



## **NYSSEF 2017 – 2018 Dates to Remember, Eligibility & Rules**

**Liaisons should read all regulations carefully, as failure to abide by these regulations may result in disqualification of students and/or projects.**

**December 04, 2017** – Online Registration **OPENS at 8:00AM**

**January 23, 2018** – Technical Support CLOSSES at **5:00PM**.

**NOTE WELL:** All requests for technical support and NYSSEF website assistance must be submitted prior to the Technical Support Deadline to guarantee a resolution before the online registration deadline passes.

**January 24, 2018** – Online Registration **CLOSES at 5:00PM**.

*All NYSSEF forms and ISEF paperwork (where applicable) must be electronically uploaded by this date.*

**January 26, 2018** – Confirmation of named NYSSEF ISEF Trip Chaperone (supply science, math, or research educator name and position held at the potential finalist(s) school if participating at NYSSEF ISEF held on March 19, 2018) **by 8:00 PM** to [info@nyssef.org](mailto:info@nyssef.org).

**January 29, 2018** – Liaison CONFIRMATION – ONE EMAIL per SCHOOL PLEASE (email response that states: “**Review of all student participants and divisions are confirmed as accurate**” or explanation of inaccurate information, including duplicate entries or missing partner information) confirmation of projects **by 8:00PM** to [info@nyssef.org](mailto:info@nyssef.org).

**January 31, 2018** – ALL NYSSEF applications and payments **MAILED and RECEIVED BY 5:00 PM**

**Please note:** Failure to provide payment by January 31, 2018 at 5:00PM will result in disqualification. In the event of a disqualification, no refunds will be issued. If a payment check is returned, there will be a \$30 fee.

**Please do not ask for signature requests on overnight/Fed Ex/UPS deliveries; packages requiring signature will be returned to sender and students will be disqualified for non-payment.**

**Mail to:** New York State Science and Engineering Fair  
**Attn:** Alexis Pace, Treasurer  
P. O. Box 668  
Glen Cove, NY 11542

**\*\*ALL CHECKS SHOULD BE MADE PAYABLE TO NYSSEF, INC. \*\***

**February 26, 2018** – SRC status emails will be sent by this date. Be sure to mark [info@nyssef.org](mailto:info@nyssef.org) as a “safe sender” to ensure that you receive all e-mails.

**March 12, 2018** – SRC clarifications, letters, etc. must be **EMAILED** to [info@nyssef.org](mailto:info@nyssef.org) and **RECEIVED BY 5:00 PM**.

**March 19, 2018** – NYSSEF (ISEF Division only) held at the New York Hall of Science, Queens, NY

**March 22, 2018** – NYSSEF (ISEF Finalists MEETING) held at Jericho High School, Jericho, NY; **4 PM**

**April 23, 2018** – NYSSEF (Andromeda and Broadcom Divisions) at Plainview-Old Bethpage Middle School in Plainview, NY

**May TBA, 2018** – Andromeda/Broadcom Awards Ceremony will be held at 6:00PM (Broadcom Division) and 6:30 PM (Andromeda Division), Jericho High School auditorium.

If you have any questions, please contact [info@nyssef.org](mailto:info@nyssef.org).

**NYSSEF respectfully requests that all registration and payment questions be addressed solely by the school liaison.**

### NYSSEF Eligibility

- Students must be enrolled in a public, private, parochial, or homeschool in the state of New York to be eligible.
- To be eligible for the ISEF Division, students must participate in their ISEF affiliated, regional fair. Students do not have to win their regional fair but they must participate and include proof of registration with their application.
- Each student may enter only one project that covers research completed over a maximum of 12 continuous months between January 2017 and March 2018.

### Online Registration

- All students must register online at [www.nyssef.org](http://www.nyssef.org) to complete the registration process. If registering as a team, **ALL members of the team should complete initial NYSSEF ISEF application AND NYSSEF ISEF registration, being careful that the project information entered for all team members is IDENTICAL** (including school name (s), liaison name & liaison contact information). Student(s) will receive registration confirmation via the NYSSEF website, after submission. **If experiencing a technical difficulty, liaisons should e-mail [info@nyssef.org](mailto:info@nyssef.org).**
- After the closing of online registration on January 24, 2018, liaisons will receive an e-mail detailing their school's electronic registration. Liaisons have until January 29, 2018 to confirm the registration information is correct via email to [info@nyssef.org](mailto:info@nyssef.org). **NO changes will be accommodated after this date.**

### School Registration Limits

- Each school may register a maximum of **10 ISEF Division** projects.
- Each school may register a maximum of **20 Andromeda Division** projects until capacity is reached.
- Each school may register a maximum of **10 Broadcom Division (grades 6-8)** projects until capacity is reached.

Payments must be **MAILED** and **RECEIVED** by January 31, 2018 by 5:00 PM. Failure to submit fees by the deadline will result in disqualification of projects. In the event of a disqualification, no refunds will be issued. If a payment check is returned, there will be a \$30 fee.

### Paperwork

#### ISEF Division

**Student projects must submit all paperwork ONLINE via Initial Registration AND the NYSSEF ISEF PROJECT UPLOAD links on the NYSSEF website.**

### Initial NYSSEF ISEF Registration

1. Complete Initial NYSSEF ISEF ONLINE registration (**Note Well: Team project partners MUST ALSO complete the initial NYSSEF ISEF registration separately, for each team member, with identical registration information, as applicable**).
2. Complete Student Application with all appropriate signatures and category selection. Scan and PDF the student application form then **upload**.
  - a. **Team member student applications must be included in their personal registration upload and note well liaisons-provide a hard copy of all student applications with payment and payment form.**

3. Upload all project applicable ISEF forms by the deadline date (**ONE PDF**) including proof of regional participation and rules wizard (*follow instructions verbatim below*)

### NYSSEF ISEF Project Upload Registration

Complete ONLINE NYSSEF ISEF Project Upload by the January 24<sup>th</sup>, deadline, 5PM!!

*Each individual student or team leader upload contents below in one PDF which should include the following components in the order listed below:*

1. *Proof of SCHOOL(s) with all named students regional affiliated ISEF fair participation.*
2. A copy of the completed ISEF Rules Wizard forms recommendations
3. ISEF abstract, **on ISEF form!**
4. All project applicable ISEF forms, in numerical order.
5. **Note well:** Research Plan (MUST FOLLOW the ISEF 1A Research Plan format VERBATIM). Please complete Top of Page- Item #3 including a., b., c. and d headers. Additionally, as applicable, Bottom of Research Plan (ISEF form 1A) #1-4 must be completed verbatim including applicable sections headers a, b, c,... etc. write in non-applicable as deemed necessary.
6. Research Plan Addendums (**Note Well: an addendum includes any changes to the original research plan due to changes in the research process, if no changes exist state NO ADDENDUMS EXIST (see #7 below).**)
7. (**REVIEW for 2018**): Write in BOLD at the **END** of the research plan in **18 point font** – **“NO ADDENDUMS EXIST” (if no changes were made to the Research Plan).**

**A modified research plan should write all changes in BOLD and italicized font.** Your goal should be to clearly show changes made between the original Research Plan and the revised research plan (**which is now considered your project summary**). **NOTE WELL:** Some studies, such as an engineering design or mathematics projects, will be less detailed in the initial project plan and will change through the course of research. If such changes occur, a project summary that explains what was done is required and can be appended to the original plan.

8. For projects involving **human subjects**, you **MUST** submit a **copy** of **ALL** signed consent forms via MAIL with the payment form by **January 31, 2018; 5 PM.**
9. Include your Research paper with references. Research Papers must have a title page, introduction, materials and methods, results (data, findings, or mathematical proofs), discussion, conclusions, and references.

### Day of Fair:

#### NYSSEF Project Display Regulations

1. All projects must follow the *Society for Science* size and display guidelines.
2. **HOWEVER, no project may indicate geographic region, school, or school district of the student entrants. If such items are present on the day of the fair, they will be covered with masking tape or removed by the display committee.**
3. All projects must display the official abstract vertically and where applicable, forms 1C or 7 must be on display at the student table.
4. Every attempt will be made to provide a location with electricity **if notification of need is made by January 24, 2018.**
5. Students assume all responsibility for their display materials, including boards, logbooks, forms, and laptops or other technical components. NYSSEF and the New York Hall of Science are not responsible for any damages or missing equipment.

**Lightning Round (REMINDER for 2018)** - Upon the conclusion of NYSSEF ISEF Division judging, the top projects will be selected to advance to the lightning round presentations. The judging panel for each lightning room will include judges from varied specialties (judges will be separated into either LIFE or PHYSICAL Sciences categories). At the commencement of the lightning round, judges will observe all student presentation boards (*without students present*). Following judge evaluation of presentation boards, students will have (3) minutes to present their most pertinent findings and conclusions, followed by questioning by panel judges (*timeframe is at the discretion of the judges*). Judges will initially evaluate students utilizing the Intel ISEF Division rubric provided on the NYSSEF website, followed by a judging panel group discussion of all category projects. The judges will select projects to represent New

York State at the International Science and Engineering Fair (ISEF). In the event that any of the top projects are unable to attend ISEF (due to disqualification or any other unforeseen circumstances), two runner-up projects will be additionally selected. **Best in Fair project (s) will NOT participate in the lightning round but will earn an automatic designation as Intel ISEF 2018 finalist (s).**

### Andromeda and Broadcom Divisions

Projects must complete and submit the following:

1. Scan and save NYSSEF application with signatures as one pdf file. For team projects, be sure to include a separate **NYSSEF Student Application Form** for **EACH team member**.
2. Complete Online Registration with required uploads by **January 24, 2018**.
3. Student NYSSEF application forms **MUST** be mailed with payment before **January 31<sup>st</sup>, 2018; 5 PM (remember to UPLOAD a PDF of each student's application form during the ONLINE registration)**. Be sure to include a student application form for EACH student within a team.
4. Complete and mail NYSSEF payment, NYSSEF applications and payment form with all student participant names and payment. **\*\*TEAM PROJECTS: EACH STUDENT MUST COMPLETE THE ONLINE REGISTRATION.**

### Day of Fair (Andromeda and Broadcom):

#### Student - Staff Ratio:

NYSSEF requires **one school chaperone for every 5 students** participating in the Andromeda and/or Broadcom fairs. For team projects consisting of more than one school, the team leader's school is responsible for ensuring the required chaperone(s) attends the fair.

#### Project Display Regulations:

1. Project boards may not indicate geographic region, school, or school district of the student entrants. If such items are present on the day of the fair, they will be covered with masking tape or removed by the display committee.

**Liaisons should assemble necessary forms (payment and signed student application) for the school and send with the corresponding payments to:**

New York State Science and Engineering Fair, Inc.

Attn: Alexis Pace, Treasurer

P. O. Box 668

Glen Cove, New York 11542

**\*\*\*ALL CHECKS MADE PAYABLE TO NYSSEF, INC.\*\*\***

## AWARDS

**\*\*\*NYSSEF ISEF awards will be announced after completion of the Lightning Round. This will take place in the New York Hall of Science (NYSCI) Auditorium. *THE TOP OVERALL SCORER(s) of the ISEF DIVISION of the NYSSEF competition will not attend the lightning round but will obtain an automatic spot for the ISEF 2018.* If a student should leave prior to the Awards Ceremony and they are due an award, they will *forfeit their award to the runner-up.* **NOTE WELL:** If a student chooses to withdraw from ISEF after NYSSEF has paid related fee's that finalist student (for any reason) and the student's school will be responsible for reimbursement of all non-refundable fees to NYSSEF or that student school will forfeit participation in NYSSEF ISEF for FIVE (5) years.**

**\*\*\*The Awards Ceremony for Andromeda and Broadcom will be held separately at Jericho High School, Jericho, NY date May TBA, 2018.\*\*\***