

## GUIDELINES

These guidelines provide instructions on how to prepare an abstract submission for the 10<sup>th</sup> Annual PAGNY Research Day, taking place in November 2025. Before starting your online submission, make sure you have all required information and documents ready, as the portal does not allow you to bypass fields. Failure to do so will require you to restart the submission process.

**Abstracts submitted with missing information, sections and/or supporting documentation will not be considered.**

### Eligibility:

- Attending physicians and dentists.
- Students, residents, and fellows are eligible and may be included as co-authors if working with an attending physician or dentist.

### Information Required for All Online Abstract Submissions:

- Institutional Review Board (IRB) number
- Name of IRB Institution
- STAR ID number (required for PAGNY physicians and New York Dental Associates (NYDA) dentists working at NYC Health + Hospitals)

### Supporting Documentation Required for All Online Abstract Submissions:

- IRB approval and/or exempt letter
- Principal Investigator (PI) headshot

### Required Information for Abstract Submissions by Category:

All abstracts are required to be submitted using one of the templates provided on the PAGNY Research Day portal.

### Research Abstract:

IRB approval is required for all research abstracts.

- Title
- Author(s)
- Introduction
- Objectives
- Methods: Study Design, Data Collection, Sample Size, Statistical Methods, etc.
- Results
- Tables
- Discussion
- Conclusion
- References

### Case Report/Case Series Abstract:

Single case reports do not require IRB review.

Case Series (≥ 2 or 3 patients) require IRB approval.

- Title
- Author(s)
- Introduction
- Case Description
- Discussion
- Conclusion

### Quality Improvement (QI) Project Abstract:

If applicable, an IRB number may be required.

- Title
- Author(s)
- Introduction
- Methods
- Data Collection and Analysis
- Results
- Discussion
- Conclusion

### Selection Process:

- All abstract submissions will undergo a double-blinded peer review process. This means the names of both the reviewers and author(s) will not be revealed to one another. Do not include any identifying information in your abstract, such as names, affiliations, units, or cities.

### Continuation of Selection Process:

- All abstract submissions will be scored and selected by a panel of renowned physicians and research experts.
- Once your abstract has been approved and evaluated, it cannot be changed.
- In October 2025, the selected abstracts will be announced and the first-place winner from each category will be asked to deliver a 10-minute oral presentation at PAGNY Research Day.
- All primary investigators, co-authors, and presenters selected to present a poster or deliver an oral presentation at the PAGNY Research Day event are required to register online.

### PAGNY Physicians and NYDA Dentists conducting research at NYC Health + Hospitals must apply for approval through STAR:

STAR is NYC Health + Hospitals internet-based research application system that automates the research protocol application, renewal, and approval process. To receive approval through STAR, an IRB determination is required. The approval review process is not an IRB review. Following Executive review, the submission is reviewed by the Research Administration at Central Office. Immediately following Central Office approval, the PI (and other main contacts listed on the submission) will receive an email notification indicating that NYC Health + Hospitals approval has been granted and research activities can start.

For questions related to the review process, approvals, requirements and initiating a research project, please contact the Research Administrator at your respective institution(s). [Click here](#) to view the NYC Health + Hospitals research administrator point person and contact information for each facility.

[Click here](#) to refer to the NYC Health + Hospitals research operating policies and procedures [**applicable pages – section IV**].