

STUDENT CHECKLIST - 2025

1. **READ** ISEF Rules and Guidelines thoroughly and carefully, paying special attention to the sections entitled: Student Guidelines, Rules for All Participants, Display and Safety Regulations, and Entry Rules.
2. Using the Student Guidelines section as a roadmap, start to **THINK** about research that may interest you. Talk to your teacher/adult sponsor concerning your project. Remember that all projects need approval before experimentation can begin.
3. **SUBMIT** all required paperwork by pre-approval deadline online through STEM Wizard at: www.ctsef.org
 - **Waiver and Release of Liability Forms** must be completed in order for CTSEF to process your paperwork.
 - **Form 1** – Checklist for Adult Sponsor.
 - **Form 1A** – Student Checklist. Remember that experimentation cannot begin until all forms have been read and approved by CTSEF.
 - **Research Plan** – This document will include your problem statement, your hypothesis, your materials list, your procedure for testing the hypothesis, and the sources of your research (bibliography). Remember, be consistent with the format you choose for your bibliography and write your procedure in step-by-step format so it can be repeated by someone else.
 - **Form 1B** – Approval Form. This form requires several signatures. Be certain that you allow enough time to complete your research!
 - There may be various **other forms** that must be completed and signed as required by your particular type of project. Refer to the international rules book to determine your type of project and the necessary forms needed to satisfy the requirements.
 - \$5 filing fee per student for pre-approval review. For all research projects, the research plan and all applicable forms must be completed online and the \$5 filing fee sent to the CTSEF office for each student before the pre-approval deadline
 - **All IRB** projects (those involving Human Participants) **might** require an interview. **Interviews will only be held as requested by the IRB committee chairperson and will not be charged an additional fee.**
 - \$12 per project for optional **regional SRC interview**. This fee is **optional** and applies only if a student wishes to have a regional SRC personal interview for his/her proposed research.
4. **CORRECT** deficiencies and **RESUBMIT** by correction deadline: (See Important Dates and Deadlines) or as soon as corrections are made.

- Suggestions and/or corrections will be returned to you with your paperwork online.
 - The student must correct the deficiencies and the teacher/sponsor must check each correction. Deficiencies require that paperwork be returned online until online process is complete by CTSEF.
 - **A student's project is approved to begin experimentation when the CTSEF committee chairperson has signed off on STEM Wizard.**
5. **PERFORM YOUR EXPERIMENT AND GATHER DATA** according to the approved procedure in your research plan.
6. **SUBMIT ENTRY FORM AND OTHER REQUIRED FORMS BY ENTRY DEADLINE**
(See Important Dates and Deadlines)
- Continuation of previous year's(s') research must include all previous dated abstracts and research plans as attachments, properly labeled.
 - No last-minute changes will be made at the fair for inaccurate information submitted on forms.
 - **LATE APPLICANTS WILL NOT BE ACCEPTED FOR ENTRY!**
 - **Entry fees will not be refunded** if a student fails to attend the CTSEF. No exceptions.
- \$12 entry fee per student.
7. **REGISTER** at the regional fair site at announced time and date.
8. Your **Project Data/Research Notebook** must be at your project.
9. **PLAN** for late judging. Dismissal of students should be no later than 9:30 p.m.
10. **ATTEND** the Awards Ceremony the next morning. (Awards ceremony times may change.)