

## Have You Uploaded Your Submittal Correctly?

Your goal is to have all green checkmarks in your dashboard as early before Friday, March 8 as possible.



However, even if you have all green checkmarks, your submittal may not be properly uploaded so that your project can be judged.

Here are some tips to make sure all your ducks are in a row.



### Project Information:

1. Make sure you use **proper capitalization and spelling** in your **name and project title**. **Also avoid abbreviations and excessively long titles**. This information is downloaded for awards and project listings. You probably wouldn't want your information to be forever documented with errors.



*deana witzle – The rong Weight to submit pRoject Info*

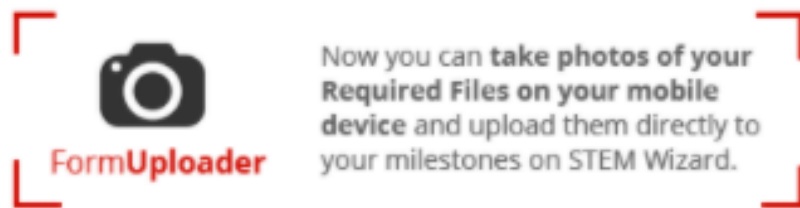
2. Make sure the **correct Category** is **selected** so that your project is reviewed by the correct judges. **If you need to change this, PLEASE INFORM THE FAIR DIRECTOR**. Since project numbers are already assigned, we would need to change the number and make sure that you are correctly assigned to a judge. (Fair Director, Deanna Witzel can be reached at [director@rbsef.com](mailto:director@rbsef.com) or 484-769-8733.)
3. Make sure you have **selected** your **sponsor teacher**. They are your primary backup support to resolve issues that might arise.

## Files and Forms:

1. Junior Division is required to submit Form 1 and Form 1B. Answer the questions in STEMWizard to determine if other forms are required (that is, associated with vertebrate animals, some human experiments, fungi, microbes, recombinant DNA and tissue cultures).
2. Senior Division is required to submit Form 1, Form 1A, and Form 1B. Answer the questions in STEMWizard to determine if other forms are required (that is, associated with vertebrate animals, some human experiments, fungi, microbes, recombinant DNA and tissue cultures).
3. By answering the STEMWizard questions, you can download the appropriate forms using the Download Required Files link.

DOWNLOAD REQUIRED FILES

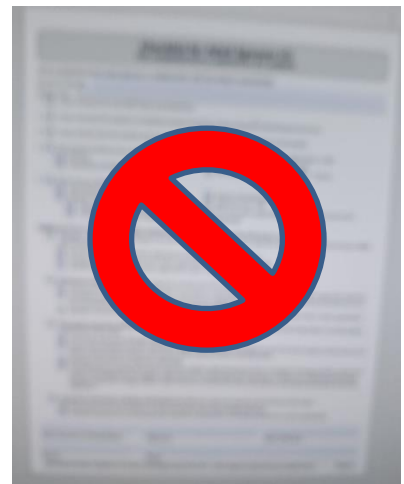
4. You can upload your files using the Upload Your Files link OR you can use the FormUploader App



5. Make sure you upload **each form separately under the correct title** and not as one file.
6. Make sure you check to **make sure the right files have been uploaded**. Sometimes students accidentally upload the blank form, not the filled in form.
7. Make sure the **form is legible if you use the FormUploader App**. Many forms that were submitted last year were too blurry to read.

NOTE: Your required forms are also outlined here along with the link to the ISEF Rules Wizard:

[RBSEF Required Forms - Reading-Berks Science and Engineering Fair](#)



## Online Project Information:

### 1. Abstract

- a. Junior Division is not required to submit an abstract. List N/A.
- b. Senior Division – The abstract is a judge’s high level insight into your project. If you’ve ever heard of an elevator speech, the abstract serves the same purpose. A well written abstract can make your project stand out immediately for further consideration of category and special awards.



- c. Guidance on writing a good abstract can be found here: [How to Write an ISEF Abstract | Society for Science](#)

### 2. Quad Chart

- a. Junior and Senior Division are required to submit a Quad Chart.
- b. Please include only your Project ID or your initials only as identification with your project name.
- c. A tutorial for preparing a Quad Chart is here: [https://drive.google.com/file/d/1LdYuoOt\\_bQ-htWrwjE-rqreYJXZ7BZIS/view](https://drive.google.com/file/d/1LdYuoOt_bQ-htWrwjE-rqreYJXZ7BZIS/view)
- d. Quad Chart Template: [https://docs.google.com/presentation/d/1XtY4eCai0lu4m\\_ZR9U483q3OzAJZQ5ggXBJik38fCiM/edit?usp=sharing](https://docs.google.com/presentation/d/1XtY4eCai0lu4m_ZR9U483q3OzAJZQ5ggXBJik38fCiM/edit?usp=sharing)
- e. After you upload your file, double check that the correct file was uploaded by reopening the link to your uploaded file.

Upload your Quad Chart (required for Senior and Junior Division):

[CHOOSE FILE](#) No file chosen

Upload your Quad Chart (required for Senior and Junior Division):

[Quad Chart\\_1614622798.pptx](#)

- a. If you need to make a correction, use the Edit link.

### 3. Presentation File

- a. Please include only your Project ID or your initials only as identification with your project name.
- b. Follow Appendix 2 from ISEF's guidelines for preparing your presentation file. [Project-Material-Guidelines-for-Regeneron-ISEF-2021.pdf \(windows.net\)](#)
- c. After you upload your file, double check that your entire file was uploaded by reopening the link to your uploaded file.

Upload your Presentation File (required for Senior and Junior Division):

[CHOOSE FILE](#) No file chosen

Upload your Presentation File (required for Senior and Junior Division):

[Virtual RBSEF Project Presentation Template\\_1614622798.pptx](#)

- d. If you need to make a correction, use the Edit link.

[Online Project Information](#) [EDIT](#)

### 4. Research Paper

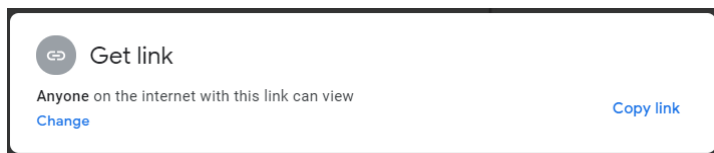
- a. A research paper is optional. It might contain extra information collected through the research process which is not included as background in your presentation file. You can upload to share with judges, but judges are not required to review it, so make sure all the key information you want the judges to review are in your presentation file.
- b. Remember to double check that the file that you upload is the correct one and that it is complete.



### 5. Video

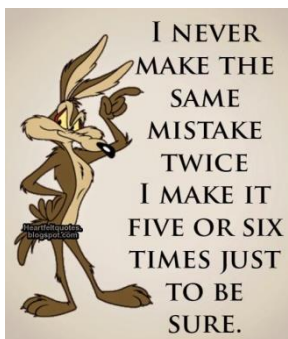
- a. For RBSEF a video is required (maximum 5 minutes) as opposed to ISEF optional video (2 minute maximum). We are requesting this video because COVID restrictions make the very important interview component of judging impossible. We are allowing extra time, but you will not be penalized for a shorter video as long as you are able to demonstrate your comprehension of your project material.
- b. Appendix IV of the ISEF guidelines provides good tips for filming your video. [Project-Material-Guidelines-for-Regeneron-ISEF-2021.pdf \(windows.net\)](#)

- c. When you provide a Google link, make sure it is set up so that **“Anyone on the internet with this link can view.”**



## 6. Lab Notebook

- a. You are not required to submit a lab notebook excerpt. However, the record of your research provides insight to the judges that helps to demonstrate your grasp on the content of your project.
- b. You may upload a PDF of up to 4 pages of a lab notebook to provide evidence of its use, but it is strongly advised NOT to share the notebook in totality to protect your intellectual property.
- c. Remember to double check that the file that you upload is the correct one and that it is complete.



## Registration Fees:

1. Fees must be paid by the due date. If you have any trouble with paying your fee, please contact the Fair Director ([director@rbsef.com](mailto:director@rbsef.com) or 484-769-8733).
2. If your school is paying your fee there is an option under “Pay via Other Method” to indicate this.

## Project Submittal Requirements:

1. This is a checklist to encourage you to double check your submittals. Please make sure you do these checks before you answer the questions.
2. Your sponsor teacher needs to approve this milestone after you have completed this step in order to turn this milestone green.