

Welcome and thank you for your interest in the Region I Science Fair! Here you will find an explanation of how to register for the both the High School and Middle School Regional Fairs. Feel free to contact us with questions!

Important Dates:

HIGH SCHOOL		MIDDLE SCHOOL	
Online SRC Application:	12/2/18	Research Plan Forms	1/7/19
Copies of signed SRC Paperwork (if required)	12/10/18	Regional Registration Forms	4/12/19
Regional Registration Forms	2/8/19	Fair Day!	4/26/19
Fair Day!	3/8/19		

## HIGH SCHOOL HOW-TO

\* IMPORTANT – be sure to add [massscifair.com](http://massscifair.com) and [scifair.com](http://scifair.com) to your “safe sender” list in your email program, so that these emails will not end up in your Junk folder!

### Step 1: Create or Update a Personal Account and Profile in SEFOS <http://massscifair.com/sefos/>

- New Students First-time students must create an Account and a Student Profile. When completed, each student must return to his/her home page, and in the right margin click on “Create/Join a Project.” Team members should join the project with the project code which will be provided to the Team Leader when the project is originally created.
- Returning Students Be sure that your personal information, including your grade level, is up to date. When your Student Profile is completed, each student must return to his/her home page, and in the right margin click on Create/Join a Project.
- Team Projects All members of team projects must also either create or update their Student Profile as a first step. The Team Leader can then create their Team Project, and provide a code from SEFOS for the team members to log into their own accounts and join the project. (Each team member must first have an Account and Student Profile before they can join the team project.)

In all cases, SEFOS will allow students to reset passwords.

### Step 2: Research Plan Approval & Forms

Based on the information that students provide in their Project description, SEFOS generates PDFs of the required forms for students to download and print, and then to obtain required signatures from teachers and mentors. SEFOS will auto-fill relevant information into the PDF form(s)! Students need to check the pre-filled information, complete the downloaded forms, obtain required signatures and submit these forms. Be sure to keep a copy for your own records!

All uploaded forms are reviewed by the Regional Science Fairs' Scientific Review Committees.

Through SEFOS, by \*email, students will be notified if their project will require pre-approval or not. For projects that do not require pre-approval of their research plan (as determined by the **Regional SRC Review Committee**), the student may begin his/her project immediately. For students whose projects do require pre-approval, they must first receive notification from the Regional SRC Review Committee that they may begin experimentation

## MIDDLE SCHOOL HOW-TO

1. Each student, including all Team Project members, must register and complete all the necessary forms pertaining to the project. Your Research Plan must be approved before you may start your research:

**APPROVALS & CONSENT FORMS REQUIRED:** Research Plan Forms (Form A and B) describing the project must be submitted for approval, Human Consent Form (Form C) and Designated Supervisor Form (Form D), to be completed if needed.

**REGISTRATION FORM:** Complete this form to apply to participate in the Region I Middle School Science and Engineering Fair and obtain all required signatures.

*There is no online registration for the Middle School Science Fair.*

Note: We use the MSSEF State Science Fair Forms to simplify the process for students if they become regional winners and move up to the state competition. Upon qualifications we will provide your forms to the State

2. After reviewing the registration application, necessary forms and verification of following all safety rules, we will email results to the teacher of the student(s) with registration confirmation. This is a lengthy process and may take time. The teacher is expected to forward this email ASAP to the student and parents, so all parties involved will be promptly notified. If there is a safety concern or other issue with the project and the project is not allowed, the teacher will be notified as soon as possible.

Again, I am happy to answer any questions and we hope to see you at the 2019 Science Fairs!

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