2021 UNDERGRADUATE RESEARCH FAIR

Guidelines for work registration

1 General dispositions

The Pro-Rector Office for Research, Graduate Studies and Extension sets the guidelines and the established conditions for registration, presentation and evaluation of works in the **2021 Undergraduate Research Fair (FIC)**, which will take place from October 18th to 23rd, 2021.

The FIC strengthens scientific research, the applicability and the socialization of research results, establishing an interaction between the members of the academic community of several universities (and these with the external community), at the same time that it allows, through this dialogue, the exchange of experiences.

The event brings together undergraduate students and professors who carry out research initiation activities, enabling the socialization of knowledge advances originated from these activities. It is, therefore, an incentive to present scientific and technological innovations in the different thematic areas.

In this context, research work with a defined methodological design is configured as scientific initiation, which presents results and contributions to the advancement of knowledge.

The event integrates the activities of INOVAMUNDI, a program that seeks to stimulate the production, dissemination, and discussion of scientific, technological and social knowledge developed in the university context. The opening lecture will take place on October 13th and the other activities will take place from October 14th to 23rd.

2 Objective

The event aims to promote the dissemination and exchange of research results, arising from activities of undergraduate students, under the guidance of teachers, in all thematic areas.

For the presented works to be categorized as scientific initiation activities, they may be derived from:

a) research projects;

b) undergraduate final works (TCCs)

c) undergraduate curriculum component activities;

d) research derived from extension projects.

3 Participation

Students from Feevale and other higher education institutions may register and submit undergraduate work under the guidance of professors.

People holding an undergraduate degree may also submit works, provided that these come

from their activities as undergraduate students.

4 Work submission

4.1 Registration

Authors should register for the event through an electronic form, available on https://www.feevale.br/fic. One of the forms is in Portuguese for national registrations and the other is in English for international registrations. For registering, an **abstract** should be submitted, as explained in item eight of these guidelines. Submissions by e-mail will not be accepted.

The registration period for works is from **June 1st to July 15th, 2021, until 9 p.m. (São Paulo time zone)**. Registrations will be validated after the payment of the registration fee and provided that the following requirements are met:

a) filling in the data concerning the work and the author responsible for the registration: name, date of birth, gender, marital status, country, state and city, RG, CPF, address, state, telephone, thematic area, course, origin of the work, and, if there is, funding body;

b) submitting the abstract, in accordance with the rules of submission established in item eight of this guideline;

c) filling in the data regarding other authors and advisors: name, institution, and e-mail.

Considering the mentioned requirements, incomplete registration forms will be disqualified. The participant may register more than one work in the event; however, multiple registrations of the same work are prohibited. Each work can only be subscribed once, regardless of which event or events (FIC, SPG or SE) the author is participating.

Feevale University is not responsible for registrations that are not received due to technical problems with computers, communication failures or congestion of communication signals, as well as other factors that make it impossible to transfer data.

At the end of the registration process, the responsible author and the advisor will receive an email confirming the work submission.

4.2 Authors and advisors

Up to six authors will be accepted for each work. The order of the authors' name will be responsibility of the person in charge with the registration, to be appointed in the electronic form. Author number one should be the person responsible for the registration and the other authors should be sequentially ordered.

The person responsible for the registration must be registered as author. If the name does not appear in the list of authors, the person will not receive a certificate and the name will not appear in the publications resulting from the event.

Up to two advisors will be accepted for each work, being the first one used to indicate the advisor and the second, the co-advisor.

The order given to the names of the authors and advisors at the time of registration will correspond to the order in which the names that will appear in the publication of the abstracts and the certificates.

4.3 Intellectual property

In this edition of Inovamundi, the Innovation and Technology Transfer Center (NITT), along with the authors and advisors involved in the event, will analyze projects that have the potential to become patents. This analysis will occur based on the indication of the author, who must answer the question "Does this work have potential for being patented?" in the application form. If the answer is positive, members of the NITT will accompany the presentation of the work in the merit analysis and, upon fulfillment of all prerequisites and interest of those involved, the projects will be forwarded tothe Brazilian National Institute of Industrial Property (INPI).

Patent is the title issued by INPI, which recognizes that the object under analysis is truly an invention and not a mere discovery. The requirements for the project to be patented are novelty, inventive activity, and industrial application.

4.4 Registration confirmation

Registration will only be confirmed after payment of the registration fee,[1] which is to be made through a bank slip issued after the completion of the electronic registration form. The fee must be paid within the registration period and be in accordance with the following specifications:

a) students from other higher education institutions: **R$ 50.00 (fifty Reais per submitted work**;

b) undergraduate students at Feevale: **R$ 45,00 (forty-five Reais) per submitted work;** and

c) International students, participants in the Feevale Scientific Initiation Program (BIC, ICNR, PIBIC/PIBITI CNPq and PROBIC/PROBITI FAPERGS); undergraduate students who receive external grants related to a research project, and students who are participating in extension and community projects, PIBID and PET, from Feevale University: **fee-exempted.**

Fee-exemption will be granted when the author responsible for the work registration studies under one of the aforementioned modalities. They must access the registration system by selecting on the option "I am enrolled at Feevale and I have a Feevale password".

If payment is not made, the registration will be automatically canceled.

Registration fees will not be refunded if the work gets rejected in the work selection process (item 10.1) or if the author gives up the work presentation in the event.

Any questions on this item should be addressed to the email inovamundi-internacional@feevale.br.

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[1] The registration fees do not comply with the PROPAD/PROACOM Resolution n. 05/2013.

4.5 Changes in registrations

Necessary changes in the data of registered authors and advisors and other information related to the work will only be accepted until the last day of registration and can be carried out only by the responsible author, through a link available on the registration confirmation e-mail.

5 International works

International works are those whose main author or co-author comes from a higher education institution abroad.

The rules provided for in the regulation will be valid for international works, except

a) filling in the data referring to the work and the author responsible for the registration, namely: RG and CPF, according to item **4.1 a)** of this regulation; and

b) the submission of a virtual poster, according to item **9** of this regulation.

The submission of international papers may be in Brazilian Portuguese, English or Spanish, and presentations and evaluations will take place in the language in which the abstract was submitted.

All communication with the organizers of the event should be carried out by the following e-mail: inovamundi-internacional@feevale.br.

6 Commitment and responsibility

The author responsible for the registering, when doing so, authorizes, without charges of any nature:

a) the publication of the abstract in the annals or in any other publications originating from the FIC, and

b) the disclosure of photographic images and names in other publicity, publications, printed, non-profit or profit-seeking within the limits hereby established.

Proofreading of the works is responsibility of the authors. The organization committee of the event is not responsible for proofreading the published abstracts.

The author is responsible for the veracity and authenticity of the text and for correcting the information regarding the identification of the work's other authors.

The author responsible for the registration must provide, at the time of registration, a valid e-mail that is frequently accompanied by him or her, as this will be the communication channel of the event organization with the participant.

The author is responsible for forwarding to all other authors and advisors the information received from the event organization via e-mails.

7 Work thematic areas

The themes of the works submitted to the Undergraduate Research Fair must be registered in one of the following areas, as follows:

Areas of Study	Theme areas
Creative and Technological Sciences	Architecture and Urbanism
	Computer Science
	Environmental Sciences
	Design
	Animation Design
	Interior Design
	Graphic Design
	Biomedical Engineering
	Civil Engineering
	Production Engineering
	Electrical Engineering
	Electronic Engineering
	Mechanical Engineering
	Chemical Engineering
	Physics
	Photography
	Geosciences
	Production Management
	Information Technology Management
	Digital Games
	Mathematics
	Fashion
	Oceanography
	Audiovisual Production
	Advertising
	Information Systems
	Information Technology

Health Sciences	Biophysics
	General Biology
	Biomedicine
	Biochemistry
	Botany
	Food Science
	Agrarian Sciences
	Biological Sciences
	Physical Education
	Nursing
	Aesthetics andCosmetics
	Pharmacy
	Physiology
	Physiotherapy
	Physiotherapy and Occupational Therapy
	Speech Therapy
	Gastronomy
	Genetics
	Immunology
	Medicine
	Microbiology
	Nutrition
	Dentistry
	Parasitology
	Chiropractic
	Collective Health
	Veterinary
	Toxicology
	Virology
	Zoology

	Administration
	Public and Business Administration
	Anthropology
	Arts
	Visual Arts
	Accounting Sciences
	Political Sciences
	Communication and Information Law
	Economics
	Education
	Philosophy
	Geography
Human and Social Sciences	Commercial Management
	Human Resource Management
	Financial Management
	History
	Creative Industry
	Journalism
	Literature
	Pedagogy
	Management Processes
	Psychology
	International Relations
	Public Relations
	Public Security Social Work
	Sociology
	Theology
	Tourism

8 Guidelines for abstract submission

Abstracts should follow the presentation and formatting requirements below:

a) Be written in national language (Brazilian Portuguese) or, alternatively, for international presentations, in Spanish or English;

b) have from 900 to 2500 characters with spaces and the following elements: title (maximum 300 characters), justification, objective(s), methodology, partial or final outcomes, and final considerations (recommended to appear in that order, without being explicitly named in the body of the text).

c) provide the keywords in the registration form (minimum three and maximum of five words) in alphabetical order and separated by periods.

9 Guidelines for preparing the virtual poster

The works selected for the Undergraduate Research Fair should be presented in a virtual poster format, which should summarize the essential content of the work, with clear and objective visual organization, according to the following guidelines:

a) Content: on the top of the poster, highlighted, the title of the work must be mentioned, the name(s) of the author(s) and advisor(s), the institution of origin, and the funding institution (if there is any). Subsequently, it is necessary to present the following elements: title, justification, objective(s), methodology, partial and/or final results, final considerations, and bibliographical references. The outcomes can be presented as photos, graphs or tables, all of which should be identified;

b) The virtual poster should be in .jpg or .png format and have the following dimensions:

     I.   1820px (height) x 1000px (width), with resolution of 96 px/in; or

    II.   26.46 cm (width) x 48.15 cm (height), with resolution of 96px/in. in files generated by the Power Point (default resolution of the application);

    III.   the maximum file size should be 3MB.

c) The virtual poster should be easily understood, taking under consideration aspects, such as identification and easily readable font. The use colors, symbols, and diagrams is recommended whenever possible to facilitate comprehension, as well as the use of minimum 24 px font size for text.

The guidelines for preparing the virtual poster are available on the event website (www.feevale.br/fic).

The submission of the virtual poster is responsibility of the authors and occurs through a link sent by e-mail to the author responsible for the registration after the work is accepted (work selection process). The period for the submission of the virtual poster will be announced subsequently on the page of the event.

Feevale University is not responsible for posters not received due to technical reasons, communication failures or congestion of communication signals, as well as other factors that make it impossible to transfer data.

If the poster is not submitted, the student will not have the score in this evaluation criterion, except for international participants, who are exempt from the poster presentation.

10 Work presentation and evaluation stages

The works will be evaluated in two different stages.

10.1 Work selection process

The abstracts undergo a selection process, according to the criteria defined by the scientific evaluation committee of the event, which are:

a) abstract that characterizes the results of scientific research. If the registered work has been improperly categorized as scientific initiation activity, the scientific committee reserves the right to verify the possibility of using it at the Extension Programs;

b) text which is cohesive, coherent, and linguistically adequate.

Abstracts that do not meet these criteria will be disqualified. The accepted abstracts should be presented orally in an online thematic session and via virtual posters.

10.2 Merit analyses (online thematic sessions and virtual posters)

The works accepted for presentation in the event will be evaluated based on its abstract, virtual poster, and the oral/sign language presentation in the online thematic sessions.

The work must be presented by one of the students registered as author, but not necessarily by the author responsible for the registration. Works that are not presented orally will not be certified and will not be in the event highlight competition.

Thematic sessions will be held in a virtual environment (see item 13.1), organized according to the thematic areas of the Event. The presenter of each work will have a time limit of 10 minutes for presenting and the examination board will have 10 minutes, subsequently, for discussing it.

The examination boards will be composed of two evaluators who must be professionals specialized in the area, professors and/or doctoral students from Feevale or from other institutions.

Requests to change the date, time or schedule of the presentations will not be accepted. In case of absence of the presenter (author responsible for the registration or one of the secondary authors) at the predefined time and virtual environment for the oral/sign language presentation, the work will be disqualified; thus, the authors will not receive a certificate nor will compete for the highlight of the event.

In addition to the thematic sessions, registered authors will be obliged to submit a virtual poster of their work on the website of the event, according to the guidelines in item 8 of this guidelines.

For the merit analysis, the criteria presented below will be considered:

10.2.1   Abstract evaluation
a)   Topic relevant to the area;
b)   appropriate title to the content of the work;
c)   clear objectives and consistent with the proposed theme;
d)   methodology appropriate to the objectives;
e)   partial or final outcomes consistent with the objectives;
f)   ability to analyze and summarize the results; and
g)   keywords appropriate to the theme.

10.2.2   Virtual poster evaluation
a) Presentation of the main elements of the work: title, justification, objective(s),

methodology, results, final considerations and bibliographic references;

b) Ability of summarization and visual organization.

10.2.3   Oral/sign language presentation evaluation

a) Mastery of the theme during the presentation;

b) resourcefulness during the presentation

c) observance of the time limit of the presentation;

d) ability to debate with the evaluating board.

11 Awards

11.1 Honorable mentions

The honorable mention, which will award one work from each thematic area, is a certification in a specific event. To be nominated, the work must have a minimum score of 85% (eighty-five percent) in the merit analysis and be nominated by the examination board (it will be an indication per session). The tiebreaker criteria will be: highest score in the abstract; highest score in oral presentation; and, finally, the order of registration (date and time), being contemplated, thus, the work registered first.

11.2 Event highlights

The highlight award is the recognition of the works with the best performance according to the merit analysis. Thus, one work per thematic area will be selected, namely: Creative and Technological Sciences, Health Sciences and Human and Social Sciences. To be nominated, the work must reach the minimum score of 85% (eighty-five percent) of the maximum grade and be nominated by the evaluating panel (one nomination per session) in the merit analysis. The tiebreaker criteria will be as follows: highest score in the summary; higher score on oral presentation; and, finally, the order of registration (date and time), including the first entry.

The works recognized as highlights will have the possibility of publishing the article that gave rise to the award-winning abstract in an institutional e-book, in addition to the granting of certificates to authors and advisors. The articles, which must be unpublished, will be published, aiming at the promotion and dissemination of academic extension researches. The articles will be previously evaluated by the Inovamundi Evaluation Commissions and, if approved, published. The submission of the article implies the express acceptance and authorization to publish such work, as well as the images contained in the article. To receive the award, the author must send the complete article in Word format, referring to the abstract submitted, to inovamundi@feevale.br until January 15th, 2022.

Highlighted works shall not be contemplated with honorable mentions.

11.3 First place award

Among the highlights, the best work will be selected, observing the following criteria: 1st) highest overall score (in case of a tie in the previous item); 2nd) higher total score in the summary evaluation (in case of a tie in the previous item); 3rd) higher score in the evaluation of the oral presentation (in case of a tie in the previous item); and 4th) order of registration (date and time), including the first entry.

Students awarded first place in the FIC 2021 will be able to choose between two prizes: 60% (sixty percent) discount on a Stricto Sensu Postgraduate course or 100% (one hundred percent) on a Lato Sensu Postgraduate course from Feevale University. The period to redeem the award is a maximum of 2 years from the award date. If the winner chooses not to redeem the prize, they must sign a term waiving the receipt of the prize, and it will be granted to the second author of the work, according to the order registered in the registration system. If the second author does not want to take advantage of the scholarship, it will be transferred to the third author, and so on.

12 Certificates

Certificates will be issued only to authors who have had submitted and presented works in the event.

The certificates will be issued in an online format and will be sent to the e-mail appointed in the registration form, to the authors and advisors up to 75 days after the event, on a date to be determined by the Organization Committee.

The author responsible for the work is responsible for forwarding the certificate to the other registered authors.

The name(s) presented on the certificate will be the same informed on the registration form and in the same order.

13 Web conference

The work presentations will take place via web conference, using the *Blackboard Collaborate* system. An access link to the platform will be made available to subscribers at the time of disclosing the date and time of the presentation.

Participants who are not familiar with the platform are recommended to use the Test Room prior to the presentation in order to explore Collaborate's features and functionalities. More information can be found in the video "Overview of the Blackboard Collaborate Ultra interface", available on YouTube. The Test Room will be available the week before the event and the link can be found on the event website.

13.1 Technical requirements for web conference

The tool used for the web conferences by Feevale University is the Blackboard Collaborate Ultra. Both the presenter and the listeners will have an access link. The use of microphone (internal or external) and headphones or earphones is required. The web conference access link will be made available to the participants by e-mail, along with the disclosure of the date and time of their presentations.

To access the system, it is necessary to:

d) Have a Windows® 7-8 or Mac OS 10.13 operating system or higher and Linux Ubuntu, Android™ 8 and Chromebook, iOS® 11 and iPadOS;

e) Access the system through an updated web browser. Although Collaborate is compatible with Chrome™, Firefox®, Safari® e Microsoft Edge® Beta, using Google Chrome™ gives you a better experience;

f) Additional requirements: 256 MB RAM, 60 MB free disk space, broadband internet connection.

On the day of the presentation, it is recommended that the participant:

g) checks the time of the presentation taking under consideration the time zone. The following website may be used: https://www.timeanddate.com/worldclock/;

h) accesses the link provided for the web conference at least 15 minutes prior to the presentation;

a) uses the Google Chrome™ browser since it has a better compatibility with theBlackboard Collaborate system;

b) uses headphones with a microphone (cell phone headsets can be used);

c) prepares a Power Point presentation without animated transitions, which will be made available for the evaluators by the web conference system;

d) is in a silent location which has good broadband internet connection;

14 Annals

Works accepted in the evaluation criteria will be published in the annals of the event.
The annals will be published on the event website (www.feevale.br/fic).

15 Agreement

The completion of the registration implies the agreement and acceptance of all conditions established in the previous items.

Cases not mentioned will be analyzed by the Inovamundi Organization Committee and by the Scientific Committee and by the **Pro-Rector Office for Research, Graduate Studies and Extension.**