



Manatee Regional Science & Engineering Fair

2016-17

Quick Review of the Ten Steps in the Science Project Process

1. Student proposes question and experimental plan and submits to Adult Sponsor.
2. Adult Sponsor tentatively reviews proposal and provides guidelines for references, forms, and Research Plan requirements based on the areas of the project.
3. Student finds a minimum of 5 references (not counting the ISEF Rules, SSEF Supplement and additional references required for Special Projects, reviews the pages of the ISEF Rules and SSEF Supplement and writes first draft of the Research Plan.
4. Adult sponsor conferences with student and discusses and needed revisions and the potential risks of the project.
5. Student completes and submits Forms 1A, 1B and others as required with the second draft of the Research Plan to the Adult Sponsor to review
 - If correct, the Adult Sponsor completes Form 1 (and initials and dates each page of research plan and forms)
 - If forms and/or Research Plan are incomplete, the Adult Sponsor returns the papers to the student with suggestions to correct before the student resubmits them to the Adult Sponsor.
6. If the project must be reviewed by the Institutional Review Board (IRB) or Scientific Review Committee (SRC), the Adult Sponsor provides the committee(s) with the forms.
 - If correct, the IRB approves the project, signs Form 1B and Form 4, determines whether Informed Consents must be completed by each participant and returns the papers to the Adult Sponsor and/or student.
 - If correct, the SRC chair would need to sign form 1B, 5A and/or 6A, if applicable.
 - If corrections are needed the IRB and/or SRC must identify areas to be corrected with suggestions to the Adult Sponsor and/or student.
7. After approval the student begins experimentation and records the actual start date on Form 1A. The student records data accurately in a logbook or journal. The logbook should clearly show the dates of ALL activities related to the project and should be available at judging and for review by the final SRC.
8. If the student finds that a revision to the procedure is needed the student should discuss the proposed changes with the sponsor and document these changes in the logbook. If the changes must be reviewed by the IRB or SRC a revision is prepared and all of the required approvals are repeated BEFORE proceeding with the revised procedure.
9. When experimentation is finished the student writes the actual end date on Form 1A, analyzes the data, and draw a conclusion.
 - The student writes an abstract on the state form available on www.ssefflorida.com.

- If any part of the experimentation was completed in a Research Institutional or Industrial setting the student has a Form 1C completed by appropriate personnel at the facility.
 - If the project involved vertebrate animals the Mortality Report from www.ssefflorida.com must be completed.
 - If Informed Consent Forms were utilized a Verification of Informed Consent Forms is required with one redacted Informed Consent Form. Redacted means the printed name and signature are blacked out on a copy of one of the Informed Consent forms. The student is responsible for keeping all informed consent forms for at least 3 years in a secure location.
 - If the project was a continuation of previous projects the student finalizes Form 7 and attaches previous forms/papers labeled in upper right corner.
 - Student prepares the board following the guidelines on pages 24-26 of the ISEF Rules and page 3 of the SSEF supplement. The title on the board MUST be EXACTLY the same as the SSEF entry form and SSEF abstract.
 - Only if the originally reviewed research plan is revised and didn't require additional approval by the IRB or SRC, prepare a Summary which describes the changes to the procedure.
10. PRIOR to the competition, the student completes the SSEF entry form, submits all of the forms, research plan, and the SSEF abstract to the school SRC for review.

Students should have the original copy of all forms (including Research Plan, Project Summary (if required), and Abstract), the research paper, if written, and the logbook at the competition.

Students should NOT prepare a lengthy speech for the judges but instead and be prepared to give the key points in responses of 1 minute or less. The judging process should be a conversation.