

# **Regulations of the International Research Award Colegio de Cirujanos y Cirujanas Dentistas de Costa Rica**

## **ARTICLE I**

El Colegio de Cirujanos y Cirujanas Dentistas de Costa Rica (CCDCR) shall annually develop the CCDCR Research Award with the purpose of stimulating and highlighting the efforts of individuals and institutions that have made relevant contributions in the field of dental research.

## **ARTICLE II**

The contributions referred to in the preceding article shall be determined according to the increases in the existing knowledge of professional dental practice.

## **ARTICLE III**

Any national or foreign dental professional may participate in the Award. Dental professionals residing in Costa Rica must be active members of the CCDCR and be up to date with their obligations to the CCDCR. If considered pertinent, advanced dental students from national and international universities, both undergraduate and graduate, may be invited to participate in the award. The participation and presentation of papers are individual. In the case of group work, only one person will be allowed to submit a paper.

## **ARTICLE IV**

The first-place winner in the different categories will be awarded with a certificate of distinction. If the authorized budget of the award allows it, and according to the decision of the Research Award Committee, and with the endorsement of the Academic Direction, a cash prize may be awarded to one or more winners. The second and third place winners will receive a certificate of recognition for their participation. Depending on the number of participants per category, the Committee reserves the right to appoint a single winner. In the case of group works, the prize will be awarded in a personal capacity to the person responsible for registering the work and certificates of participation may be awarded to co-authors.

## **ARTICLE V**

The costs of the National Research Award shall be contributed by the CCDCR, and the collaboration of public and private institutions may be accepted. Participation in the research award is free of charge. All participants must declare any conflict of interest related to any company that directly or indirectly sponsors this event.

## **ARTICLE VI**

An Organizing Committee for the Research Award will be appointed under the Academic Direction of the CCDCR and will be constituted by a coordinator and four permanent members, all with voice and vote.

The award will be carried out on an annual basis, the venue of the award will be determined by the Award Organizing Committee, according to the recommendation of the Academic Direction.

Three members of the Committee shall form a quorum to make decisions, which shall be final and unappealable.

The Committee will meet at the CCDCR headquarters, 21st Street, 2nd and 4th Avenues, San José or in virtual mode.

## **ARTICLE VII**

Functions of the Award Organizing Committee:

To draw up the regulations and establish the modifications it deems pertinent.

To make the call for the award using the different means of communication available to the CCDCR. The call shall be made in a general manner, avoiding particular invitations from the Commission, in order to maintain the due transparency of the process.

Establish the frequency of its meetings and take minutes of each one of them.

Appoint a qualified panel of judges. Upon accepting the position, each judge must fill out a form stating that there is no conflict of interest related to his/her participation.

Establish the logistics for the proper development of the Award.

Execute and manage the budget allocated to the Award in the best possible way.

Communicate the results of the competition in the different modalities evaluated by the jury.

Present a general report of the event to the CCDCR Board of Directors.

Manage the levels of participation, categories and forms of presentation according to the number of works admitted and their nature.

Have the power to declare the award void in any of the three places of the different modalities in which the competition is held, justifying such resolution. Likewise, it will process and resolve appeals.

## **ARTICLE VIII**

The levels of participation are:

Undergraduate student.

Non-specialist dental professional.

Dental professional with postgraduate studies (including graduate students).

The categories to compete are the following:

Research (basic, clinical, epidemiological).

Clinical cases modalities will be:

Oral

Posters.

Modalities may be enabled or disabled, according to the number of papers presented. Likewise, depending on the design of each year's competition, combined presentation modalities (oral/poster) may be used.

## **ARTICLE IX**

The requirements for the registration of works are:

Completed Application Form

Summary of the work, which must be submitted to the established e-mail address, in digital format, single-spaced. Graphics and photographs may be submitted in black and white or color, with their respective description at the bottom. The abstract should be a maximum of 350 words and should include:

Title

Authors (with their respective affiliations)

Objective of the study

Materials and methods (study design and statistical design)

Results

Conclusion

The name of the researchers, their qualifications, bibliography, list of tables and figures, and other considerations are not taken into account for the 350-word count.

If your paper is accepted, each participant will receive a voucher indicating the name of the topic to be submitted in such a way as to guarantee your participation and authorship rights.

The work must be delivered in the established format one day before the event for its respective assembly or download and revision.

The works will have an individual representative, who will be responsible for the information presented to the committee. The College of Dental Surgeons of Costa Rica is not responsible for the veracity, originality and authorship of the works received.

Individually, a person may only present one paper within the same category.

If unable to attend the oral presentation, the contestant may designate a substitute, with sufficient knowledge of the topic so that in addition to the presentation he/she can answer the jury's questions. Failure to attend the oral presentation will result in disqualification from the competition.

#### **ARTICLE X**

Obligations of the participant:

Must guarantee the originality of the registered work, and comply with the statutes of these regulations.

Shall ensure that the co-authorship of the persons involved in the work is recognized.

Must guarantee that the work submitted complies with the respective bioethical requirements.

Must communicate to the Commission any anomaly that compromises the transparency and quality of the Research Award.

Must communicate if any of the jurors had prior knowledge or participation in the work submitted.

Must report any conflict of interest related to the submitted work.

#### **ARTICLE XI**

The research to be registered cannot have been presented in scientific and/or academic competitions of the dental guild at the national level.

#### **ARTICLE XII**

It is not allowed that the content of the papers express any kind of publicity of companies, commercial brands or individuals.

#### **ARTICLE XIII**

The same theme may not be presented in another modality within the award at any time; however, the same participant may compete in the same or other modalities of the award with different themes.

#### **ARTICLE XIV**

Regardless of the modality submitted, the participant must send the application template and the summary thirty days in advance, to the following e-mail: [direccionacademica@colegiodentistas.org](mailto:direccionacademica@colegiodentistas.org)

## **ARTICLE XV**

Jury for the Research Award:

Juries are constituted to evaluate the different modalities in which the competition is held.

For each modality and category, the jury will be integrated by at least 5 professionals of the different branches of the health sciences, preferably Dentists; chosen from the Schools of Dentistry of the country, and/or from the College of Dental Surgeons of Costa Rica, from public or private institutions and from the professional academies ascribed to the CCDCR and by international guests. All of them with proven knowledge in the area of scientific research.

A member of the Organizing Committee of the award will be in charge of establishing all the coordination with the juries, delivering and collecting the qualification ballots, and the nominations for the first places and mentions in the first and second places.

Of the first places and mentions in each category, as well as requesting any advice that the members of the jury deem necessary for them to be able to give a complete final decision.

For curricular purposes of the persons that integrate the jury, the Organizing Committee of the Award is in full power to give a certificate of recognition endorsed by the President of the CCDCR and the coordinator of the award, where their participation is stated.

The selection of the members of the jury will be in charge of the Award Organizing Committee.

## **ARTICLE XVI**

Functions of the Jury:

To evaluate the nominations that have been accepted by the Award Organizing Committee.

To participate in all the presentations of the modality to which he/she is assigned.

To individually evaluate the work following the evaluation guidelines established in these regulations.

The jury must maintain the confidentiality of the information contained in the work.

The decisions of the juries will be irrevocable, and once issued may not be corrected.

## **ARTICLE XVII**

Details of the modalities competing for the award and their evaluation

For all the modalities an individual evaluation form will be used for each member of the jury, in which the different aspects and variables are indicated based on a defined scale. The variables will be averaged to obtain the scores of each jury, which in turn will also be averaged to obtain the final score. The 3 works with the best scores in each category will receive the awards. If there is a low participation in any category, the Organizing Committee is free to declare a single winner or to declare the award void. The Organizing Committee also reserves the right to combine categories or modalities if it deems it appropriate. In the event of a numerical tie, the Award Committee may declare a tie in that category, or, depending on the quality of the work, may hold a meeting and declare a winner by secret ballot. In the event of a tie, and if a cash prize has been contemplated, the prize will be divided equally.

## **ARTICLE XVIII**

The oral presentation

The oral presentation must be in Spanish or English and will have a maximum duration of 10 to 15 minutes as established by the committee in the planning of each year's activity. Each presenter will be notified when 5 minutes are missing, and finally in the last minute; after this time the presentation will be suspended immediately. In case of continuing with the presentation, the jury and/or the Commission may decide to eliminate the participant. The Award Commission and the CCDCR are not responsible for designating who will present each work, and who will be responsible for it before the award.

## **ARTICLE XIX**

Poster

The research poster will be exhibited in digital format during the Congress, after the participation of the contestants during the Research Award.

Poster format

The heading should include title (bold and capital letters), authors (italics), affiliation (superscript).

The body of the poster should summarize the research work for which the use of tables, graphs, photographs, etc. is recommended (it should not be handwritten).

It should contain the objective, method, results and conclusions of the topic in legible letters at a minimum distance of one meter.

The tables, graphs and photographs required for the presentation should be distributed sequentially in order of their explanation and legends should be placed under each one.

Posters should measure 120cm high by 90cm wide in vertical format, and should be sent in PDF format.

The content of the poster must be written in Spanish. If decided in the call for entries, posters in English may be accepted.

## **ARTICLE XX**

Criteria for disqualification

Failure to comply with the established schedules for submission of documentation and presentation for the oral presentation.

Failure to comply with the time limits for oral presentation.

Inconsistency between the papers submitted and those presented in which the information presented does not coincide or key components of the paper are isolated.

Papers that are plagiarized or copied from a previously published paper or papers that are doubly submitted under different names.

Papers with bioethical flaws, identified by the Committee and/or the juries.

## **ARTICLE XXI**

Final considerations

The inscription in the different modalities will be closed according to the call for entries, and to previously established changes.

Each modality will have an individual award for first, second and third place. Single winners and deserted awards may be declared as the committee deems appropriate.

The winning works in their respective categories will be announced at the awards ceremony.