East Central Indiana Regional Science Fair Application Instruction Packet

Divisions

Elementary Division: Grades 3 and 4
Junior Division: Grades 5 to 8
Senior Division: Grades 9 to 12

Submission of Materials

Submission of materials and 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 31, 2020. 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 Intel 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 and Junior Division Form should 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 potentially dangerous chemicals or appliances; 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.
**Forms**

**Participants in the Elementary Division** do not need to complete any forms. It would be much appreciated if elementary division participants could fill out as much information as possible in the Research Plan section on the SEFI registration website so that we have a summary of their project, but this is optional. Fourth grade participants who wish to be considered for the Hoosier Science and Engineering Fair (the Indiana state science fair) must follow the rules and complete the forms for the Junior Division.

**Participants in the Junior Division** need to complete the Junior Division Form. Participants with projects involving special circumstances will need to complete the second page of the Junior Division Form by describing how they are safely and ethically dealing with the special circumstances of their project. Participants working with humans, at a research institution, and/or with a scientist will need to fill out the ISEF forms corresponding to their circumstances.

**Participants in the Senior Division** need to complete the following ISEF forms: Checklist for Adult Sponsor (Form 1), Student Checklist (Form 1A), and Approval Form (Form 1B). They also need to prepare a Research Plan/Project Summary 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. There is an online ISEF Rules Wizard students can use to determine what special circumstances they may have and what additional forms they may need. The determination of special circumstances needs to be done before participants begin their projects.

**Abstracts**

**Participants in ALL divisions** will need to prepare an Abstract once their project is finished. The abstract will be typed or copied/pasted into a box on the SEFI website, and a printed copy should be brought to our regional fair to be displayed along with the participant’s poster.

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.
**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. There will also be materials summarizing how to navigate: the ISEF process, projects involving potential hazards, and projects involving human participants.

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. 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/](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/](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](http://www.sefi.org/register/)

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/](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 JDF/ISEF materials by copying and pasting the information into the appropriate boxes.
      i. If you copy/paste, do NOT do so directly from a Word or Google doc file as that will insert the document’s formatting code into the boxes.
      ii. Instead, copy/paste what you want to put into the Research Plan in its own word processing document or text editor window. Save this as a text file (.txt).
      iii. Then, copy/paste from the text file into the appropriate boxes of the Research Plan.
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 31, 2020.**