HOW TO DEVELOP A SCIENCE FAIR:
Forms and Paperwork

- **This is the most daunting, and discouraging, part of the process.**
    - **It is vital for the safety of the student.**
    - **It is vital for the legal protection of you as the teacher and the adult sponsor that supervises the work.**
    - **It is critical that they are filled out correctly so the student will not have problems getting the project cleared by the SRC for competition in a regional, state, or international event.**
- **Methods to move through the forms more easily**
    - **Prior to beginning any experimentation print out all of the ISEF official forms and review them.**
    - **It is easier to divide the forms into "packets". Forms for all projects, human subjects, vertebrate animals, hazardous substances, and potentially hazardous biological agents.**
    - **Issue the packet for all projects to the teacher's class. Issue each student a black ink pen while directing them to print legibly.**
    - **Go through Form 1, 1A, and 1B line by line directing the students on what to enter in each place. When this is completely done send the complete forms with the students to obtain the proper signatures.**
    - **The adult sponsor should be the person that provides direct oversight of the project.**
    - **Upon receipt of these initial forms file them for each student.**
    - **Have the students to type parts a-c of the research plan. Part a) is the question. Part b) is the hypothesis. Part c) is the procedure.**
    - **Have the students to find literary sources that pertain to the project. Five should be obtained. If vertebrate animals are used one of the five should be an animal care reference.**

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    - **Using an online bibliography engine enter the information from the sources obtained in the literary search to produce a bibliography for the research plan labeled d).**
    - **Upon completion of the research plan/bibliography issue the special forms packets (vertebrate animals, human subjects, etc.) if needed.**
    - **Go through these line by line with a black ink pen helping the student to fill these out properly.**
    - **Once all parts are completed that can be, send the student to the qualified scientist along with the research plan/bibliography and a note explaining why the forms are needing to be signed. (It is usually good form to ask a doctor/veterinarian used by the student needing the form signed. Some qualified scientists are difficult but using the one used by the student helps.)**
- **Project Data Book**
    - **This is important for the recording of data points during the project.**
    - **Spiral Notebooks or Three-Ringed Binders are both used.**
        - **If using a three-ringed binder it is helpful to divide the binder into different sections.**
            - **If the data sheet is computer generated it is good to enter data by hand.**
            - **Students may want to put other items in the book like background information, ISEF forms, etc.**
    - **It is important for students to have their data book at the science fair as evidence of the data they have collected with their project.**
- **Abstract**
    - **This is a short synopsis (250 words maximum) of the project.**

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- **It should be completed on the Official ISEF Abstract Form found in the document library for the Intel ISEF found at www.societyforscience.org**
  - **The following topics should be covered in the abstract:**
    - **Purpose**
      - **A short description of the rationale of the research.**
    - **Procedure**
      - **An abbreviated enumeration of the procedural protocol used in the experiment.**
    - **Results**
      - **A listing of the numerical support for the conclusion.**
    - **Conclusion**
      - **A short explanation of the overall conclusion of the project.**
  - **Personal Information Section**
    - **The title of the project.**
    - **The name of the researcher(s)**
    - **The school, city, state, and country of the research**
  - **Checked boxes**
    - **These are important boxes that help in the SRC review of the project and are:**
      - **category**
      - **special research categories (i.e. human subjects, vertebrate animals, etc.)**
      - **project questions**

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- **Research Paper (only required for projects attending the Intel International Science and Engineering Fair (ISEF), but are suggested for all fairs)**
  - **Sections as given in the Intel ISEF handbook:**
    - **Title Page**
      - **should include the title and identification information about the student such as name, category, school, etc.**
    - **Table of Contents**
      - **should identify the sections of the paper**
    - **Introduction**
      - **should set the backdrop for the paper which may include:**
        - **purpose**
        - **problem**
        - **hypothesis**
    - **Materials and Methods**
      - **should include the items that were a part of your experimental design and the procedure you used when completing your experiment.**
    - **Results**
      - **should include the data collected during the experimentation**
    - **Discussion**
      - **should include an explanation of trending that was identified within the results section.**
    - **Conclusion**
      - **should include how you felt the data supported, or did not support, your original hypothesis. Included in the discussion may be an explanation of things that went according to plan as well as things that did**

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not and how this could have altered the result.

- **Acknowledgements**
  - **Should include a recognition for anyone who helped the student in any way during the experimentation.**
- **Works Cited**
  - **Should include all citations used within the paper as well as support literature for the paper. Depending upon the style used it may be referred to as the reference section.**

- **Suggested formats**
  - **APA**
  - **MLA**
  - **Chicago Style**