SSEF ENTRY INSTRUCTIONS

Fair Directors will enter their SSEF Finalists when the SRC paperwork is uploaded to SSEF google Region google folder (within 10 days after Region Judging takes place.) **There will NOT be an Entry Form for students/parents to complete and sign.**

The following information for each Finalist will be required to be entered by the Fair Director (designee) when uploading paperwork. The Regional Fair should have this information for each Finalist before submitting their entries.

There are no signatures required for this Entry procedure.

Note: However, there will be a **WAIVER – Terms and Conditions Release Form** with student and parent signatures required. Fair Directors will bring these signed forms with them to the Spring SRC Meeting. These will be held separate from SRC paperwork.

Entry Information needed (On Google Forms)

Fair Director (or designee) will be required to enter the following information for each Finalist to the SSEF of Florida.

1- **Region** (A dropdown)
2- **Section:** Junior or Senior (A dropdown with SR or JR)
3- **Is this a team project**? Yes or No (if YES, there will be a way to enter Team Members personal information)
4- **Category** (a drop down)
5- **Project Title**
6- **Project arrangements**: Table or Floor (NO Electricity offered this year)
7- **Personal Information: (needed for Team Leader and Team members if applicable)**
   - Name (First, MI, Last)
   - Phonetic Spelling (it could be one space, without separating it into first and last name)
   - Gender:
   - Grade
   - Student Email address
   - Cell Phone
   - Ethnicity (the same dropdown list we have in the database)
8- **Parent Name and email address**
9- **School Name** (a dropdown of all the schools in data base or an option to add a school not listed – use full/official name of school)
10- **Teacher Name and email address**

SUBMIT PROJECTS THAT MEET THE RULES AND GUIDELINES PROVIDED BY ISEF and the SSEF of Florida Supplement and Addendum.

Only __official__ ISEF and SSEF Forms will be accepted in the packet

PROJECT ENTRY PACKET UPLOAD (PDF) for SSEF of Florida 2022

Instructions for Region upload to google folder will be provided prior to Entry Due date. Contact Tami Haddad for Entry questions: thaddad@gmail.com

All Project Entry Packets must be complete

MAKE A SINGLE PDF PACKET FOR EACH FINALIST AND PLACE PAPERWORK IN THE FOLLOWING ORDER: Note: There is NO Entry Form. Fair Director will complete each Finalist information on the google registration form. NO signatures.

- **SSEF ABSTRACT** – Final submission for Certification
- **Checklist for Adult Sponsor (1)**
- **Student Checklist (1A)**
- **Research Plan** and if applicable Post Project Summary –
- **Approval Form (1B)** with ALL signatures
- Regulated Research Institution/Industrial Setting Form (1C) – if applicable
- If applicable forms – in numerical order for that project
    - (3) Risk Assessment
    - (4) Human Consent and redacted Consent Form and VICF
    - (5A) or (5B) Vertebrate Animal Form (Mortality Report)
    - 6A) PHBA along with BSL1 /BSL2 Safety assessments
    - (7) Continuation/Research Progression Form with previous year's Abstract & Research Plan