

NEFRSEF Pre-Fair Instructions

All paperwork should be posted on the NEFRSEF website BUT **paper copies ARE required for competition.** The last date the complete set of paperwork can be accepted at Episcopal High School Room H-202 is January 15, 2025 at 6 PM. If dropping off paperwork during the school day (7:30 AM to 3:30 PM) you should drop them off in the Welcome Center at the high school. If you plan to drop paperwork after school hours before January 15th, please contact Mrs. Zeiner to make sure that she will be in her room. **Do NOT leave paperwork at any other building or office.**

(If paperwork will be dropped off at either Mrs. Zeiner's home in Mandarin or my home in Murray Hill, they **MUST** be received by January 14th so ALL papers can be brought to Episcopal on Jan 15th. Contact the appropriate person for the address and to let them know when to expect the paperwork.)

PLEASE check over the paperwork and **paper clip** the Pre-Fair Review sheet on top of the other forms in the order listed on the Pre-Fair Review Sheet. **There should be NO staples.** Please circle JR for middle school projects or SR for high school projects and write the NEFRSEF category in the space, PLEASE use the acronyms below:

Behavioral and Social Sciences– BEH	Environmental Science – ENV
Biochemistry – BIC	Mathematics - MAT
Botany – BOT	Medicine and Health - MED
Chemistry – CHM	Microbiology - MIC
Computer Science – CMP	Physics & Astronomy - PHY
Earth Science – EAR	Space Science - SPA
Engineering – ENG	Zoology - ZOO

The most common errors last year were:

- missing signatures
- missing start date on Form 1A line #7 (or the date was not consistent with the other forms)
- missing forms

You will NOT receive the paperwork back until AFTER the competition, so you should make a copy for your own records. ALSO, if you have a Form 1C or Form 7 you need your own signed copies to display with your board.

Emails will be sent after the review to the addresses on the Pre-Fair Review sheet so PLEASE print clearly. I have already contacted many students, parents and teachers so please highlight the email address if it is new.

If there are any issues, you will be able to submit the corrected paperwork by January 31st. NO PAPERWORK will be accepted at the project setup on February 7th. If many corrections are needed, I might download the paperwork from the NEFRSEF site to assist you in making the corrections.

At project setup you will receive an approved abstract that has been stamped. This is the ONLY abstract that may be present at your display, and it **MUST** be displayed vertically.

If you changed your procedure or didn't finish all that was originally written in the research plan, you should write a Project Summary for the Research Plan describing the changes. You will find this section

at the end of the Research Plan on the NEFRSEF site. This can be written in past tense since it is written after performing the experiment.

Thank you for taking the time to look over the paperwork PRIOR to turning it in. As always, if you have questions, you can email me PRIOR to January 15th at oma4judge@gmail.com

RESEARCH PLAN CHECKLIST FOR ALL PROJECTS

- Name is on the first page with the title on the other forms (doesn't have to match the abstract)
- A. Rationale provides background information
- B. Either the Question and Hypothesis OR Engineering Goal and Expected Outcomes
- C.1. Procedure – Materials listed before the numbered steps – the procedure is written in future tense or imperative mood
- C.2. Risk and Safety – “none” is not generally appropriate. Be sure to give both the risks AND the precautions.
- C.3. Data Analysis – this is the plan for data analysis – NO DATA OR CONCLUSIONS should be present
- D. Bibliography – NEFRSEF requires 5 references about the project. COMPLETE CITATIONS ARE REQUIRED, urls alone are NOT sufficient. ISEF Rules, SSEF Supplement, NEFRSEF site, and Lab contracts do not count in the required 5 nor do the additional required references which are listed below for projects involving the following:
 - o Hazardous Chemicals, Activities, and Devices – Safety Data Sheet for each hazardous chemical and a safety reference/manual for each hazardous activity or device.
 - o Human Participants – a reference from ISEF Rules page 23
 - o Potentially Hazardous Biological Agents – a Biosafety reference from ISEF Rules page 24 and product sheet (or safety data sheet) for each microorganism or tissue
 - o Vertebrate animals – an animal care reference for each species

OTHER ITEMS commonly causing issues with paperwork:

- Titles: Titles on the Abstract and Board MUST be the same. Titles on all other forms and Research Plan might differ from the abstract title but should be related.
- Dates: **Form 1 and Form 1B are signed on or before the start date on Form 1A line 7.** Start dates are when the experiment/data collection begins, not background research.
If additional ISEF forms were required, the start date must be on or after any of the signatures on those forms. (Except for completed Human Informed Consent Forms, Forms 1C, 7)
For Human Participant projects the start date is the day the Human Informed Consent Forms are first provided to potential individuals after the IRB approval, NOT when the data collection takes place.
Form 1A line 7 an end date is preferred but if **data collection** is still occurring then it can be left blank or “still working”. End dates should not be pre-dated.
- Forms: If the project was started prior to August 2024 then the ISEF forms should be 2023-2024 and not the current year EXCEPT for the Abstract, Form 1C and 7 if these were completed after August 2024. There should be no other exceptions unless they were handwritten since the online versions of the 2024-2025 forms were not available until August.