

TEACHER LOGIN:

Go to <http://www.sefi.org/registration.html> and click on Teacher Login. If teacher has not registered with SEFI, click on REGISTER ONLINE and complete that step first. Teacher then enters student names.

If a student email is provided, the student will be emailed their login and password.

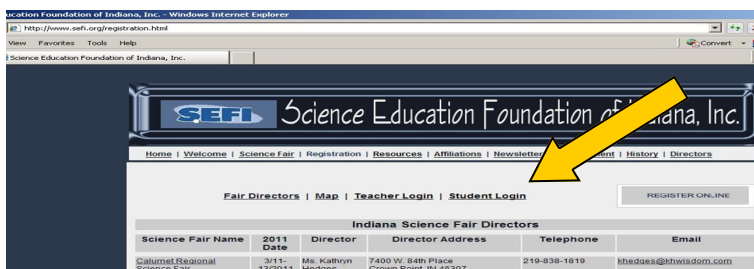
Entering student names

- This format was created so teachers could cut and paste directly from a roster.
- Firstname,middlename,lastname,email
- Each student name must be on a separate line.
- Each field must be separated by a comma, even if there isn't information to enter.

Your teacher page will include your student's assigned user name and password and access to their page. The student user name and password will also be emailed to the address entered with their name.

STUDENT LOGIN:

Go to <http://www.sefi.org/registration.html> and click on Student Login.



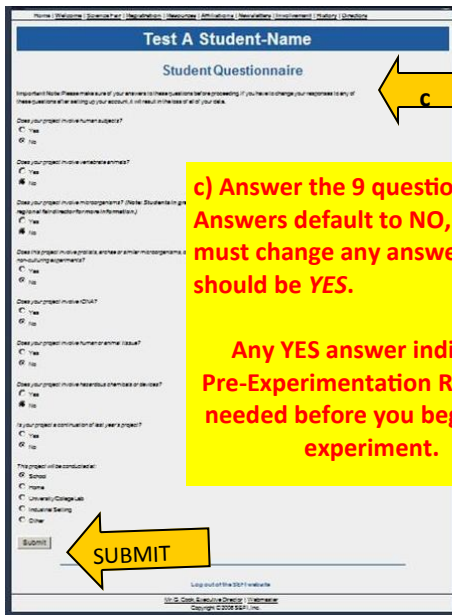
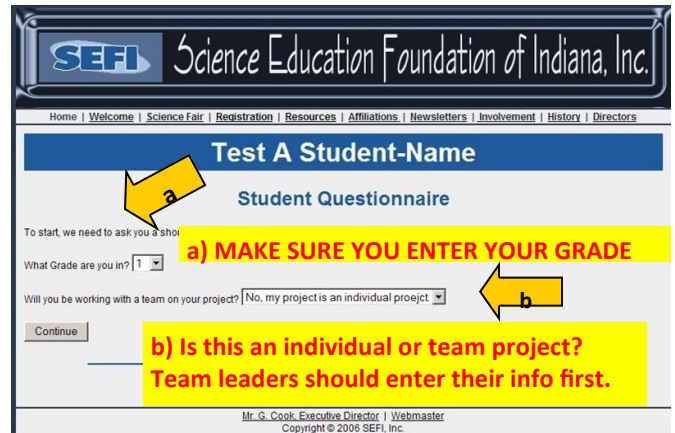
Enter the user name and password provided by your teacher or that is emailed to you.

Enter the user name and password again. Read and agree to the privacy statement. Submit.

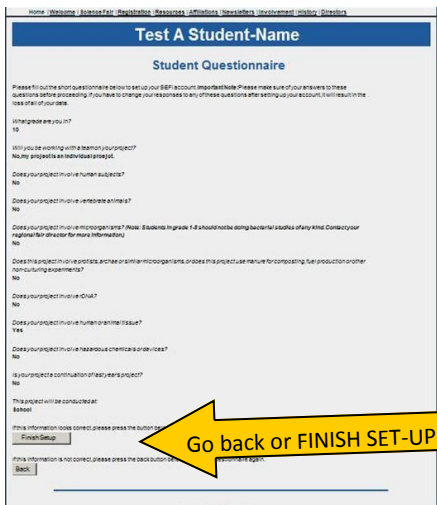


Grade 6-12 students must complete the following information. See screen shot examples.

- a) Enter your grade (This defaults to 0 so make sure you choose your grade!)
- b) Is this an individual or team project? If this is a team project, you must designate a team leader. The team leader should complete all of these steps *before* the other team members do. The project info will then be pre-filled for team members.
- c) Answer 9 questions in the questionnaire. The answers all default to NO. If any of your answers are **YES**, you must change it to **YES**. Any **YES** answers require Pre-Experimentation Review **BEFORE** you begin your experiment.



1. Does your project involve human subjects?
2. Does your project involve vertebrate animals?
3. Does your project involve microorganisms? **NOTE: Students in grades 1-8 should NOT be doing bacterial studies of any kind. Contact your regional fair director for more information.**
4. Does this project involve protists, archae or similar microorganisms, or does this project use manure for composting, fuel production or other non-culturing experiments?
5. Does your project involve rDNA?
6. Does your project involve human or animal tissue?
7. Does your project involve hazardous chemicals or devices? **NOTE: Grades 1-8 should not be using hazardous chemicals or devices. Contact your regional fair director for more information.**
8. Is your project a continuation of last year's project?
9. Where will your project be done? (choose from a drop down list)



AFTER SUBMITTING, REVIEW ANSWERS. If an answer needs to be corrected, go **BACK**. (**PRINT** this page now if you would like a copy of the completed questionnaire)
If answers are OK, **FINISH SET UP**.



Remember, any **YES** answers requires **Pre-Experimentation Review**

NOTE: ACCOUNT SETTINGS

After each screen, it automatically goes to the Account Setting box. The default selection is “I will fill out and print forms from this website” Hit SAVE. You can change this Account Settings option at anytime.

The screenshot shows the 'About Me' page for John Smith. At the top, there are navigation buttons: Settings, About Me, Project, Account, and Admin Tools. Below these is a 'Required Forms' button. The main section is titled 'About Me' and contains a sub-section 'Personal Information' with a 'Required' label. A yellow arrow labeled 'd' points to this sub-section. The form includes fields for First Name (John), Middle Name, Last Name (Smith), Email Address (john@sefi.org), Address, City, State (Indiana), Zip Code, Phone, Date of Birth, Gender (a dropdown menu), Ethnicity (a dropdown menu), and Entry Type (Individual Entry). A 'Save Personal Information' button is at the bottom.

d) PERSONAL INFORMATION:
 Enter

- Home address with zip code
- Birthdate
- Gender (use drop down box)
- Ethnicity (use drop down box)

SAVE PERSONAL INFORMATION.

It will go automatically go back to Account Settings screen; just click on PROJECT on the top bar.

The screenshot shows the 'About My Project' page. At the top, there is a blue header with 'About My Project' and 'Project Information'. Below this is a 'Save Changes' button. A yellow arrow labeled 'e' points to the 'Project Information' section. The form is divided into sections: 'GENERAL PROJECT INFORMATION' with fields for Project Title, Category, Division, and Electricity? (a dropdown menu); 'RESEARCH PLAN' with fields for Research Question, Hypothesis, Experimental Method/Experimental Design, and Bibliography. A 'Save Changes' button is at the bottom right.

e) ABOUT MY PROJECT:
 Enter

- Title
- Choose category (drop down box)
- Choose division (drop down box)
- Electricity (refers to display at regional fair)
- Research Question
- Hypothesis
- Experimental Method/Design
- Bibliography

SAVE.

It will go automatically go back to Account Settings screen; just click on REQUIRED FORMS on the top bar.

f) REQUIRED FORMS:

JUNIOR Division Form (grades 6-8): Page 1 is required for all projects. Page 2 is also required if project requires Pre-Experimentation Review.

SENIOR Division ISEF Forms: Form 1, 1A, 1B, and Research Plan is required for all projects. Based on the answers to the Student Questionnaire, any additional forms that may be required are listed.

All forms can be filled out electronically and saved on your computer.

ALL grades 6-12 projects that require Pre-Experimentation Review need to print and sign forms and submit before the January 25, 2012 deadline to IPFW by mail (postmark by Jan. 25), hand deliver, fax, or scan and email. Make a copy and keep your original set.

Mail to:

IPFW

Science Fair Program Asst.

2101 E. Coliseum Blvd. ET 243

Fort Wayne, IN 46805

Fax: 260-481-5734

Email: scifair@ipfw.edu

The screenshot shows the user interface for Joe M 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." A yellow arrow points to the "Required Forms" tab. Below this is the "Account Settings" section, specifically "FORM TYPE SETTINGS", with radio buttons for "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 present. Below the account settings, there are tabs for "Junior Division" and "Senior Division". Under "Junior Division", there are tabs for "About Me", "Project", "Abstract", and "School". The "Required Forms" section for the Junior Division shows a link for "Junior Division Form Blank Form". Under "Senior Division", the "Required Forms" section lists several forms with "Blank Form" links: Form 1: Checklist for Adult Sponsor / Safety Assessment Form, Form 1A: Student Checklist, Research Plan, Abstract, Form 1B: Approval Form, Form 2: Qualified Scientist Form, Form 4: Human Subjects and Informed Consent Form, Form 4A: Sample Informed Consent Statement, and Form 5: Vertebrate Animal Form (5A and 5B).

If the Pre-Filled Form option is available, to save and print forms, click on form to open:

- Right click and "Save Target as"
- Change file extension from htm to fdf. In box below, switch from HTML document to **ALL FILES**.

Because it is merging the data you entered online into an fdf Adobe form, you may get a security warning to see if you want to allow this action.

If your project does NOT require Pre-Experimentation Review and you advance to the regional fair, submit your forms to IPFW by Friday, March 2, 2012 for POST-Experimentation Review.

h) ABSTRACT: All grade 6-12 projects that advance to the Regional Fair will need to submit an abstract with their paperwork for POST-Experimentation Review. The link to the Abstract is on the top