

# Steps to Successfully Using Scientisteer

(and minimizing the number of times that your project gets sent back to you for revision)

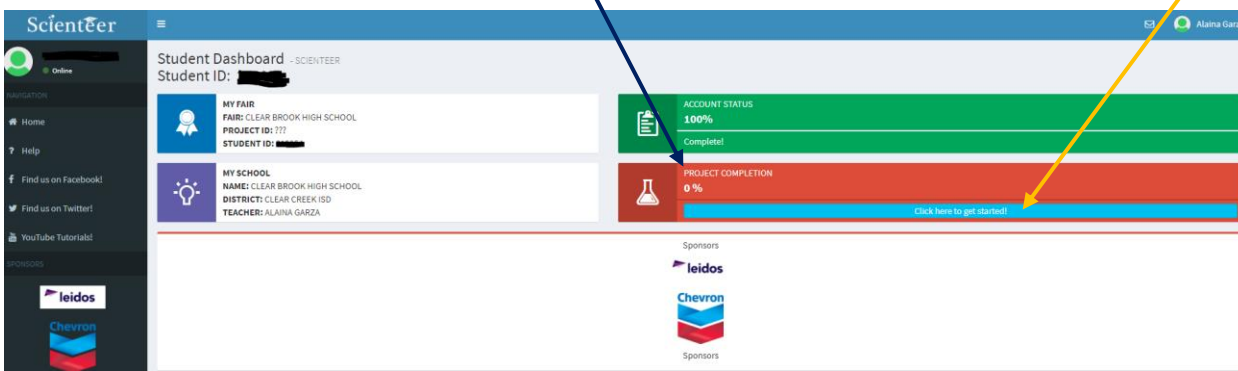
- 1<sup>st</sup> login each year: Use the unique school *registration link* given to you by your school or teacher, there will be a link from the registration page to your past account if you already have one.
  - Make sure you use an email that you will check often.

Continue working through the Prompt Questions. I have identified a few areas in the following steps that have led to confusion in the past. *Please read through this document!*

2. Project Start Date: Enter an approximate start date, this can be updated later.

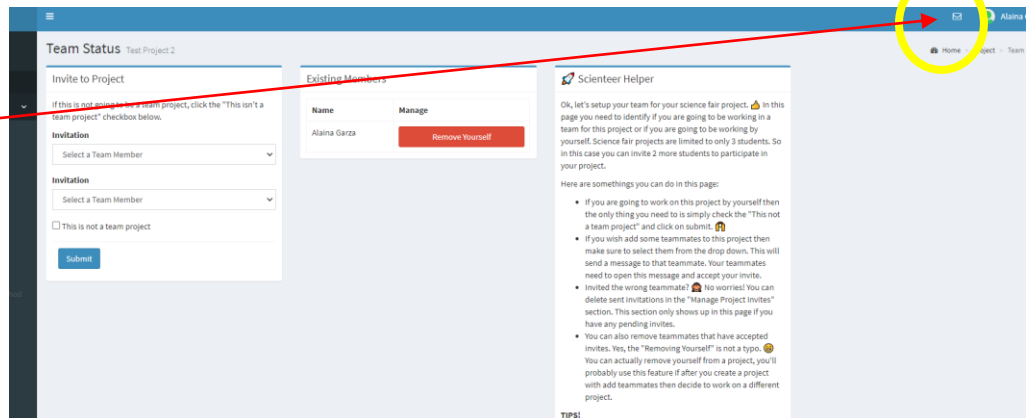
3. Check this section to keep track of your progress.

Use this button bar to advance to the next question.

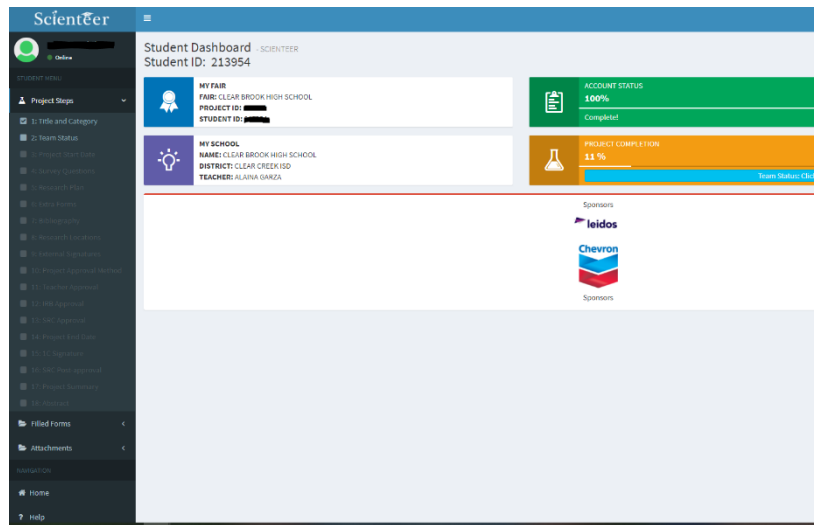


4. Give your project a Title and Category (this can be updated later).

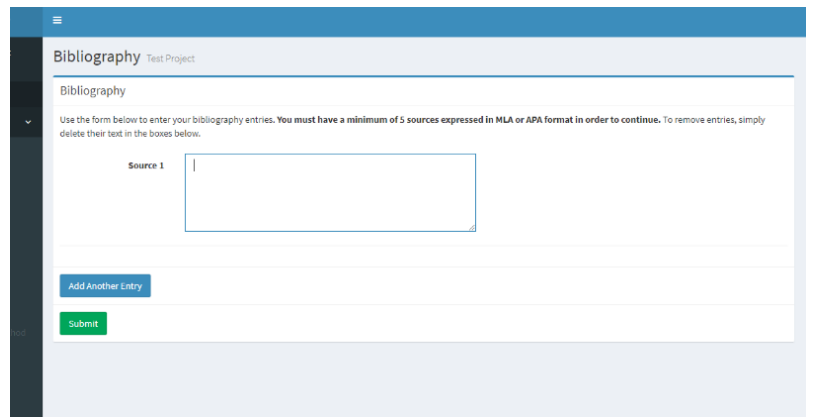
5. If you need to invite a team member to a project, after filling this page out, they will get a notification here and they will need to accept the invitation in their account.



6. As you continue to answer questions and fill in sections, the page tree will activate the next pages.

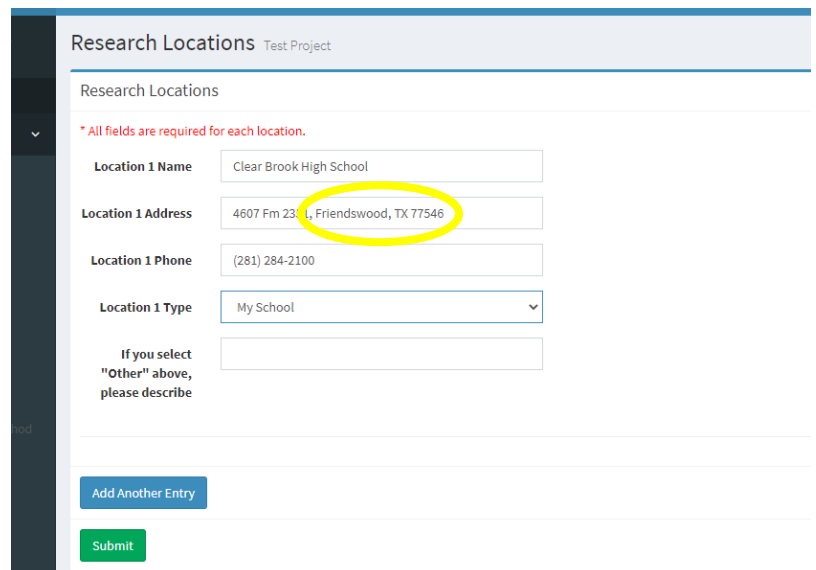


7. The Bibliography section is not for an annotated bibliography, just enter the citations. You will need a minimum of 5 citations to move on, but you can add more later. Please make sure they are from *reputable sources*. Your annotations go in your lab notebook.

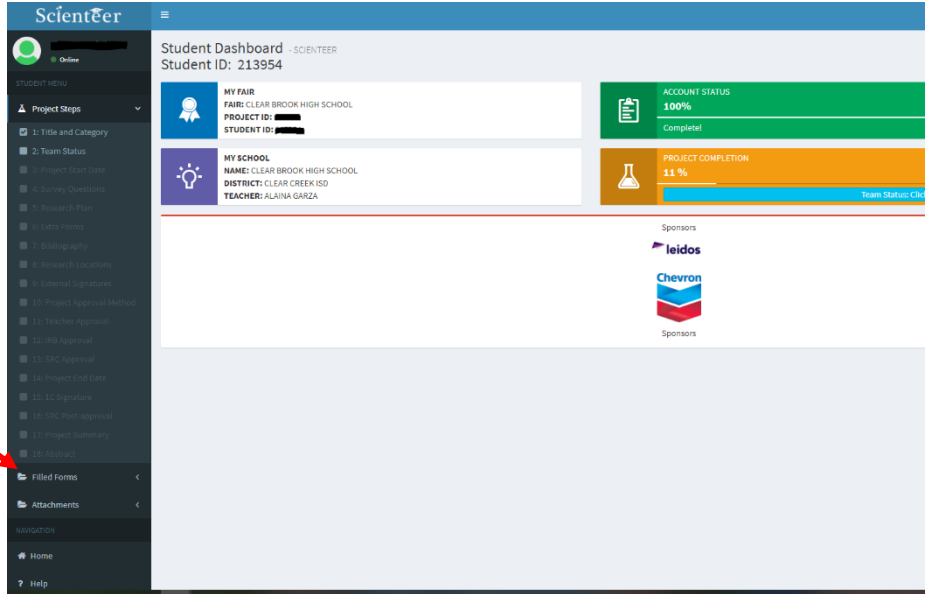
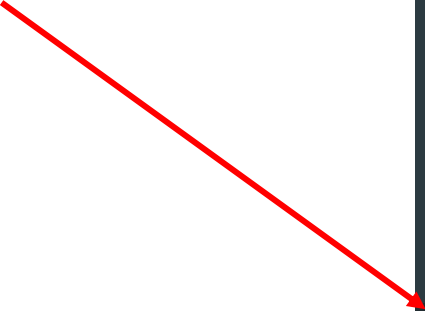


8. All research locations will need an address with **City, State, and Zip Code**.

-If you forget the city, state, or zip code, it will be sent back to you for revision.



9. Later, you may need to **print** forms or your **abstract** for competitions, these will be found in the Filled Forms section.



Part of researching for your project means reading the rules that pertain to your project.

**VIEW THE ISEF PROJECT RULEBOOK [HERE](#).**

**Keep checking your Sciencenter account for required next steps!  
If you don't, you may run out of time for approvals.**

*Be sure to communicate with your teacher/science fair coach if there are questions or concerns.*

See more Project Specific Pages below:

10. If prompted to fill in Risk Assessment forms, please be as specific as possible and be sure that you have *researched* each risk.

Examples:

11. Human participant projects: **Participant Details**

Your project will need these forms, *even if you are the only subject (i.e., tasting or testing anything on yourself)*. Only test on vulnerable populations if your project variable absolutely requires it.

**Review Human Participant Rules and Guidelines [HERE](#).**

The screenshot shows the 'Participant Details' form. The title is 'Human Participants Form (4) Test Project 2'. Below the title is a gear icon and the text 'Participant Details'. The main instruction reads: 'Describe who will participate in your study (age range, gender, racial/ethnic composition). Identify any vulnerable populations (minors, pregnant women, prisoners, mentally disabled or economically disadvantaged):'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and text color. The text area is currently empty. At the bottom left, it says 'body p' and at the bottom right, it says 'Words: 0'. A 'Save and Continue' button is located at the bottom center.

Human participant projects: **Privacy**

Anonymity should be protected as much as possible, only collect personal information if the project necessitates it.

The screenshot shows the 'Privacy' form. The title is 'Human Participants Form (4) Test Project 2'. Below the title is a gear icon and the text 'Privacy'. The main instruction reads: 'Will you collect any personal data from your subjects (name, address, photos, etc.)?'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and text color. The text area is currently empty. At the bottom left, it says 'body p' and at the bottom right, it says 'Words: 0'. There are two buttons at the bottom: 'Back' and 'Save and Continue'.

Human participant projects: **Survey Copy**

You will need to upload any questions asked, videos shown, music played, etc. These items are needed before your project can be approved by the IRB.

The screenshot shows the 'Survey Copy' form. The title is 'Human Participants Form (4) Test Project 2'. Below the title is a gear icon and the text 'Survey Copy'. The main instruction reads: 'If you will be handing out any surveys, tests or questions you are required to upload a copy of that survey or test here in PDF Format.'. Below this is a file upload area with a 'Choose File' button and the text 'No file chosen'. At the bottom, there are two buttons: 'Back' and 'Save and Continue'.

Human participant projects: **Potential Risks**

All projects will have some level of risk, however, projects will not be allowed if there is more than minimal risk to the participant. *\*From ISEF: Students are prohibited from independently diagnosing disease, administering medication, and/or performing medical procedures on human participants.* These can only be performed by a Healthcare provider/professional. This includes all over the counter medications.

The screenshot shows the 'Potential Risks' form. The title is 'Human Participants Form (4) Test Project 2'. Below the title is a gear icon and the text 'Potential Risks'. The main instruction reads: 'What are the risks or potential discomforts: physical, psychological, social, legal, etc.?'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and text color. The text area is currently empty. At the bottom left, it says 'body p' and at the bottom right, it says 'Words: 0'. There are two buttons at the bottom: 'Back' and 'Save and Continue'.

### Human participant projects: **Data Storage**

It would be a good idea to store the information on a password-protected computer as well as give the participants an ID number instead of using their personal information to identify results.

Human Participants Form (4) Test Project 2

Data Storage

How will you store and protect the participant information?

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font, Size.

Buttons: Back, Save and Continue

### Human participant projects: **Consent Type**

Be specific here. *Parent permission will be required for anyone under 18.*

Human Participants Form (4) Test Project 2

Consent Type

You need to get permission from your participants and inform them of your study and possible risks involved. When will it be Verbal or Written? If Written you will need to print out your Sample Informed Consent Form and have all of your participants sign it. Please explain how you will get consent and what you will say.

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font, Size.

Buttons: Back, Save and Finish

Words: 0

12. **Animal Studies:** Vertebrate animal studies will most often need to have approval by a **veterinarian** or be done at a Regulated Research Institution that will get proper approvals if the animal is being tested on.

**Review Vertebrate Animal Rules [HERE](#).**

Vertebrate Animal Form (5A) Test Project 2

Alternatives

Alternatives: (Discuss possible alternatives to vertebrate animal use and justify why your project requires the use of vertebrate animals.)

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font, Size.

Button: Save and Continue

13. Bacteria/Mold projects **cannot be grown at home**. If swabbed and put on plates, the plates will need to be sealed, not re-opened, and kept at school (BSL-1). More advanced projects will need a BSL-2 lab. \*Ask your Science Fair teacher if you need some help with this.

**Review Potentially Hazardous Biological Agents Rules [HERE](#).**

Potentially Hazardous Biological Agents Form (6A) Test Project 2

Laboratory Environment

Describe the laboratory and setup and include the level of biological containment:

Back Save and Continue

14. Continuation Projects: *Per ISEF: If the current project is in a similar area of research as any previous project of the student or any team member, it is considered a continuation. Explain as completely as possible how the project is different from previous experimentation because ONLY a new and different research project is allowed. The date signed is the date the student researcher is certifying that this information is correct.*

Continuation/Research Progression Projects Form (7) Test Project 2

Current Year: Goal

Current project: Describe the change in your Goal, Purpose or Objective for this year. (20 words or less)

Back Save and Continue

Clearly identify the differences when it asks you about the changes in method and variables.

15. Qualified Scientist Signatures: You will need to continue communicating with your Qualified Scientists to get your signatures. Your project cannot be approved until your QS signs off on it. **E-mail or text** your link to them. *(Not all projects need this)*

Scientist Signatures Test Project 2

Scientist Signatures

Person	Status	Details
Qualified Scientist	Pending	Provide your qualified scientist with the link below in order for them to answer the necessary questions required for your project. <a href="https://www.scienteer.com/scientist/...">https://www.scienteer.com/scientist/...</a>

Back Save and Continue