



NASHVILLE MAY 16–20

AAPA 2020

Research Guidelines

Contents

Dates	4
Researchers may submit for consideration	4
Eligibility	4
Acceptance	4
Registration and Attendance	4
ePoster Publication in JAAPA	5
ePoster Display	5
Authorship	5
Multiple Submissions	5
Industry Sponsored Submissions	5
Encore Posters	5
Literature Review ePosters	6
Communications	6
Poster Awards	6
JAAPA Student Poster Award	6
APPAP Poster Award	6
Submission Deadlines	6
Research in Action Guidelines	7
AAPA 2020 Themes	7
Breakthroughs	7
PA Value and Impact	7
Understanding the PA Workforce	7
PA Role and Practice	7
Important Notes for Research in Action Submissions	8
Overview of Information Needed	9
All submissions	9
For all submissions that are considered for JAAPA, please include:	9
For all submissions that are considered for CME, please include:	9
Full Submission Process	10
Which gallery is this proposal for?*	10
Submission Title.*	11
Abbreviated Title.*	11
Background and Purpose or Clinical Importance (100 word limit)*	11
Description and Methodology (150 word limit)*	11
Results (150 word limit)*	12
Discussion and Conclusions (100 word limit)*	12
You may include up to 5 references.	12
Brief description.*	12
Please provide any keywords that describe your proposal.	12
Please select the area covered in your presentation.*	13

I agree, if my submission is accepted, to attend my assigned ePoster Meet the Author and/or Research in Action session. I agree that if I am not present for my session(s), then I will not be eligible for presentations until 2023. *	13
Required Information for JAAPA	13
For consideration in JAAPA, JAAPA needs a copy of the full abstract as a .doc or .rtf file.	13
Please indicate whether you agree or disagree with the following statement. *	13
Did the author(s) seek review and approval from an IRB for this research?*	13
Please include your IRB approval number or ethics statement here.* or Why not?*	14
CME	14
Please provide 1 to 2 learning objectives for your submission. *	14
Why is this topic important for PAs?*	14
Please select one or more of the following descriptors for your presentation*	14
Frequently Asked Questions	15
Submissions	15
Who is eligible for the Student Poster Award? I graduated in December 2019; am I still eligible?	15
Can I submit my final poster instead of an abstract?	15
I approved and submitted my materials, but now I want to make changes. How do I do that?	15
Which submissions are eligible for publication in JAAPA?	15
I don't know if my submission was completed. I thought I completed it, but I never received the email. Should I re-submit it?	15
Do you accept late submissions?	15
Do you accept industry-sponsored ePosters?	16
Acceptance	16
When will I know if my abstract was accepted?	16
What did the reviewers think of my proposal?	16
Registration	16
I am an author on multiple posters. Do I need to have multiple authors registered for AAPA Conference, or does my registration count for all of the posters?	16
ePosters at AAPA 2020	16
If my proposal is accepted, can I bring a physical poster instead of an electronic poster?	16
How will viewers be able to find my poster at the AAPA Conference?	16
Will I be able to present my poster at AAPA Conference?	17
I cannot attend AAPA 2020. Can I still have my poster displayed?	17
I cannot attend AAPA 2020. Can I delay my poster until AAPA 2021?	17
Can I embed media in my ePoster presentation?	17
Can I leave handouts for conference attendees?	17

Dates

Submissions open	12/2/2019
Submissions due	1/12/2020
Notifications of acceptance	2/28/2020
Details on creating ePoster available online	3/16/2020 *tentatively
ePoster deadline for uploading	4/12/2020 *Tentatively
Research in Action materials for upload	4/19/2020 *tentatively
ePoster sessions	5/17/2020 to 5/18/2020
Research in Action	5/18/2020 to 5/19/2020

Researchers may submit for consideration

Research in Action only
ePoster only
Research in Action AND ePosters
ePoster ONLY IF not accepted for Research in Action

Eligibility

Research must be about the PA Profession or PA Education or conducted by PAs and/or PA students.

New for AAPA 2020: AAPA will not consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships: written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval. Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations. Authors interested in this option should contact the [AAPA Business Development team](#) for more information.

Acceptance

Selection for participation in both the ePoster Sessions and Research in Action will be based on quality of the research, clarity of the abstract, and adherence to the Guidelines.

Registration and Attendance

At least one author is required to register for AAPA 2020 and attend their session. Authors are responsible for all costs associated with registration, travel, lodging, and ePoster creation. We do not have scholarships available at this time.

Conference registration must be completed by April 29, 2020. ePosters and Research in Action authors who have not registered for conference will be excluded from the ePoster Sessions and associated publications. For more information on registration, please visit the [Annual Conference website](#).

ePoster Publication in JAAPA

Qualified ePoster abstracts are eligible to be published in JAAPA online and indexed in Ovid.

ePoster Display

ePosters will be displayed electronically on a large touch-screen monitor and are available each day of the conference in the ePoster area as well as in the AAPA app.

Authorship

Research must be about PA Education or the PA Profession or conducted by PAs and/or PA Students. All listed authors must be able to claim authorship for the project as defined by the International Committee of Medical Journal Editors (ICJME).

The [ICMJE recommends](#) that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Only include authors if they meet the above four criteria.

Multiple Submissions

Multiple submissions of similar topics from the same researcher are discouraged.

Industry Sponsored Submissions

AAPA will not consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships.

All submissions must be written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval.

Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations. Authors interested in this option should contact the [AAPA Business Development team](#) for more information.

ePoster authors may be referred to businessdevelopment@aapa.org for alternatives to the ePoster sessions.

Encore Posters

Research or presentations previously presented at other organizations' meetings are permissible for the ePoster session but are not eligible for publication in JAAPA.

Literature Review ePosters

Submissions that consist solely of literature reviews will not be accepted as ePosters or Research in Action.

Communications

The corresponding author is responsible for contacting and coordinating with all other authors in their group. AAPA and JAAPA will only have contact with the corresponding author.

The individuals submitting the research are responsible for entering all information correctly, including email addresses, names, and credentials. AAPA is not responsible for misspelled information and they will not edit any submissions for spelling, grammar, etc.

Poster Awards

JAAPA Student Poster Award

The JAAPA Student Poster Award furnished by Wolters Kluwer will be awarded to the top three student posters. Each of the winning posters will receive \$500. Anyone who is a PA student for any time between June 2019 and May 2020 are eligible to submit posters as a student and be eligible for the JAAPA Student Poster Award.

APPAP Poster Award

The APPAP Poster Award, furnished by the Association of Postgraduate PA Programs, is given to the top ePoster submitted by a PA enrolled in a postgraduate program or to a PA student whose ePoster is focused on postgraduate education. The winner receives \$500.

Submission Deadlines

All submissions must be submitted **no later than January 12, 2020 at 11:59 pm EST**. Late submissions will not be considered.

It is strongly recommended that submitting **authors begin the submission process prior to January 12, 2019**. A word document is available on the AAPA website if you would like to start the process before opening the portal. If you have any questions on any part of the process, contact us at postersession@aapa.org. Allow up to three business days for a response.

It is the responsibility of the submitting author to ensure that all information provided is correct and final. **All information that is submitted must be the final information.**

Research in Action Guidelines

Share your expertise by submitting your research. Either as an individual or as part of a group, you can become a recognized expert within the PA profession.

AAPA 2020 Themes

We are looking for presentation proposals related to the following themes. Topics for consideration include, but are not limited to...

Breakthroughs

AAPA wants you to be inspired by others to find your next breakthrough. Research should highlight how PAs are bringing down PA practice barriers, finding ways to help PAs increase access to care, implementing innovative treatments, establishing novel work teams, and developing PA programs.

PA Value and Impact

Research in this area may address the role PAs play in providing quality healthcare, improve patient satisfaction, or increase access to care; it may also address public awareness or perceptions of PAs; PA utilization as it relates to the cost effectiveness, or medical liabilities, of healthcare.

Understanding the PA Workforce

Research in this area may address issues of diversity with the profession; PA specialization trends; the ability for PAs to have career flexibility; workforce projections; or how national and state practice barriers are impacting PAs.

PA Role and Practice

Research in this area may address the reach of the PA profession; PAs roles on, as well as the dynamics of, medical teams; innovations into the expanded roles of PAs; and how legislation and systems influence the way PAs practice.

Research in Action is scheduled on Monday May 18 and Tuesday May 19, 2020. Please do not submit a proposal for Research in Action unless an author is able to attend.

Important Notes for Research in Action Submissions

Please note the following presentation information:

The presentation does not have to include new primary research.

If new primary research is featured and the study is ongoing, it must be concluded by May 2020. Please indicate that in the proposal as well as the proposed analyses, anticipated findings, and applications for the research.

All research presented must have clear application to the PA profession.

All speakers, panelists, workshop assistants, workshop instructors, and workshop chairs who are PAs **must be current members of AAPA** at the time of participation.

Research in Action is scheduled on Monday May 18 and Tuesday May 19, 2020. Please do not submit a proposal for Research in Action unless an author is able to attend.

All submissions must be made by January 12, 2020.

All speakers must register for the conference. There is no payment or honorarium for speakers at the Research in Action series. Each presenter is responsible for their own travel, registration, and other expenses.

All submissions are peer-reviewed. The evaluation process is competitive – less than half of all submissions were accepted for AAPA 2019. If your presentation or workshop is selected, you will be informed by early 2020.

Presentations will be 25 minutes with the last few minutes reserved for question and answers.

Audiences range in size from 15-75.

Overview of Information Needed

In order to successfully complete your submission, we will ask for the following information. Note that we are accepting submissions through January 12, 2020. **No late submissions will be accepted.**

The following is a non-exhaustive list of all questions asked. It is designed to allow authors to gather the materials needed prior to submission. For more information, refer to the Research Submission Guidelines.

All submissions

We will be collecting the following information for each author.

- Full name
- Credentials (i.e., MPAS, PA-C)
- Occupation (specify: PA, PA Student, Other)
- Email
- Title
- Department, Organization, City and State of Organization

Note that the following must be **BLINDED**. This means that we should not be able to tell what organization you work for, who you are, who your funder is, etc. If your submission is not blinded, it will not move on to the review process.

- Submission Title (150-character limit)
- Abbreviated Title (30-character limit)
- Background and Purpose or Clinical Importance (100-word limit)
- Description and Methodology (150-word limit)
- Results (150-word limit)
- Discussion and Conclusions (100-word limit)
- Brief description (300-character limit)
- Keywords
- References (for CME submissions, you must include at least one authoritative reference to support your submission)

For all submissions that are considered for JAAPA, please include:

A copy of the full abstract as a .doc or .rtf file. Please upload your abstract as entered above in the separate sections.

For all submissions that are considered for CME, please include:

- Learning objectives (1 to 2)
- Importance of topic for PAs
- Why is this topic important for PAs?
- Will your presentation include any interactive components?

Full Submission Process

Submission Information

Which gallery is this proposal for?*

Please review the poster submission guidelines to ensure that you are submitting your proposal under the correct heading.

Clinical Gallery: Original Clinical Research

The Clinical Gallery: original clinical research includes clinical findings or other research projects pertaining to medical study. Abstracts to the Gallery are not generally eligible for publication in JAAPA.

Clinical Gallery: Case Study or Clinical Reviews

The Clinical Gallery: Case studies or clinical reviews include clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques. Abstracts to the Gallery are not generally eligible for publication in JAAPA.

Education Gallery

The Education Gallery includes original research conducted in PA education or descriptive analysis of a new teaching method, learning opportunity or other innovative educational modality introduced into the clinical or didactic phase of a PA program. It is desirable to highlight objectives that are uniquely innovative, have impact on special populations (particularly underserved or diverse populations) or have value to other PA educators. Posters previously presented at the Physician Assistant Education Association Annual Education Forum can be submitted for the AAPA Poster Session but will not be eligible for publication in JAAPA.

Workforce Gallery

The Workforce Gallery includes research or descriptive analysis of outreach and advocacy activities designed to serve a community or patient population, outreach and advocacy activities intended to promote the PA profession, and outreach and advocacy activities designed to demonstrate innovation in delivery of patient care.

Evidence-Based Medicine Gallery

The Evidence-Based Medicine Gallery includes research that is designed to aggregate research and disseminate the conclusions on novel medical interventions. Note that treatments for conditions that are included in Cochrane Review or Up to Date will not be considered.

Your submission will be evaluated on the following:

- Background and Purpose or Clinical Importance
- Description and Methodology
- Results
- Discussion and Conclusions
- Originality and Usefulness

You may also receive additional points if your research

- Addresses the needs of a special population
- Is well written

- Focuses on one of the AAPA National Health Initiatives (including diabetes, obesity, veterans' health, opioid epidemic, oral health, and nutrition)
- Provides relevant and adequate references
- Is of high interest to the PA profession

This is the basis for the peer review of your proposal.

Your abstract should be **blinded**.

Please do not include the name of your institution, your name, or any other identifying information. If you do not blind your submission, it will be automatically rejected and not reviewed.

Submissions should be edited and carefully reviewed prior to submission.

Common reasons proposals are not accepted include:

- Significant typographical or grammatical errors
- Not including enough information in each of the areas for review
- Not being blinded
- Not fitting any of the criteria (i.e., is a literature review)

Submission Title.*

Please limit the title to 150 characters or less.

Abbreviated Title.*

Title in 30 characters or less that can be used in publications and signage.

Background and Purpose or Clinical Importance (100 word limit)*

Reviewers will consider the following when assessing the merit of your submission.

For case studies and program descriptions: Is background information included in the abstract? Is the information clinically important, relevant and significant? Is the information presented unique and notable?

For all other submissions: Is background information included in the abstract? Is the purpose/objective clearly stated? Is the scope of the topic too broad or too narrow?

Description and Methodology (150 word limit)*

Reviewers will consider the following when assessing the merit of your submission.

For case studies: Is the description of the case study clear and understandable? Are the clinical procedures used adequately described? If applicable, are the data collection and experimental technique adequate for the study?

For program descriptions: Is the description of the program clear and understandable? Are all aspects of the program adequately described? If applicable, are the data collection and experimental technique adequate for the study?

For all other submissions: Is the description of the materials and methodology clear and understandable? Are the data collection and experimental techniques adequate for the study? Are the analytical procedures used adequately described? Is the research design appropriate for the data collected and the subject of the study?

Results (150 word limit)*

Reviewers will consider the following when assessing the merit of your submission.

For case studies: What was the result of the H & P, diagnostics, etc? Was the diagnosis correct?

For program descriptions: Was the description of the program clear and well thought out?

For all other submissions: Are the results presented in sufficient detail to support the conclusions? Do they follow the data and analysis?(NOTE: Unless it is student research, this segment should not state “results will be discussed” or “other data will be presented.” Student research may be in progress and not have results.)

* Note that submissions may use LT/GT or less than/greater than in place of "< or >".

Discussion and Conclusions (100 word limit)*

Reviewers will consider the following when assessing the merit of your submission.

For case studies: Were the right conclusions drawn?

For program descriptions: Did the program accomplish its purpose?

For all other submissions: Are the conclusions clear and the interpretation sound? (NOTE: Unless it is student research, this segment should not state “results will be discussed” or “other data will be presented.” Student research may be in progress and not have results.)

* Note that submissions may use LT/GT or less than/greater than in place of "< or >".

You may include up to 5 references.

For CME submissions, you must include at least one authoritative reference to support your submission.

Reference 1: _____

Reference 2: _____

Reference 3: _____

Reference 4: _____

Reference 5: _____

Brief description. *

The brief description may appear in the AAPA 2019 materials. This may be a shortened version of the abstract, or a different description more applicable for the conference materials. This is limited to 300 characters which is about 3 sentences for most

Please provide any keywords that describe your proposal.

Keywords should be only one or two words; do not use sentences or phrases. Individual keywords are limited to 256 characters or less. Use both specific keywords and more general keywords. For example, a poster about takotsubo cardiomyopathy case study might enter the keywords “takotsubo cardiomyopathy; cardiology; case study”. Suggested keywords include: disease states (i.e., diabetes), specialty area, setting, affected populations, type of research (i.e., case study) and any other relevant descriptors.

Please select the area covered in your presentation. *

ALRG-Allergy/Immunology	HEMO-Hematology/Oncology	PMR-Rehabilitation/Physical Medicine
ALTE-Integrative Medicine	HOSP-Hospital Medicine	PREV-Preventive Medicine
ANES-Anesthesia	HPOL-Health Policy/Law/Legislation/Regulations	PRIM-Primary Care
CCME-Critical Care Medicine	INFD-Infectious Disease/HIV	PROF-Professional Role/Professional Practice
CDEV-Career Development	LABM-Laboratory Medicine	PSYC-Psychiatry
COMM-Communication	NEPH-Nephrology	PUBL-Public Health
CV-Cardiovascular	NEUR-Neurology	PULM-Pulmonology
DERM-Dermatology	NUTR-Nutrition	RADI-Radiology
DIVR-Disparities/Diversity	OBGY-Obstetrics and Gynecology	REIM-Reimbursement Issues/Business of Medicine
EDUC-Education	OCCM-Occupational Medicine	RHEU-Rheumatology
EMER-Emergency Medicine	OPHT-Ophthalmology	SUBA-Substance Abuse
ENDO-Endocrinology	ORTH-Orthopaedics	SURG-Surgery
ENTH-Ears/Nose/Throat	PAIN-Pain Management/Palliative Medicine	TECH-Technology
ETHI-Ethics	PEDS-Pediatrics	TRAU-Trauma
GAST-Gastroenterology		VETS-Veteran's Health
GENE-Genetics		OTH-Other
GERI-Geriatrics		
GLOB-Global Health/Travel Medicine		
GU-Genitourinary		

I agree, if my submission is accepted, to attend my assigned ePoster Meet the Author and/or Research in Action session. I agree that if I am not present for my session(s), then I will not be eligible for presentations until 2023. *

Required Information for JAAPA

For consideration in JAAPA, JAAPA needs a copy of the full abstract as a .doc or .rtf file.

Please upload your abstract as entered above in the separate sections. This includes the background and purpose or clinical Importance, description and methodology, results, and discussion and conclusions.

Please indicate whether you agree or disagree with the following statement. *

ORIGINALITY: Each author warrants that his or her submission to the Work is original, does not infringe upon, violate, or misappropriate any copyright or other intellectual property rights, or any other proprietary right, contract or other right or interest of any third party, and that he or she has full power to enter into this agreement. Neither this Work nor a similar work has been published nor shall be submitted for publication elsewhere while under consideration by this Publication.

Did the author(s) seek review and approval from an IRB for this research?*

Please include your IRB approval number or ethics statement here.* or Why not?*

CME

Please provide 1 to 2 learning objectives for your submission. *

Learning objectives should be no more than one objective per 20 minutes of session time. They should use action verbs and should reflect measurable outcomes (via demonstration or post-testing). Click here for a comprehensive list of action verbs. The word "understand" should never be used in a learning objective because it is not measurable.

Why is this topic important for PAs?*

Please select one or more of the following descriptors for your presentation*

- ☐ Core: Core knowledge for all PAs
- ☐ Pharmacology: Session covers pharmacotherapeutics
- ☐ Re-entry: For individuals re-entering clinical practice
- ☐ Recertification: For individuals preparing for PANRE
- ☐ Specialty: Appropriate for specialty PAs
- ☐ None of the Above

Frequently Asked Questions

Submissions

Who is eligible for the Student Poster Award? I graduated in December 2019; am I still eligible?

Anyone who is a PA student for any time between June 2019 and May 2020 are eligible to submit posters as a student and be eligible for the JAAPA Student Poster Award.

Can I submit my final poster instead of an abstract?

You must submit the information outlined above for review. AAPA will provide guidance on creating an ePoster prior to AAPA 2020.

I approved and submitted my materials, but now I want to make changes. How do I do that?

All information should be reviewed and finalized before submitting. Changes made to the submission materials after the submission has started the review process may be accepted on a case by case basis, as time allows. AAPA Research may be able to send you a link to edit your submission after you receive your notice of submission. All edits must be made by 1/12/2020. AAPA Research may not be able to accommodate requests for edit links after 1/10/2020.

Which submissions are eligible for publication in JAAPA?

Clinical research, case studies, and evidenced-based medicine are generally not eligible for publication; all other submissions are eligible. **Student research must have a PA on the submission if they want to be considered for publication in JAAPA.** All decisions are made at the discretion of JAAPA and are final.

Any research that is industry-sponsored will not be eligible for publication.

Encore presentations will not be eligible for publication.

You will hear directly from JAAPA if it is accepted for publication. **Please do not reach out to AAPA for information regarding JAAPA publication.**

I don't know if my submission was completed. I thought I completed it, but I never received the email. Should I re-submit it?

No. You are welcome to contact us by [email](#) before 1/10/2020. Any incomplete submissions after 1/12/2020 will be considered late and will not be considered for the Poster Session.

Do you accept late submissions?

No!

Do you accept industry-sponsored ePosters?

AAPA will not consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships.

All submissions must be written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval.

Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations. Authors interested in this option should contact the [AAPA Business Development team](#) for more information.

Acceptance

When will I know if my abstract was accepted?

Acceptance status notifications will be emailed to the corresponding author no later than February 28, 2020. In this email, you will find out if your submission was accepted to the ePoster sessions, Research in Action, or both.

You will hear directly from JAAPA if it is accepted for publication. Please do not reach out to AAPA for information regarding JAAPA publication.

What did the reviewers think of my proposal?

Reviewers often choose to comment on the abstracts they review. If you wish to see the comments, please [reach out to us](#) and we will provide that feedback.

Registration

I am an author on multiple posters. Do I need to have multiple authors registered for AAPA Conference, or does my registration count for all of the posters?

Each poster must have at least one author registered for the Conference. If you are an author on multiple posters, your registration counts for all posters that you are an author of.

ePosters at AAPA 2020

If my proposal is accepted, can I bring a physical poster instead of an electronic poster?

No. All posters must be in electronic format.

How will viewers be able to find my poster at the AAPA Conference?

Attendees will be able to search posters at the ePoster kiosks by gallery, title, author and keywords. It is very important that you enter keywords when submitting your abstract so interested viewers can find your poster. Once you submit your abstract, you will not be able to add keywords.

Will I be able to present my poster at AAPA Conference?

Each ePoster will be featured in a Meet the Author session. During this session, you will be asked to be present to speak to conference attendees about your research. Other forms of presentations may be offered to outstanding ePoster submissions on a case by case basis.

All Meet the Author Sessions are scheduled Sunday 5/17/2020 and Monday 5/18/2020

I cannot attend AAPA 2020. Can I still have my poster displayed?

No. Just like you would not have a physical poster displayed at a conference for which no author was in attendance, you cannot have your poster displayed if no author is in attendance.

Each poster must have at least one author registered for the Conference.

If you fail to appear at AAPA 2020, we reserve the right to reject future submissions for the next three (3) years.

I cannot attend AAPA 2020. Can I delay my poster until AAPA 2021?

If you have a scheduling conflict, please let us know as soon as possible. We may be able to reserve you a spot the following year. If you have a scheduling conflict and fail to let us know in a timely manner, or you fail to appear at AAPA 2020, we reserve the right to reject future submissions for the next three (3) years.

Can I embed media in my ePoster presentation?

We do not allow media to be embedded within the ePosters at this time.

Can I leave handouts for conference attendees?

You may have handouts available for conference attendees during your Meet the Author session. They will need to be removed at the end of your session.