

Procedures for Junior & Senior Division Projects

ELIGIBILITY PROCESS

All research must follow guidelines and protocol to protect the safety of the researcher and the subject. Eligibility means your project followed the correct methods and procedures as determined by research trained experts. Projects that involve humans as subjects, animals, or potentially hazardous biological agents (such as bacteria, tissue, body fluid, and yeasts) need to be reviewed by the Scientific Review Committee (SRC) at IPFW before the experiment is done, to make sure the proper method and procedures are followed for everyone's safety.

All projects fall into two categories: Those that need **Pre-Experimentation Review** and those that do not. Before a student begins their project, they must answer questions about their project to determine whether they require **Pre-Experimentation Review**. If the project requires **Pre-Experimentation Review** and this step is not done, the project may be ineligible for regional fair advancement.

JUNIOR DIVISION: Students enter eligibility process by submitting online project information and answering questions on **NEIRSEF website:** www.ipfw.edu/scifair under [Online Eligibility Forms](#)

1. Will this project make use of humans as research subjects?
2. Will this project involve live vertebrate animals?
3. Will this project involve potentially hazardous biological agents? (This includes any type of bacteria, tissue, body fluid, and yeasts)

Answering any question "yes" requires Pre-Experimentation Review

- Paperwork needed to submit to Regional Scientific Review Committee (SRC) at IPFW by deadline
-**Regional Junior Division Approval Form**
-**Research Plan**

The SRC Chair will make recommendations to ensure safe and proper project protocol and once paperwork is returned, you may proceed.

SENIOR DIVISION: Students enter eligibility process through the **SEFI website:** www.sefi.org Click on *Registration* and then *Student Login*.

****Have your high school teacher register on the SEFI website first. Once they are registered, they will register your name which will generate a user ID and password for your student log in.** Please email the Regional Fair at scifair@ipfw.edu of your intent to participate at the senior division Procedure on the SEFI site:

- Complete student information
- Answer the project questions
- Find proper ISEF forms for your project
- Complete forms with signatures and dates (follow instructions if choosing pre-filled form)
- Submit forms to Regional Fair SRC for Pre-Experimentation Review if required

ALL PROJECTS THAT REQUIRE PRE-EXPERIMENTATION REVIEW

- All relevant forms must be turned in by deadline posted on website (see www.ipfw.edu/scifair under *Important Dates*)
- Senior Division use ISEF Forms
- Junior Division use Regional Forms
- Any major changes to the experimentation process must be reviewed again
- **DO NOT BEGIN EXPERIMENTATION UNTIL THE RESEARCH PLAN IS REVIEWED BY SRC CHAIR**

Project that did NOT require Pre-Experimentation Review

- Junior division: Complete the Junior division regional Approval form and Research plan however do not submit them unless you are chosen to advance to the regional fair. If you are chosen to attend the regional fair, your teacher will submit your forms for POST-experimentation review.
- Senior division completes the required ISEF forms but does not need to submit them until POST review.

For ALL Junior & Senior Division Projects selected for the regional fair
POST-Review Forms needed

Forms needed for Junior Division

1. Regional Fair Approval Form
2. Research Plan
3. Abstract (summary paragraph written after your experiment)

Forms needed for Senior Division

1. ISEF Forms as required by your project
2. Research Plan
3. Official abstract