 - Choose “None” for unfunded projects.
 - Choose “Other” to display a text box to enter funding sources that are not listed.
 - *****Important** If there are multiple funding sources, choose Other to input them in one text box, separated by a comma.***


Funding Source
Other


Separate multiple sources with commas

Other Funding Source
Clinical Research Center at UConn Health, Institute Straumann (Switzerland), NIDCR R01DE017873 ✓

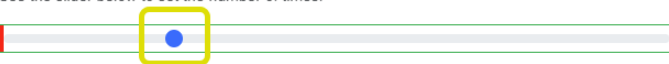
- All applicable College of Dentistry research programs are listed. A selection is required.
- **New for 2026: IRB approved studies must be identified for inclusion in the abstract book.**
 - A yes or no response is required on all abstract entries.
 - If yes is selected, the IRB number must be input.

- If you answer “Yes,” the study was presented at another meeting:
 - Use the slide bar to create additional entry fields.
 - The default *Event Name* will be the AADOCR Annual Meeting. Highlight the default text to replace it if that meeting is not applicable.
 - An *Event Date* is required for each meeting entry. Choose the meeting year from the drop-down list provided.

Was this study presented at another professional or scientific meeting? ☒ Yes 

How many times was this project presented? 

Use the slider below to set the number of times.




Previous Presentation 1

Event Name: American Association for Dental, Oral and Craniofacial Research annual meeting ✓

Event Year:

Previous Presentation 2




Event Name: Removed default AADOCR and typed a new response  ✓

Event Year:

Remember to use the appropriate Submit/Save Progress/Cancel Action Button!

Poster Printing Scheduling

- **New for 2026:** A poster printing date can be scheduled once the abstract has been submitted.
- Choose **Mentors** from the module pane to display the **Your Abstracts** page. It now lists your submitted abstracts and their poster printing options and status updates.
- To select a printing date, click the “Schedule Printing” link for the desired abstract in the Poster Printing Schedule column.

YOUR ABSTRACTS	
<input type="button" value="New Abstract"/>	
Title ▲	Poster Printing Schedule
Approved demo abstract	  Schedule Printing
Unapproved abstract demo 2026	 Schedule Printing

- Date options will display based on (1) the presenter’s location input during abstract entry and (2) remaining slots available.
 - Posters for all locations can be scheduled March 27 – April 3.
 - April 8 and 9 are reserved for use by only the remote location presenters.
 - A maximum of ten posters will be printed per day.
 - Click the *Select* button for the date desired for that one abstract.

Title: Unapproved abstract demo 2026

Location

OKC

Presenters

- Ms. Bailey Wyatt | Class: 2026 | Program: Dental Hygiene Student

Select a printing date

Date ^	Notes	Slots	
3/27/2026		Available: 10 / 10	Select
3/30/2026		Available: 10 / 10	Select

- The messages displayed after clicking *Select* will vary depending on the approval status at the time you are scheduling your date.
- If unapproved, you cannot upload your PowerPoint at the time of scheduling.
- Review the messages and click the *Save* button to complete the scheduling process (or *Cancel* to return to the *Select a Date* screen).
- Unapproved will always be the status if you schedule immediately upon submitting the abstract.

Poster Printing Details

Date: 3/27/2026

You are not required to upload your PowerPoint file to save your printing time slot. However, you must upload the file 3 business days or earlier before your planned printing day.

The file upload feature will become available after your submission is approved.

Save

Cancel

- Mentors will receive an email from noreply@ouhsc.edu once the Research team has reviewed and approved the abstract.
 - If scheduling a printing date after abstract approval, the scheduling process will allow you to upload your Power Point file at the time of scheduling, if desired.
 - Posters can also be uploaded after the printing date is scheduled.
 - Review the message and click the *Choose File* button if you want to submit your Power Point while scheduling.
 - Click the *Save* button to complete the scheduling process (or *Cancel* to return to the *Select a Date* screen).

Poster Printing Details

Date: 3/30/2026

You are not required to upload your PowerPoint file to save your printing time slot. However, you must upload the file 3 business days or earlier before your planned printing day.

Add your poster file
Choose File No file chosen

Save

Cancel

- For both unapproved and approved scheduling routines, mentors will receive a confirmation email from noreply@ouhsc.edu to recap their scheduling selections.

Poster Printing Functions After Scheduling

- **New for 2026:** The **Your Abstracts** page offers new poster printing features and communication after a poster printing date is scheduled.
- You will receive reminder and status change email confirmations from noreply@ouhsc.edu as your poster processes through each different phase of printing. Additionally, key phases are recapped on the **Your Abstracts** page for up-to-date reference at your convenience.

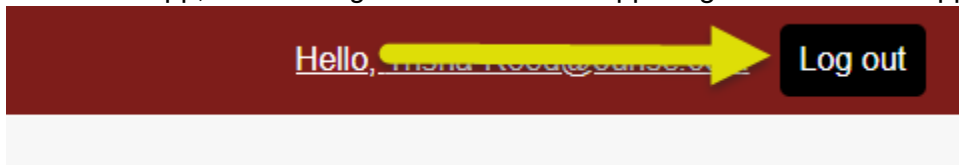
YOUR ABSTRACTS

New Abstract					
Title ^	Poster Printing Schedule 1	Approved 2	Poster File 3	File Accepted By IT 4	Printing Approved 5
Approved demo abstract	✔ Scheduled for: 3/30/2026 Reschedule Printing	✔	✖ Upload File	No file uploaded	✖ Not delivered yet
Unapproved abstract demo 2026	✔ Scheduled for: 3/27/2026 Reschedule Printing	✖	Upload not available	No file uploaded	✖ Not delivered yet

1. You can reschedule your printing date at any point before the currently scheduled date by clicking the “Reschedule Printing” link in the Poster Printing Schedule column.
2. The abstract’s approval status is shown in the Approved column.
3. Abstracts with a green check mark in the Approved column offer an “Upload Link” in the Poster File column. Files are due 3 business days before your print date and can be added at your convenience from this page and link.
4. The Solution Center staff are scheduled to perform poster printing this year. Once they have reviewed your file and found no corruption or issues, they will accept the file. The “File Accepted by IT” column will be updated as the process progresses so that you have the information readily accessible.
5. Once posters are printed, they will be packaged and delivered to your office location. You will receive an email from noreply@ouhsc.edu asking you to review and either approve the poster or notify the Solution Center that a reprint is needed. The “Printing Approved” column will be updated with your response to that message. If no response is received, it will default to approved after three business days.

Log Out

To exit the app, use the *Log Out* button in the upper right corner of the app screen:



Need help?

- Submit a ticket in the Dentistry Support Portal: [College of Dentistry - Client Portal Home](#)
 - Category = Informatics
 - Service = General Request
- Call Informatics at (405) 271-3694, option 2