Add a District Fair (sub-fair)

1. Log in and go to your Regional Fair’s Dashboard.
2. Find your Tools menu (big blue square) and click it:

3. Now click “Register Subfair” in top right corner

4. Enter the information and hit submit. This will activate the account and send an e-mail with username and password to that fair director. That person can login and setup their fair.
School Account Setup

Before any students can register, schools must affiliate online with the special link provided by their District or Regional Fair. Once the account is setup, then the school coordinator must login at www.scienteer.com to complete a series of steps to open their registration for their students.

1. Create your school account online by following the link provided by your fair.
2. Login to your account by going to www.scienteer.com and clicking login.
3. Update your profile settings and create your signature.
4. Don’t forget to click “Submit” and save your data
5. Using your left hand navigation pane, click “Current Dashboard”

This will take you to your main Dashboard.
Step 1: Adding Teachers/Adult Sponsors

Every student that registers must be associated with a Teacher or Adult Sponsor. This person will help the student with organizing their registration and keeping track of their paperwork. This will be the student’s main adult contact. This person needs to login daily to check on the status of his/her student. This person will also be required to review and sign the ISEF Checklist for Adult Sponsor Form (1) when the time comes. This is normally the student’s teacher but can be any Adult or Mentor as well.

Students must choose their Teacher/Adult Sponsor from a drop down list when they register. You, the School, must add those people.

1. Click Step 1
You will provide First Name, Last Name, Phone Number, Gender and E-mail of all teachers/adult sponsors. As you add each person, this will create their accounts, the system will refer to them as Teachers. They will receive an e-mail with username and password. They will login and have a dashboard similar to yours to manage their students. You must also add yourself, if you plan on being a teacher/adult sponsor. Don’t forget to hit Submit to save the entry.

At the bottom of the screen you should see their name appear in the list.

2. When you are finished adding your Teachers/Adult Sponsors, click “Current Dashboard” in your left hand navigation pane to return to your main dashboard. Step 1 should now be complete and have a “green checkmark”
**Step 2: Setup SRC and IRB**

Many projects especially those that involve Vertebrate Animals, Microbiology, Human Participants, or Vertebrate Animal Tissues, will require Pre-Approval from a committee BEFORE the project even starts. Failure to do so will result in the project failing to qualify for competition.

**SRC (Scientific Review Committee)** will review project proposals dealing with

- Vertebrate Animals
- Potentially Hazardous Biological Agents (microorganisms)
- Human or Vertebrate Animal Tissues or Bodily Fluids
- Human Participants
- Radiation Studies (if the voltage of the generating device needed for the study exceeds 10 kv)

SRC must have a minimum of 3 qualified members (you can always have more):

- Bio-Medical/Microbiology Expert with advanced degree or equivalent lab experience
- Educator
- One other member

None of these people can be involved with any of the projects they review. At least one member must be designated as the SRC Chair. You can have multiple chairs if you wish. Only an SRC Chair can sign off on the student’s paperwork.

**IRB (Institutional Review Board)** will be an extra review board for project proposals dealing with:

- Human Participant Studies (any project involving humans as test subjects)

IRB must also have a minimum of 3 members, they can be some of the same people that are on the SRC as long as they meet the criteria:

- Human Risk Evaluator – Must be an RN, BSN, Nurse Practitioner, Physicians Assistant, MD, DDS, Licensed Social Worker, Psychiatrist, or Licensed Clinical Counselor.
- School Administrator
- Educator

A school may opt out of setting up these committees (if none of their projects will be dealing with the above subjects) but any project needing a committee would then be stuck and not allowed to proceed. In some cases a higher fair may allow you to use their committee if you can’t form your own. You must check with your higher fair. It could also happen that the SRC/IRB options are not available to your school at all because your higher fair has overridden them. If at all possible it is best for your students if you establish these committees.

1. You will setup these committees by clicking “Step 2” on your main dashboard.
2. As you add members they will receive an e-mail with username and password information. They are expected to login daily to check their accounts for messages or students waiting for review.

**Step 3: Open Registration**

1. From your main School Dashboard click “Step 3” and open your registration and click “Submit”
2. Go back to your Fair Dashboard (click “Current Dashboard” on left hand navigation pane).
How to Register Students

Students must register using your special “Registration Link”. Each school has their own link.

Look below your Step Buttons. You will see the “Your Fair’s Registration Link”. That is the link your students must use to register under your school.

When students use the link to register, they will have two options for getting Parental Permission.

1. Electronically via parent’s email. Once the parent signs, their account will become active and they will appear in the system. The student will be e-mailed username and password. Students can then login at www.scienteer.com.

OR

2. Print out the forms, take them home and have them signed (if their parent has no e-mail).

If the student chooses to print out the forms, they will bring the signed forms back and the Teacher or School Coordinator must scan them in as a PDF and upload them and manually setup the student’s account. To manually upload the documents:

1. Click “Tools” from your School Dashboard
2. Click “Register Student” (on the right hand side under “Miscellaneous”)
3. Fill in all of the information. Upload the PDF and Sign The Parent’s Name.
4. This will create the account for the student. You can give the student his/her username and password so they can login at www.scienteer.com.
Scienteer Student Steps:

REGISTRATION:

Students will be given a SPECIAL link to register by their TEACHER. If a student wants to use the system, they MUST contact their Teacher for the link. Every student must register individually to create a user account. Every school will have their own special registration link.

1. At this registration page a student will choose their school, grade, teacher and class period and give some basic information including parent E-mail address. This will send an automated E-mail from Scienteer to the parent.

2. Parents will electronically sign the Form 1B, Media Release and Privacy Statements at this point by clicking the link in the E-mail and answering some questions.

3. Once the parent signs the documents, the student will be receive an E-mail and Password via E-mail and their account will be activated.
   a. If the Student does not receive the E-mail but the parent has signed, the Teacher will be able to reset that student username and password.

4. If parents have no access to e-mail, the forms can be printed and taken home to be signed. The teacher will then upload them into the system so the student account can be activated.

USING THE SYSTEM:

The online system is broken down into a series of sequential steps that the student must complete. Once all steps are completed the system automatically generates all of the forms, research plan, etc. It works much like Tax software.

Steps:

1. Choosing a Title and Category (this must be done first but then can edited at any time after that)

2. Choosing a Team or Individual project
   a. If a team project, student will be able to invite and manage other registered students. Invited students will receive an invitation to the team and can accept or decline. If they accept, they will be added to the new project and their old project will be dropped (if they have already started one).
3. Choosing the right forms. The student will be asked a series of questions covering all of the ISEF rules. Once those questions are answered, the system will add the required forms to the project automatically.

4. Selecting and listing All Research Locations

5. Filling out the research plan and forms
   a. Every question in the research plan and every question on the forms have been broken down into sections with individual questions (sub steps). Students must answer each question in each section. Students may insert pictures or graphs or use latex type math when answering any of the questions.
   b. Sub-sections are as follows:
      i. Sub Sections (steps)
         1. Rational
         2. Question/Problem
         3. Hypothesis/Goal
         4. Materials
         5. Procedure
         6. Analysis Methods
         7. Bibliography
         8. Hazardous Materials/Devices Section (if Applicable)
         9. Human Participant Section (if Applicable)
        10. Vertebrate Animal Section (if Applicable)
        11. Pot. Haz. Biological Agent Section (if Applicable)
   c. These answers will be compiled into a formatted research plan and distributed to the forms automatically by the system.

6. Getting external electronic signatures:
   a. Students will be taken through steps to get their qualified scientists, vets, designated supervisor etc. signatures that apply to their project. Signatures can be taken directly with mobile device, computer or e-mail link.
   b. The system will not allow a conflict in dates. If someone tries to sign an invalid date (i.e. conflicts with the start date), the system will notify them and make them select a valid date.

7. Getting Adult Sponsor Approval:
   a. Adult Sponsors/Teachers will be notified with internal messaging that a project is waiting for their signature. They will have a que of things needed to be signed.
   b. Adult Sponsors will have an interface similar to the SRC interface. They must review the project and sign. This signature goes on the Form 1.
8. Getting SRC/IRB prior approval
   a. If required, the project will be submitted to the SRC or IRB for review. The SRC & IRB members will be notified internally and the project will be added to their que. Once they approve the student may continue.
   b. Human Participant studies will require ALL 3 IRB members signature (goes on the Form 4) PLUS one Signature from an SRC Chair (goes on the Form 1B). That makes a total of 4 signatures before the project is approved and the student is allowed to proceed.
   c. If a student has done work in an institution and received prior approval from that institution, they must upload the documentation in pdf format. Their project must then be POST reviewed (later step) by the local SRC.

Student May Start The Project

9. If student has worked in an Industrial Setting/Regulated Research Institution, student will be guided to get signatures for the Form 1C.
10. If student received institutional pre-approval, the LOCAL SRC will be notified to do a post approval (signature on the Form 1B box 2(b).
11. Student will write a post project summary with changes to procedure, data and conclusions.
12. Student will write the abstract.

Student is Chosen to Advance

If a project is chosen to Advance:

1. The student will receive internal notification and congratulations. The student will be asked to verify and update their Category, Title and Abstract. Upon confirmation the project data will be processed to the next higher fair. This may include navigation to the fair website for payment etc. (depending upon how the next fair is configured).
2. Students must check their accounts daily even after their school fair for any notifications/instructions that may appear.
**Student Navigation**

There are 3 main navigation points for students (see diagram):

1. Profile and Messages (Top Right)
   a. This is where you can change username, password, phone, etc.
   b. The message envelope is where you can send or receive internal messages

2. Project Structure Navigation (Left Menu)
   a. You can go back and forth here to specific sections or questions to edit your answers

3. Continue on with the next step (Big Orange Button)
   a. This is where you click to proceed to the next available step.