

# **Poster Printing Instructions for the UGR Grant Awardee**

## **Step #1:**

Create your poster using the designated poster printing template provided below.



Poster Template  
25.pptx

(Double click on Icon to open template)

## **Step #2:**

Once your poster is complete, submit the template to the SU Print Shop via email at [printship@ship.edu](mailto:printship@ship.edu). In your email, please include the following information:

- Your full name
- The title of your poster
- Your UGR grant number
- A statement indicating that this is for a UGR Grant, and the printing costs should be billed to the IPSSP Office UGR cost center.

## **Step 3:**

When your poster is ready for pick-up, you will receive an email notification from the SU Print Shop. The Print Shop is located in the building adjacent to the SU Police Station (Reed Operations Center).

**\*\*\*\*\* If you received the Undergraduate Research Grant (UGR), your grant will pay for poster printing up to a cost of \$28.00.**