



Research Day 2025 Frequently Asked Questions

Case Reports

Do I need to obtain consent from the patient? If yes, can I do it over the phone?

Yes, you must obtain documented (signed) patient/parental consent even if all personal information has been removed. Verbal consent over the phone is not an option. If they will not be coming into the office, you could email or send them copies of the consent form and follow-up with a phone call to review the document. If they consent, they will then sign and return. WMed has self-addressed postage paid envelopes.

I am looking for an interesting case to write up for research day. Can I query the medical records to find one?

No, you must be directly involved with the patient's care.

What if the patient passed away?

The author of the Case Report must obtain signed consent from the legal next of kin.

What if the treating/attending physician leaves the institution before submitting for publication?

As a courtesy, you should attempt to contact the treating/attending physician to discuss publication of the case with them.

What do I do with the consent once it is signed?

Best practice is to scan the signed consent to the patient's medical record and keep the original signed consent in a safe place. Ask the treating physician if there is a place for safe keeping at the practice.

Can I send the signed consent form to the journal?

Yes, you can but be sure to redact (black out) the signatures and anything else that could potentially identify the patient before sending.

I want to do a single case report on a decedent with records provided through the pathology department. There is no identifiable information, does this require IRB review?

No, this does not require IRB review, but the pathology department has specific requirements and their own approval process. You should contact the pathology department leadership to obtain permission.

Does my case report need IRB review, or a letter that states I will not need approval?

Case reports don't require IRB review in general; however, if you need a formal IRB determination submit your request via our [electronic system](#).

Can I include de-identified photos with my case report? If so, do I need consent?

Yes, you may use images to describe your case, but you must obtain documented consent. The consent should include a description of what images you will be using

Abstract Submissions

Do I have to be a WMed student or resident to submit an abstract?

The Annual Kalamazoo Community Medical and Health Sciences Research Day is not only limited to WMed students and residents. We encourage healthcare professionals from our local community to submit abstracts.

What categories or types of abstracts can be submitted?

View the 'Abstract Categories and Descriptions' resource document at wmed.edu/researchday.

What are the requirements to submit an abstract?

View the 'Abstract and Presentation Requirements' resource document at wmed.edu/researchday.

How do I submit an abstract?

Abstracts must be submitted through the Oxford Abstracts Portal within the allotted timeframe. No late abstracts will be considered. The URL for Oxford Abstracts is auth.oxfordabstracts.com.

Can I submit an abstract presented at a previous event?

Yes, you may submit an abstract that has already been presented at a previous event if the abstract was presented within the last 6 months. Make sure to check with the previous conference if this is allowable by their policy.

If I worked with a team, who would submit the abstract?

The key contributor and/or the person who will be responsible for making edits as required, should submit on behalf of the team.

Can I submit more than one abstract?

Yes, however, an author is only permitted to be listed as the presenting author on ONE abstract. Co-authorship on multiple abstracts is permitted.

Research Day

What should I wear to present an oral or poster session?

Presenters should wear business professional attire.

When do I need to be at my poster?

A communication will be sent in March regarding the time you will need to be at your poster. Poster sessions will be divided into two groups between the times of 8:30 a.m. and 10:30 a.m.

Where will I find my poster on Research Day?

A communication will be sent in March regarding the location of your poster. All posters will be displayed throughout the first and second floor of the W.E. Upjohn M.D. Campus at the WMU Homer Stryker M.D. School of Medicine.

Do I need to be at my poster if we opted out for an award?

Yes, we encourage all posters submitters to be available at their poster during the allotted time so attendees can engage in discussion about the research with the author(s).

When can I collect my poster?

Posters can be removed from displays after 5:00 p.m. Please note, posters will be taken down on Friday, April 4 at 10 a.m. If you would like to keep your poster, you will need to collect it before 10 am on Friday April 18th outside of the Student Affairs Office on the 2nd floor of the Upjohn Campus.

Will food be provided?

Coffee and tea will be available during the morning poster sessions. Lunch will be provided after the keynote presentation.