

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. See Hints for Special Projects.
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 committees 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 Research Plan 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 draws a conclusion. The student writes an abstract on the state form available on www.ssefflorida.com. **The student prepares the Project Summary with the results and conclusion of the project, signs and dates.** 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 must be completed. If Informed Consent Forms were utilized a Verification of Informed Consent Forms is required with one redacted Informed Consent Form. These forms are available from www.ssefflorida.com. 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 23-25 of the ISEF Rules. The research paper, which usually accompanies the display, should be finalized. The title on the board MUST be EXACTLY the same as the SSEF entry form and SSEF abstract.
10. PRIOR to the competition, the student completes the entry form, submits all of the forms, research plan, project summary, and the SSEF abstract to the SRC for review. The student is responsible for keeping all informed consent forms for at least 3 years in a secure location.

Students should have the original copy of all forms (including Research Plan, Project Summary, 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 be prepared to give the key points in responses of 1 minute or less. The judging process should be a conversation.