

# Application Instruction Packet

## 2021 East Central Indiana Regional Science Fair

### Divisions

**Elementary Division:** Grades 3 and 4

**Junior Division:** Grades 5 to 8

**Senior Division:** Grades 9 to 12

### Registration

Registration will take place online through the Science Education Foundation of Indiana (SEFI) website: <https://sefi.org/register/>. All appropriate materials should be submitted by teachers and/or participants to this website. Materials must be submitted no later than the **registration deadline of Friday, January 29, 2021**. Note: materials for projects requiring prior approval must be submitted **before participants begin their projects**.

### Packets

**Participants in the Elementary Division and Junior Division** must follow the instructions in the Elementary and Middle School Science Research packet for our fair (hence forth: EMSR).

**Participants in the Senior Division** must follow the instructions in the Regeneron International Science and Engineering Fair packet (hence forth: ISEF).

### Evaluating for Special Circumstances

The EMSR and ISEF packets have detailed instructions on safely and ethically conducting science fair projects. For Elementary and Junior Division participants, the EMSR packet be used to determine if a project will involve special circumstances. For Senior Division participants, the ISEF packet, ISEF Form 1, and ISEF Form 1A should be used to determine if a project will involve special circumstances. Special circumstances include but are not limited to: working with hazardous chemicals or devices; working with microorganisms, bacteria, mold, vertebrate animals, or humans; working at a regulated research institution and/or with a qualified scientist; and working on a continuing project.

## **SEFI Research Plan and Forms**

**Participants in the Elementary Division** must complete the Research Question and Experimental Method boxes in the Research Plan section on the SEFI registration website. Fourth grade participants who wish to be considered for the Hoosier Science and Engineering Fair (the Indiana state science fair) must follow the rules for the Junior Division.

**Participants in the Junior Division** must complete all of the boxes in the Research Plan section on the SEFI registration website. All participants with projects involving special circumstances must complete the Junior Division Special Circumstances form and upload it to the SEFI registration website. Additionally, participants working with humans, at a research institution, and/or with a scientist must fill out the ISEF forms corresponding to their circumstances if they wish to be considered for advancement to the state fair. The determination of special circumstances needs to be done before participants begin their projects.

**Participants in the Senior Division** must complete all of the boxes in the Research Plan section on the SEFI registration website. All participants must complete the following ISEF forms: Checklist for Adult Sponsor (Form 1), Student Checklist (Form 1A), and Approval Form (Form 1B). A Research Plan/Project Summary must also be prepared according to the directions in the ISEF packet. Participants with projects that involve special circumstances will need to complete the appropriate additional forms from the ISEF packet. All forms and documents should be completed before participants begin their projects. Participants are encouraged to use the ISEF [Rules Wizard](#) to *help* determine if their project involves special circumstances and requires additional forms. Participants and adult sponsors are responsible for ensuring projects comply with all rules given in the ISEF packet.

## **Abstracts**

**Participants in ALL divisions** will need to prepare an Abstract once their project is finished. The abstract is to be typed or copied/pasted into the appropriate box on the SEFI website.

Abstracts should be a summary of your project. They should contain your purpose (question and/or hypothesis), procedure (brief explanation, NOT every step), main results, and conclusion (answer to your question and/or hypothesis). Abstracts should be brief; one to two sentences for each part above is plenty. Abstracts must not exceed 250 words.

## **Virtual Fair**

The 2021 regional and state fairs are going to be virtual. Students will be given access to a website to present their projects; the same website will be used for regional and state fair. Students will need to complete their page and upload a digital version of their poster by February 19, 2021. Virtual judging will take place throughout the week of February 22. Top ranking candidates will be interviewed via video conference or phone call; please have quick access to Internet/phone and a quiet space from 9AM to 3PM on Saturday February 27, 2021 for a potential interview. More information about virtual fair presentations and interviews will be provided at a later date.

## **For Assistance**

Our regional fair website has an abundance of useful information and documents to assist you:

<https://www.bsu.edu/academics/collegesanddepartments/biology/researchandcommunity/ecisciencefair>. On the website, you can find registration rules and all materials mentioned in this document.

Those following the ISEF packet and/or using any ISEF forms, may find the following website helpful:

<https://student.societyforscience.org/international-rules-pre-college-science-research>

Questions should be directed to the science fair email address: [sciencefair@bsu.edu](mailto:sciencefair@bsu.edu). Please include "SRC Help" in the subject line for questions about choosing and completing forms. Please include "Registration Help" in the subject line for issues with the SEFI registration website.

## **SEFI Website Teacher Instructions**

Teachers with students participating in our Regional Fair need to have a teacher account in the SEFI registration system in order to generate accounts for their students. Students will then use their accounts to register for the ECI Regional Fair. If you do not have a Teacher Account in the SEFI system, start with step one. If you already have a Teacher Account in the SEFI system, skip to step two.

### 1. Requesting a Teacher Account

- Go to <http://www.sefi.org/register/>
- Choose Teacher Registration
- Choose the East Central region from the map
- On the next page
  - Choose your school from the drop-down menu
  - Complete all boxes marked with an asterisk
  - Check the “I’m Not a Robot” box and complete the prompt
  - Click on Submit
- You will be sent an email containing your password, but you cannot log in until your account is approved so your login will not work right away. The system will send an email to Melissa Schafstall, who then approves your registration.

### 2. Adding Students

- Go to <http://www.sefi.org/register/> and choose Teacher Login to log in to your account
- Once logged in, there will be a menu bar running horizontally near the top of the page
- Choose Instructions to get full registration instructions from SEFI
- Choose Add Students to add students
  - In the Student Signup box:
    - Type in students names in the format Lastname, Firstname
    - Enter one student per line; hit enter/return after each student
    - Click on Submit to enter the students the SEFI registration system
    - Note: you can add more students later

### 3. Acquiring Student Login Information

- Choose Your Students from the menu bar at the top of page
- To get students login information:
  - Look the student up on this page
  - Or choose Click Here For a Printable List of Student Login Information

4. Give the students their login information and a version of the instructions on the next page.

## **SEFI Website Student Instructions**

1. Get your login and password from your teacher
2. Go to <https://sefi.org/register/> and log in under Student Login
3. Answer the questions about yourself and your project
4. Fill out the Research Plan section
  - a. You can type information into the boxes.
  - b. Or you can use what you have already prepared for your class, local fair, or for the ISEF materials by copying and pasting the information into the appropriate boxes.
    - i. Do NOT copy from a Word or Google doc file as that will insert the document's formatting code into the boxes when you paste it.
    - ii. Save your file as a plain text file (.txt or .rtf) and copy from that text file.
5. Junior and Senior Divisions: upload any necessary forms in the Forms section
  - a. Forms must be PDF files
6. All Divisions: fill in the Abstract section once your project is finished
7. Deadline for completing registration and for submission of all materials is **Friday, January 29, 2021.**