

# Center for AIDS Research at Emory University

## Science Poster Awards

### Program Announcement

#### Introduction:

Fostering the dissemination of high quality HIV/AIDS research is fundamental to the mission of the Center for AIDS Research at Emory (CFAR). Science Poster Awards are intended to assist CFAR members optimize the impact of their research results in two ways:

- 1) By providing **training in the design of scientific posters** that will attract attention, be easy to scan, efficiently summarize the research, and stimulate interest in the poster's content.
- 2) By providing a limited amount of **funding for the printing of posters** that will assist early career HIV/AIDS investigators in disseminating the results of their unfunded or CFAR-funded HIV research.

#### Eligibility:

1. Post-docs, Research Fellows, and untenured faculty members who are presenting data on **current, unfunded** HIV/AIDS related research for which they are the **PI or Co-PI** AND for which they are the **poster's first author**; and/or
2. Current and past CFAR Developmental Core **CFAR03, CFAR-C, CFAR-K, or Opportunity Award funding recipients** who are presenting data directly associated with their CFAR award

#### Limitations:

- Conference must be sponsored by a national or international organization
- Subsidy is limited to  $\leq$  \$75 per poster and  $\leq$  3 posters per CFAR fiscal year (8/1-7/31).

#### Process:

1. **Notify Dr. Kimbi Hagen (404-727-8855, kbs.hagen@emory.edu) in the CFAR Developmental Core as soon as poster abstract is accepted**  
*This ensures that you have time to design a stellar poster*
2. **Read, sign, scan, and email a signed copy of this PA to Dr. Hagen**  
*The signed copy will serve as your contract. An email confirmation from Dr. Hagen will serve as your Notice of Award.*
3. **Meet with Dr. Hagen for a science poster design tutorial**  
*This step is not required for previous participants in a Developmental Core poster design tutorial*
4. **Use the CFAR poster template to make your poster**  
*Download and use the CFAR poster template (see <http://www.cfar.emory.edu/servoces/cores/dev/posters.php>) or, if a conference requires a conference-specific template, include the CFAR logo and reference the CFAR base grant in the poster acknowledgements section*
5. **Submit poster for review**  
*Prior to printing, submit a draft to Dr. Hagen by email. Include the name and dates of conference and a link to any conference-specific poster guidelines. Allow up to 48 hours for review and feedback by phone, email, or in person*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 6. **Edit poster, as needed**
- 7. **Submit poster for final approval**
- 8. **Print poster**

*Once the poster has been approved for printing, there are a number of options.*

**Preferred Option:**

- **Spoonflower.com** prints **good quality INEXPENSIVE FABRIC POSTERS**. You can fold up and pack the poster in your suitcase or -- better yet -- wear it en route as a trendy scarf or pashmina. How easy is that? [Click here](#) for detailed instructions on designing and ordering a fabric poster.

**Note:** Satisfied user Gretchen Neigh says: *"Make sure to order the "performance cotton" and NOT regular cotton. The regular cotton wrinkles, is bulky, and has poor color representation. The "performance cotton" prints color true to what the computer shows on the screen. One caution – you have to order early, so plan ahead. Even with a rush order, it will take around 5 days to get the poster; but it is still only \$40 even with the rush order fees added. It is \$22 if you order early enough for regular delivery. We've been pleased with the cost, quality, and longevity of these posters."*

**Other Options:**

- **Emory Services** at the DUC
- **FedEx/Kinkos**, on North Decatur Rd at Clairmont

9. **Pay for poster**

- **Reimbursement:** Cover the cost yourself and then bring the **original** receipt to Ms. Jenny Anderson in Ste 8050 on the 8th floor of the Claudia Nance Rollins building for processing a reimbursement of no more than \$75.
- **Cost Transfer:** Your Department can cover the cost of the poster printing and be reimbursed up to \$75 by CFAR through a cost transfer. Please have your departmental financial representative contact Ms. Shelle Bryant at 404/727-9437.

10. **Bring poster home after conference**

*You may be asked to present you poster at a meeting of the CFAR Network Pizza Party or other CFAR-sponsored scientific event. If you have discarded your poster or did not bring it home from a conference, we reserve the right to have it reprinted at your own or your department's expense.*

The CFAR will not support the cost of poster printing unless the complete instructions above are followed

**Deadlines:**

Rolling. Poster program requests will be accepted up until **7 days** before you leave for the conference at which the poster is being presented.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_