

## Checklist for EWRSEF projects



### BEFORE RESEARCH PLAN SUBMITTAL

1. Do background reading to choose a project then write a detailed research plan. Follow the Research Plan/Project Summary Instructions included with Form 1A.
2. Start documenting supporting information in your project notebook/journal. (Do not start data collection yet.)
3. Fill out Form 1A. You can download all forms from [www.EWRSEF.org/resource-center/](http://www.EWRSEF.org/resource-center/).
4. Meet with your Adult sponsor so they can check your research plan and, together, fill out Form 1, including determining any other forms that are required. This Society for Science website will help you figure out which forms you need: <https://apps2.societyforscience.org/wizard/index.asp>.
5. Get signatures of all students in your group and their parent/guardian on Form 1B.
6. Fill out and obtain signatures on all other required forms determined by your Adult sponsor.
7. Register on the website (<https://ewrsef.stemwizard.com/>) and upload all required forms including your research plan.
  - Projects that study humans require Internal Review Board (IRB). Projects that study vertebrate animals require Scientific Review Committee (SRC) approval. Both these types of projects must register and upload all forms including the research plan up until **January 10, 2018**. (*No data collection may begin until approval is granted.*)
  - Other projects, that do not require IRB or SRC approval, must get approval from their adult sponsor then register and upload forms including the research plan by **February 14, 2018**.

### AFTER RESEARCH PLAN APPROVAL

8. Conduct the data collection and journal the information and analysis.
9. If you want to make any changes to your Research Plan after its initial approval, you must meet with your adult sponsor to review the changes, writing them in the form of a Project Summary. When approved, upload the Project Summary to the website and continue with data collection.
10. Compose an abstract for your project and upload it by **March 6, 2018**.
11. Upload the required parent/guardian signed permission forms by **March 6, 2018**.
12. Design your display following the rules found at <http://www.ewrsef.org/display-regulations/>.
13. Write and practice the 5-minute explanation of your project.

### DAY OF THE EWRSEF

14. Bring your display and project notebook/journal to the Eastern Washington Regional Science and Engineer Fair. Be ready with a 5-minute explanation of your project.