

STUDENT REGISTRATION SYSTEM INSTRUCTIONS

Your Teacher will give you a username and password.

ENTERING THE SITE FOR THE FIRST TIME: Go to the SEFI Website www.sefi.org/login.php
Enter your username/password in the required fields. When you press submit for the first time, you will enter the project entry section.

The first part of the process requires that you identify what grade you are in and whether you are an individual, team leader or team member. [Team Leaders should login before team members]

The screenshot shows the top of the registration page for a user named John Doe. The page title is "Student Questionnaire". Below the title, it says "To start, we need to ask you a short series of questions about yourself and your project." There are two dropdown menus: "What Grade are you in?" with "0" selected, and "Will you be working with a team on your project?" with "No, my project is an individual project." selected. A "Continue" button is visible. At the bottom, there is a link to "Log out of the SEFI website".

STUDENT QUESTIONNAIRE: (All students, All grade levels)

If you are an individual or a team leader, you will need to answer some additional yes/no questions about the science project you are doing this year.

(If you are a team member, you will skip to the next section)

The screenshot shows the main body of the "Student Questionnaire" form. It includes an "Important Note" at the top. Below are several questions with radio button options for "Yes" and "No":
1. Does your project involve human subjects? (No selected)
2. Does your project involve vertebrate animals? (No selected)
3. Does your project involve microorganisms? (Note: Students in grade 1-8 should not be doing bacterial studies of any kind. Contact your regional fair director for more information.) (No selected)
4. Does this project involve protists, archaea or similar microorganisms, or does this project use manure for composting, fuel production or other non-culturing experiments? (No selected)
5. Does your project involve rDNA? (No selected)
6. Does your project involve human or animal tissue? (No selected)
7. Does your project involve hazardous chemicals or devices? (No selected)
8. Is your project a continuation of last year's project? (No selected)
9. This project will be conducted at: (School selected)
10. University/College Lab (not selected)

After pressing the continue button, you will be asked to review your answers.

The screenshot shows the "Review your answers" page of the "Student Questionnaire". It repeats all the questions from the previous page with the user's selected answers: "2", "No", "No", "No", "No", "No", "No", "No", "School", and "No". At the bottom, there are two buttons: "Finish Setup" and "Back".

After reviewing the responses carefully press Finish Setup. If you made an error, your teacher will need to delete and recreate an account for you.

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After finishing setup, the system will determine the set of forms that will be required for your project to gain approval. You will get an opportunity to answer the appropriate questions later. For now, you will see the following screen.

Grades 1-8 and Team Members will see this screen after logging in. Most students will select “I will fill out and print my forms from this website” then press the Save Changes button.

The screenshot shows the account settings page for John Doe. At the top, there are navigation tabs: Settings, About Me, Project, Abstract, School Info, and Required Forms. A green message box states: "Your questionnaire answers have been saved. Please remember that changing any of the information you provided in the questionnaire will result in the loss of ALL data entered into this system." Below this is the "Account Settings" section, which includes "FORM TYPE SETTINGS" with two radio button options: "I will fill out and print my forms from this website" (selected) and "I will be using only paper forms". A "Save Changes" button is located below the options. At the bottom of the page, there is a "Log out of the SEPI website" link.

Grades 9-12 and Team Leaders will see this screen after logging in. Most students will select “I will fill out and print my forms from this website” then press the Save Changes button.

The Submit for SRC Approval section is to be used to gain tentative approval based upon your research plan.

DO NOT PRESS THE SUBMIT FOR SRC APPROVAL UNTIL ALL REQUIRED FORMS ARE COMPLETED.

The data you enter on the following pages will automatically fill out the required forms for your project. This document will provide specific instructions for each section. Please follow along carefully.

The screenshot shows the account settings page for Jane Doe. It includes the same navigation tabs and green message box as the previous screenshot. Below the "Account Settings" section, there is a "SUBMIT PROJECT FOR SRC APPROVAL" section. It displays the "CURRENT STATUS: Your project has yet to be submitted for SRC approval." Below this, there is explanatory text: "Based on your type of project, it will require approval from an SRC before you will be eligible to enter the fair. If your project is complete and you are ready to submit it for SRC review, please denote that by making the appropriate selection below and then clicking the 'Submit for SRC Approval' button." An "IMPORTANT NOTE" states: "Submitting your project for SRC approval will lock your project to further editing. Once it has been submitted, you will only be able to edit your abstract." There are two radio button options: "I am NOT READY to submit to the SRC." (selected) and "I have reviewed the above information and am ready to submit to the SRC. I understand that doing so will lock my project, preventing me from making further edits to anything but my abstract." A "Submit for SRC Approval" button is located at the bottom of this section.

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ALL STUDENTS, ALL GRADE LEVELS MUST ENTER PERSONAL INFORMATION FOUND IN THE “ABOUT ME” LINK AT THE TOP OF THE PAGE.

Please be sure that all of the information is entered correctly. No data entered will be sold to or shared with any individual or group outside of the Science Fair Network in Indiana.

Gender, Ethnicity data are collected for statistical purposes only.

When all data is complete, press the “Save Personal Information” and you will be taken back to your home screen.

The screenshot shows a web form titled "About Me" with a sub-header "Personal Information". A note states: "No personal information will be sold or released to any agency outside of the regional fair system." The form contains several fields: First Name (with "John" entered), Middle Name, Last Name (with "Doe" entered), Grade (with "6" entered), E-Mail Address, Address, City, State (with "Indiana" selected), Zip Code, Phone, Date of Birth, Gender (with "- CHOOSE ONE -" selected), Ethnicity (with "- CHOOSE ONE -" selected), and Entry Type (with "Individual Entry" selected). A "Save Personal Information" button is at the bottom. A small note at the bottom of the form reads: "Use the form above to modify your personal information. When you have finished making any changes, be sure to hit the Save Personal Information button to finalize your changes."

INDIVIDUALS AND TEAM LEADERS ALL GRADES MUST ENTER DATA ABOUT THEIR PROJECTS IN THE “PROJECT” SECTION.

Enter a title (it can be modified later)
Choose a category from the drop down list.
Select the Division by your grade level.
Does the display need electricity. *Often, regions will limit access to electricity for displays.*

In each section, you should type the requested information.

The Research Question and Hypothesis are usually one sentence each.

The Experimental method/Design (Engineering Goals) is typically the step-by-step instructions for conducting your experiment. It is a good idea to type and save this information in a word document and then copy/paste into the boxes.

Grades 9-12 must have a bibliography of used resources. It is highly recommended for other grade levels.

The screenshot shows a web form titled "Project Information". A note states: "Use the form Below to provide information about your project. When you have finished making all entries be sure to hit the Save Changes button to save them." The form is divided into two sections: "GENERAL PROJECT INFORMATION" and "RESEARCH PLAN". The "GENERAL PROJECT INFORMATION" section includes: Project Title, Category (with "- CHOOSE ONE -" selected), Division (with "- CHOOSE ONE -" selected), and Electricity? (with "NO, this project DOES NOT need electricity" selected). The "RESEARCH PLAN" section includes: Research Question, Hypothesis, Experimental Method/ Experimental Design, and Bibliography. A "Save Changes" button is at the bottom right.

Don't forget to press the “Save Changes” button.

TEAM MEMBERS will get the following screen when pressing the Project Link. All they need to do is select the team leader from the dropdown box and Save Changes.

The screenshot shows a web form titled "About My Project" with a sub-header "Project Information". It features a dropdown menu for "Select Your Team Leader:" with the text "- not yet selected -" and a "Save Changes" button. Below the button, a note reads: "Your Team Leader will submit project title and the abstract. If your team leader is not in the list, they have not registered yet."

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OTHER LINKS

ABSTRACT: This section is to be completed after your project is completed. The abstract should be placed on your display as well as entered into this form so that the SRC may review your project results. There is a link on the Abstract page to provide you with some help in writing an abstract.

Don't forget to press the "Save Changes" button.

SCHOOL INFO

This page will identify your school name, teacher, region, regional fair date and location. If this information is incorrect, notify your teacher so that they may get help correcting the issue.

REQUIRED FORMS SECTION

The image at right is for projects grades 1-8. There are typically no additional forms to complete. Some projects may require additional paperwork if they involve animals, bacteria or other hazardous materials. Your teacher can contact the Regional Fair Director for instructions.

See Indiana Rules for Elementary and Middle School Science Fair Projects on the SEFI website. www.sefi.org/jrdivrules.pdf

GRADES 9-12 REQUIRED FORMS

Based upon the initial interview questions you answered the page at right may have fewer forms listed. All listed forms on this page are required for your project.

Any line that says "Enter Data" requires you to press the link and answer all questions fully. When you have answered all questions fully, the required forms will all be pre-filled and ready to download and print.

The blank forms links are to allow you to view the actual required forms.

NOTICE: The following forms will not be pre-filled because they require input from other individuals or must be filled out after experimentation.

The screenshot shows the 'Project Abstract' form for John Doe. It includes a navigation bar with buttons for Settings, About Me, Project, Abstract, School Info, and Required Forms. Below the navigation bar, there is a section titled 'Project Abstract' with instructions: 'Use the form below to provide information about your project. When you have finished making all entries be sure to hit the Save Changes button to save them.' and 'If you do not wish to complete your registration by filling out all of your project information at this time, please hit the Finish Later button below and return to enter the information later.' There is a large text area for the abstract with a note: 'Abstract (Copy and paste abstract from a word processor - special fonts and characters will not maintain format)'. At the bottom right, there is a 'Save Changes' button.

The screenshot shows the 'Teacher and School Information' form for John Doe. It includes a navigation bar with buttons for Settings, About Me, Project, Abstract, School Info, and Required Forms. Below the navigation bar, there is a section titled 'Teacher and School Information' with a table of information:

School:	Penn High School
Teacher:	test@oh test@oh (1)
Region:	West Central Indiana Regional Science and Engineering Fair
Regional Director:	Dr. Howard Brooks (Hbrooks@depauw.edu)
Regional Fair Date:	03/3/2012
Regional Fair Location:	DePauw University, Julian Science Center

Below the table, there is a note: 'This information is for verification purposes only. If any of the information listed above is inaccurate, please let your teacher know as soon as possible.' At the bottom, there is a link: 'Log out of the SEFI website'.

The screenshot shows the 'Required Forms' section for John Doe. It includes a navigation bar with buttons for Settings, About Me, Project, Abstract, School Info, and Required Forms. Below the navigation bar, there is a section titled 'Required Forms' with a link: 'Junior Division Form: Blank Form'. At the bottom, there is a link: 'Log out of the SEFI website'.

The screenshot shows the 'Required Forms' section for Jane Doe. It includes a navigation bar with buttons for Settings, About Me, Project, Abstract, School Info, and Required Forms. Below the navigation bar, there is a message: 'Your questionnaire answers have been saved. Please remember that changing any of the information you provided in the questionnaire will result in the loss of ALL data entered into this system.' Below the message, there is a section titled 'Required Forms' with a table of forms:

Form 1: Checklist for Adult Sponsor / Safety Assessment Form	Blank Form
Form 1A: Student Checklist	Blank Form
Research Plan	Blank Form
Abstract	Blank Form
Form 1B: Approval Form	Blank Form
Form 1C: Regulated Research Institutional / Industrial Setting Form	Blank Form
Form 2: Qualified Scientist Form	Enter Data Blank Form
Form 3: Risk Assessment Form	Enter Data Blank Form
Form 4: Human Subjects and Informed Consent Form	Blank Form
Form 4A: Sample Informed Consent Statement	Enter Data Blank Form
Form 5: Vertebrate Animal Form (5A and 5B)	Enter Data (5A only) Blank Form
Form 6A: Potentially Hazardous Biological Agents Form	Enter Data Blank Form
Form 6B: Human and Vertebrate Animal Tissue Form	Enter Data Blank Form
Form 7: Continuation Projects Form	Enter Data Blank Form
Download Pre-Filled Forms	
Download Pre-Filled Abstract	

At the bottom, there is a link: 'Log out of the SEFI website'.

1C, 4, 5B (if you require 5A, you will also likely require 5B)

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All required forms must be printed and signed in appropriate locations. Dates are a critical element that requires strict attention to the rules. A full copy of the [rules and guidelines](#) are available for download on the ISEF website. You are required to follow all applicable rules and guidelines to be eligible to compete at any affiliated regional science fair. Failure to comply may result in disqualification for any awards. Please work with your teacher to be sure you have done your best to meet these rules. The Regional Fair Directors and the Regional Scientific Rules Committee (SRC) are all willing to help clarify any questions or concerns.

You must print paper copies of all required forms for your Teacher, Parents and eventually the SRC to sign.

DOWNLOADING AND PRINTING THE COMPLETED FORMS

After entering all required information on the bottom of the Required Forms Page you will see two links:

- “Download Pre-Filled Forms”
- “Download Pre-Filled Abstract”

Depending upon your browser actual images may vary. These instructions are written based upon Internet Explorer.

When you click on either of the links a new window will open up with the instructions to right-click and choose save as with a set of numbers followed by



.fdf. put the mouse on the link and right click.

The “Save As” dialog box will open and prompt you to enter a file name. Prior to naming the file, you must change the “Save as type” from HTML Document to “All Files”.

In the File Name box type a file name. It is recommended that you use the following format

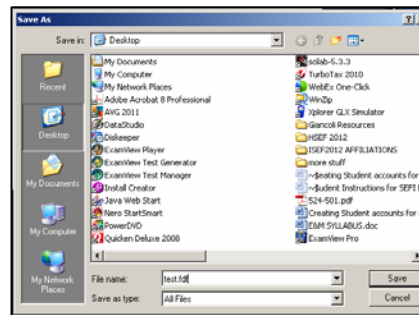
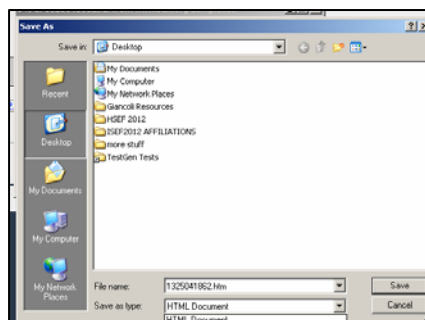
LastName-2012.fdf

IT IS CRITICAL THAT THE FILE NAME END IN

.fdf

Before pressing the Save button, be sure to note where the file is being saved (see top box says Desktop) You will need to know where the file is located to finish the process.

An fdf form is an Adobe “form data format” file that allows data to be auto-loaded into a prepared pdf document. The following instructions will show you how to open and print the required forms.



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Printing an fdf form

Open the folder containing the fdf file saved in the previous step. Double clicking on the file should open Adobe reader as well as your default browser. In the browser, the pdf file of the forms should load and the yellow bar at the top should be visible. In this example using Adobe 8.0 the browser displayed “options” at the right. Clicking on the down arrow you will have the option to add the domain to a trusted site (the domain is www.sefi.org)

The screenshot shows a web browser window displaying a PDF form titled "Checklist for Adult Sponsor (1)". The form is mostly blank, with several checkboxes and text input fields. The text on the form includes:

- Checklist for Adult Sponsor (1)**
This completed form is required for ALL projects.
- To be completed by the Adult Sponsor in collaboration with the student researcher(s):
- Student's Name(s): [Blank text input field]
- Project Title: [Blank text input field]
- 1) I have reviewed the Intel ISEF Rules and Guidelines.
- 2) I have reviewed the student's completed Student Checklist (1A) and Research Plan.
- 3) I have worked with the student and we have discussed the possible risks involved in the project.
- 4) The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC:
 - Humans
 - Vertebrate Animals
 - Potentially Hazardous Biological Agents
 - Microorganisms
 - rDNA
 - Tissues
- 5) Items to be completed for ALL PROJECTS
 - Adult Sponsor Checklist (1)
 - Student Checklist (1A)
 - Regulated Research Institutional/Industrial Setting Form (1C) (when applicable after completed experiment)
 - Continuation Form (7) (when applicable)
 - Research Plan
 - Approval Form (1B)
- 6) Additional forms required if the project includes the use of one or more of the following (check all that apply):
 - Humans (Requires prior approval by an Institutional Review Board (IRB); see full text of the rules.)
 - Human Participants Form (4) or appropriate Institutional IRB documentation

When you press the allow link, the fdf file automatically fills in all of the data you entered on the system.

The screenshot shows the same PDF form as above, but now filled out with data. The text on the form includes:

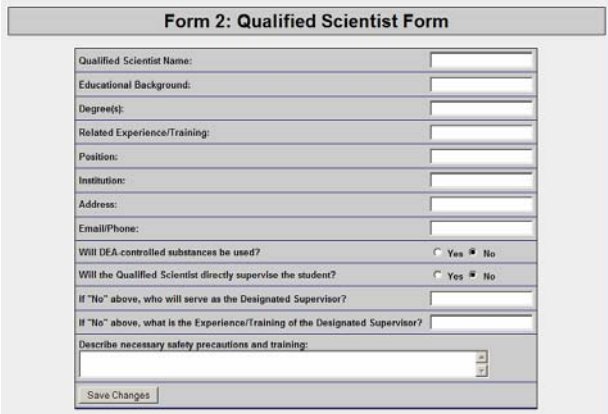
- Checklist for Adult Sponsor (1)**
This completed form is required for ALL projects.
- To be completed by the Adult Sponsor in collaboration with the student researcher(s):
- Student's Name(s): Jane Doe
- Project Title: [Blank text input field]
- 1) I have reviewed the Intel ISEF Rules and Guidelines.
- 2) I have reviewed the student's completed Student Checklist (1A) and Research Plan.
- 3) I have worked with the student and we have discussed the possible risks involved in the project.
- 4) The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC:
 - Humans
 - Vertebrate Animals
 - Potentially Hazardous Biological Agents
 - Microorganisms
 - rDNA
 - Tissues
- 5) Items to be completed for ALL PROJECTS
 - Adult Sponsor Checklist (1)
 - Student Checklist (1A)
 - Regulated Research Institutional/Industrial Setting Form (1C) (when applicable after completed experiment)
 - Continuation Form (7) (when applicable)
 - Research Plan
 - Approval Form (1B)
- 6) Additional forms required if the project includes the use of one or more of the following (check all that apply):
 - Humans (Requires prior approval by an Institutional Review Board (IRB); see full text of the rules.)
 - Human Participants Form (4) or appropriate Institutional IRB documentation

This form is able to be filled in for the missing information. It is recommended that you not change any pre-filled data without consulting with your teacher. You can save and print the entire set. You need only submit the forms that were required for your project (listed on the “Required Forms” tab on your student page.

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REQUIRED FORMS "ENTER DATA" SCREENS

All of the following images are what you will see when you enter data on the required forms. These arrangements are meant to simplify the set of forms and to help guide you to the required forms.



Form 2: Qualified Scientist Form

Qualified Scientist Name:

Educational Background:

Degree(s):

Related Experience/Training:

Position:

Institution:

Address:

Email/Phone:

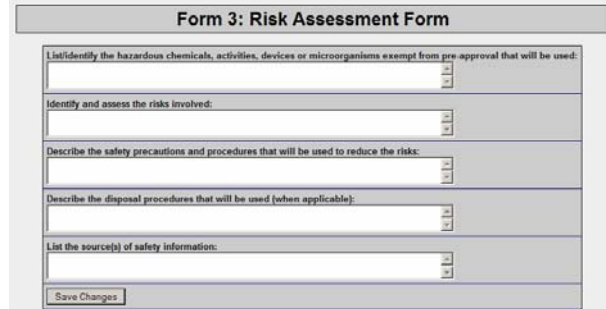
Will DEA controlled substances be used? Yes No

Will the Qualified Scientist directly supervise the student? Yes No

If "No" above, who will serve as the Designated Supervisor?

If "No" above, what is the Experience/Training of the Designated Supervisor?

Describe necessary safety precautions and training:



Form 3: Risk Assessment Form

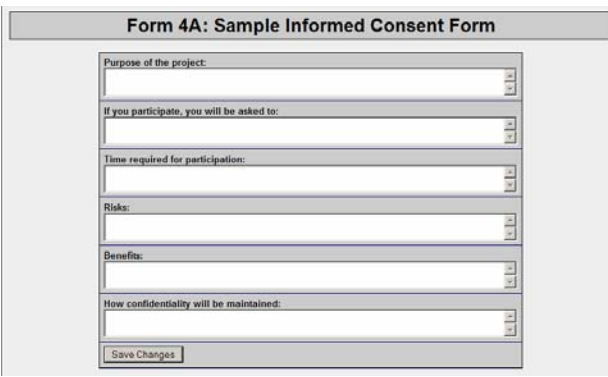
List/Identify the hazardous chemicals, activities, devices or microorganisms exempt from pre-approval that will be used:

Identify and assess the risks involved:

Describe the safety precautions and procedures that will be used to reduce the risks:

Describe the disposal procedures that will be used (when applicable):

List the source(s) of safety information:



Form 4A: Sample Informed Consent Form

Purpose of the project:

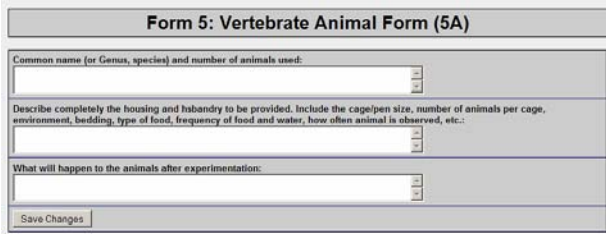
If you participate, you will be asked to:

Time required for participation:

Risks:

Benefits:

How confidentiality will be maintained:

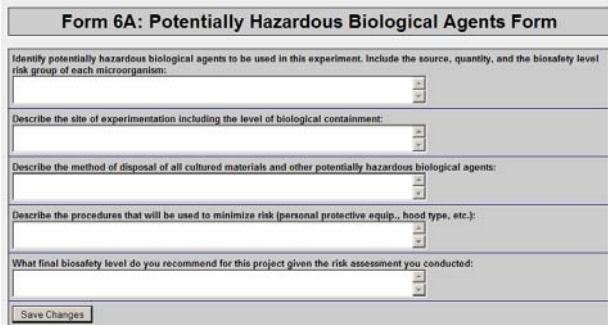


Form 5: Vertebrate Animal Form (5A)

Common name (or Genus, species) and number of animals used:

Describe completely the housing and husbandry to be provided. Include the cage/pen size, number of animals per cage, environment, bedding, type of food, frequency of food and water, how often animal is observed, etc.:

What will happen to the animals after experimentation:



Form 6A: Potentially Hazardous Biological Agents Form

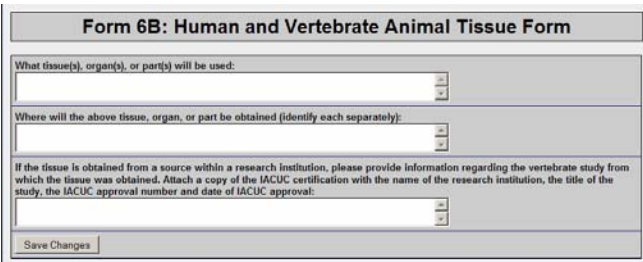
Identify potentially hazardous biological agents to be used in this experiment. Include the source, quantity, and the biosafety level risk group of each microorganism:

Describe the site of experimentation including the level of biological containment:

Describe the method of disposal of all cultured materials and other potentially hazardous biological agents:

Describe the procedures that will be used to minimize risk (personal protective equip., hood type, etc.):

What final biosafety level do you recommend for this project given the risk assessment you conducted:

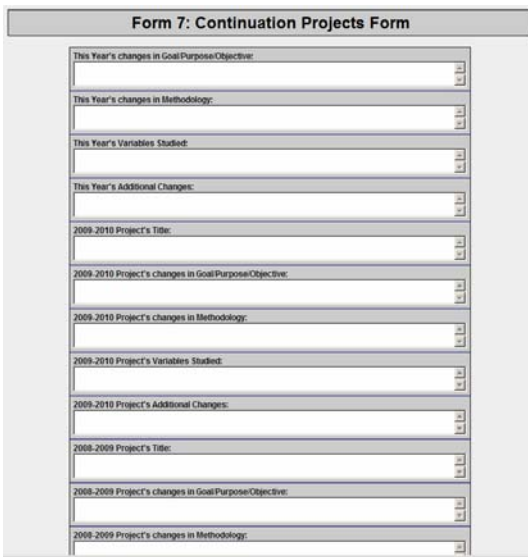


Form 6B: Human and Vertebrate Animal Tissue Form

What tissue(s), organ(s), or part(s) will be used:

Where will the above tissue, organ, or part be obtained (identify each separately):

If the tissue is obtained from a source within a research institution, please provide information regarding the vertebrate study from which the tissue was obtained. Attach a copy of the IACUC certification with the name of the research institution, the title of the study, the IACUC approval number and date of IACUC approval:



Form 7: Continuation Projects Form

This Year's changes in Goal/Purpose/Objective:

This Year's changes in Methodology:

This Year's Variables Studied:

This Year's Additional Changes:

2009-2010 Project's Title:

2009-2010 Project's changes in Goal/Purpose/Objective:

2009-2010 Project's changes in Methodology:

2009-2010 Project's Variables Studied:

2009-2010 Project's Additional Changes:

2008-2009 Project's Title:

2008-2009 Project's changes in Goal/Purpose/Objective:

2008-2009 Project's changes in Methodology:

For any questions email the executive director at gcook@sefi.org

You may download a complete set of the 2012 Intel ISEF rules and forms from <http://www.societyforscience.org/document.doc?id=311>