

CHECKLIST

- READ:** Pay particular attention and read and study this handbook thoroughly and carefully.
- SUBMIT BY PRE-APPROVAL DEADLINE:**
 - ◆ Required forms and paperwork
Every student and his/her parent must complete and submit a **Waiver and Release of Liability Form** in order for CTSEF to process his/her paperwork
 - ◆ \$5 Filing Fee per student for pre-approval
All research projects: The research plan and all applicable forms must be completed and returned to the CTSEF office with a filing fee for each student before the pre-approval deadline (see "Important Dates and Deadlines"). **All paperwork and Forms must be in proper order.**
 - ◆ \$10 per project for **regional SRC interview (optional)**
[This fee applies only if a student wishes to have a regional SRC **interview** for his/her proposed research.]
- ADDRESS DEFICIENCIES AND RESUBMIT BY CORRECTION DEADLINE:**
 - ◆ Deficiency
A Deficiency listing for any corrections will be returned to you with your online paperwork to your student account.
 - ◆ Paperwork must be resubmitted
The student and teacher must read each comment, as corrections are made and return the corrected project to the CTSEF for a second review online to: www.ctsef.org. All online paperwork is required to be return until the online process is complete. Once this process is complete you will be instructed to make a copy of everything that the reviewers have reviewed (online) and approved (at this point) to make you online process complete then mail or bring your copy to the CTSEF office. This is the students' final review for approval and signature from the committee chair.
A student's project is approved to begin experimentation ONLY when the committee chairperson has signed the Approval Form (1B) and stamped "Approved" on the front of the students paperwork.
- SUBMIT BY ENTRY DEADLINE:**
 - ◆ Official Entry Form
All entries must be submitted on a current Official Entry Form in order to compete at the CTSEF. Failure to properly complete Entry Form, including signatures, may result in disqualification. Only the 1st, 2nd, and 3rd place winners in each category may enter the CTSEF from the local school science fair in junior (6-8 grades), and senior division (9-12 grades). All Team projects compete in a "team" category.
 - ◆ All approved and necessary forms **plus a \$7 entry fee per student.**
All required forms, a copy of the abstract, and the entry fee must be included with the Entry Form.
Each student's (or team of student's) **paperwork must be stapled in numerical order.**
Continuation of previous year(s) research must include all abstracts and research plans, properly dated and in order.
LATE APPLICANTS WILL NOT BE ACCEPTED FOR ENTRY.
No last-minute changes will be made at the fair for inaccurate information submitted on forms.
Entry fees will not be refunded if a student fails to enter the CTSEF. No exceptions.
 - ◆ Applications for the Bryce C. Brown Award and Baylor University Scholarship Award (if applicable).
- REGISTER STUDENTS** at the TSTC Murray Watson Student Recreation Center at registration between 8:00 and 10:00 a.m. on Tuesday.
- ATTEND** the Teacher's Meeting at 6:00 p.m. on Tuesday evening.
- PLAN** for late judging on Tuesday evening. Dismissal of students will be no later than 10:00 p.m.
- ATTEND** the proper Awards Ceremony on Wednesday. (Awards ceremony times may vary)

DEFICIENCY FORM EXPLANATION

1. A Deficiency Form from one of the review committees will be attached to any project requiring additional attention, or to any project having suggestion(s) for improvement.
2. The Deficiency Form comments **MUST** always be corrected and returned to the CTSEF online process for additional reviews until the online process is complete. Once the online process is completed you will receive instructions for the final approval and the appropriate committee chairperson's signature.
3. Comments are numbered for each review. Each of these items must be addressed and corrected on your **original** paperwork. Please note that there may be additional comments in the lower comment section. Please read the complete review and correct all items.
4. The following is an explanation of the Pre-Approval Status Box for the PRT, SRC, or IRB:
 1. Approved –
 - a) suggestions only for a better project may be made, but changes are not required.
 - b) project paperwork need not be returned until entry date, once project is stamped approved.
 - c) research may begin - this project is approved for experimentation to begin.
 - d) once approved, your project will be returned with the word APPROVED stamped in the upper right hand corner of the Checklist for Adult Sponsor (1) form.
 2. Online Process Complete –
 - a) make a copy of your online process paperwork.
 - b) remember to check all area that requiring signatures for signatures.
 - c) mail or bring the complete copy (not the ink signed original) to the CTSEF office for final review.
 - d) approval which requires CTSEF committed chairperson signature.
 - e) your copy of your completed paperwork will be returned to you once your project has final approval and then, and only then, may your experiment begin (approved stamped and CTSEF signed).
 3. Incomplete/Resubmit –
 - a) numbered items must be corrected or addressed as well as any comments listed in the comments section.
 - b) return all corrected paperwork online by the next review date.
 - c) the committee must review and approve you project before experimentation may begin.
 4. Not Approved for Entry –
 - a) demonstration only.
 - b) library research only.
 - c) report only.

NOTE: ALL projects now require a research notebook. No product testing is allowed in any grade level.

Common problems seen by SRC (what not to do): See: www.societyforscience.org/iseef/rules.asp (page 6 - 8)