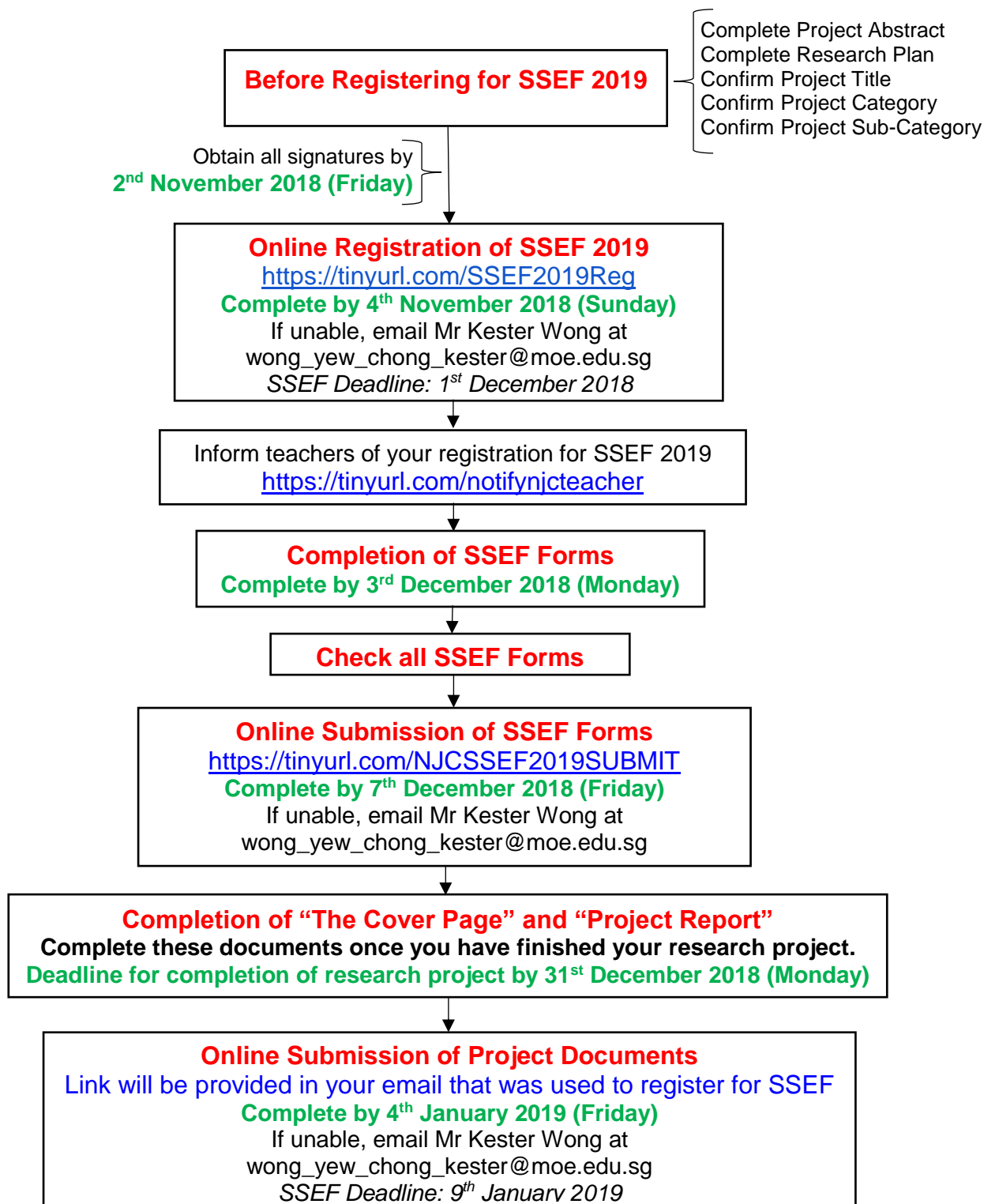


Registration for SSEF 2019



Before Registering for SSEF 2019

Please note and adhere to the following prior to registering for SSEF 2019

- One project per student.
If you are involved in other projects, please seek advice from your research mentor on which project you should be registering for and inform your group mates.
- Each project can have a maximum of 3 students.
- SSEF 2019 is open to all students age 15 - 20 years old (as of 1st May 2019).
- Obtain teacher mentor advice on the finalised Project Title, Project Category and Project Sub-Category.

You may refer to this link for more a full description and definition of category:

<https://student.societyforscience.org/intel-isef-categories-and-subcategories>

- Complete your write-up for Research Plan and Project Abstract in discussion with your Teacher Mentor.

Students are advised to type their Research Plan, Project Abstract and Project Report using 12-point Times New Roman font (or equivalent) with 1.5 line-spacing. The project code and title should be printed on the upper right-hand corner of each sheet except for the cover page. The project documents comprise the following:

Research Plan should include the following: (a) Rationale (b) Research Question(s), Hypothesis(es), Engineering goal(s) and Expected Outcome(s) (c) Procedures, Risk and Safety and Methods for Data Analysis (d) Bibliography from your literature review

Project Abstract is a concise summary of the report with no more than 250 words or less than 1800 characters, which will be used during project judging and for visitors during public day. It should not include acknowledgements (such as name of school, name of mentor or research institutions) or external endorsements.

(Obtained from: <https://www.science.edu.sg/for-schools/competitions/singapore-science-and-engineering-fair>)

Step 1: Online Registration of SSEF 2019

All projects for SSEF 2019 needs to be registered via the link below.

SSEF: <https://tinyurl.com/SSEF2019Reg>

Upon registration, you will need to do the following:

- Record your registration code and share this with your group-mates.
- Record the registered email address you used for online registration.
- Inform your teachers that you have registered for SSEF 2019 by completing the google form: <https://tinyurl.com/notifynjcteacher>

Registration only opens from 1st November and closes on 1st December 2018, 5pm.

Complete online registration by 4th November 2018 (Sunday).

If you are unable to make your group's online submission by 4th November 2018, you are to inform Mr Kester Wong through email at wong_yew_chong_kester@moe.edu.sg

Step 2: Completion of SSEF Forms

There are compulsory forms and optional forms that need to be submitted.

Forms that require the signatures have descriptors in red.

You are advised to obtain the necessary signatures before 2nd November 2018 (Friday).

Download SSEF Forms from Google Drive in this link:

<https://tinyurl.com/NJCSSEFforms>

You are advised to use the forms in this link as the dates have been filled for you to reduce any discrepancies and errors.

Compulsory Forms

1. **SSEF Form** (*To be submitted as a group*)

Do not need to complete Page 3, if your group does not have anyone in 2018 JH1 or 2018 JH2.

Use the Project Code obtained from SSEF registration.

2. **ISEF Wizard Rules Confirmation Printout** (*To be submitted as a group*)

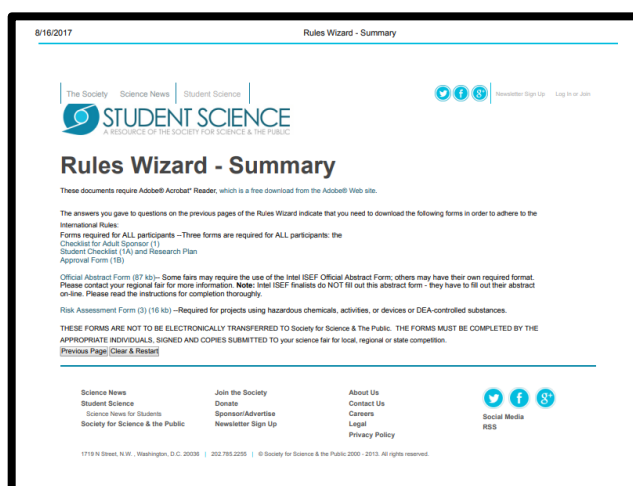
Go to <https://apps2.societyforscience.org/wizard/> to generate your summary.

Refer to the image below for the necessary print screen that you must provide.

Please do not take a picture as it may result in a poor resolution of the image.

If you are unable to do a print screen on your computer, please print out the

“Rules Wizard – Summary” page and take a picture of the required portion in the printed document.



3. **Form 1: Checklist for Adult Sponsor** (*To be submitted as a group*)
Please ask your teacher mentor to be the adult sponsor and obtain their signature.
4. **Form 1A: Student Checklist** (*To be submitted as a group*)
Completed Research Plan and Project Abstract is required for ALL projects and must accompany Form 1A: Student Checklist.
5. **Form 1B: Approval Form** (*To be submitted individually*)
Each person in the group must submit their own complete form.
Section 1, fill in, sign individually and obtain signature from parent/guardian.
Section 2, fill in when appropriate.
Section 3, leave blank.
6. **Form 3: Risk Assessment Form** (*To be submitted as a group*)
You do not need to submit this form only if your project is purely computational. Even if your project uses only water, it must also be declared. Any experiments conducted would require this form to be completed.
Please ask your teacher mentor to be the designated supervisor and obtain their signature.

Optional Forms

Please complete and submit the required forms.

- Form 1C: Regulated Research Institutional/Industrial Setting Form
Required only for ESTAR, RAP, NRP/SRP and SIS.
- Form 2: Qualified Scientist Form
If your project uses surveys, this form must be completed.
- Form 4: Human Participants Form
If your project uses surveys, this form must be completed.
Include also Human Informed Consent form and Sample Survey form.
- Form 5A and Form 5B: Vertebrate Animal Form
- Form 6A: Potentially Hazardous Biological Agents Risk Assessment Form
- Form 6B: Human and Vertebrate Animal Tissue Form
- Form 7: Continuation/Research Progression Projects Form

You are advised to complete the forms by 3rd December 2018 (Monday).

Step 3: Check all SSEF Forms

You must check that

- **Format of dates are correct: MM/DD/YY**
- Fields are completed accurately.
- All relevant signatures are obtained
- All dates of approval are filled in correctly
(either before or after experimentation)
- All additional forms which are needed for the projects are completed and submitted

Complete all checks before online submission of SSEF forms.

Step 4: Online Submission of SSEF Forms

1. Download an applet that allows you to take a picture of the forms and obtain pdf documents.

Suggest applets:

- “Tiny Scanner - PDF scanner to scan document, receipt & fax” (Apple App Store)
 - “Tiny Scanner – PDF Scanner App” (Android App Store)
2. Use the applet to take picture of all your forms and compile it as a single PDF document.
 3. The scanned forms must be in the order shown below:
 - a. SSEF Form
 - b. ISEF Wizard Rules Confirmation Printout
 - c. Form 1
 - d. Form 1A
 - e. Form 1B
 - f. Form 3 (unless project is purely computational)
 - g. Form 1C (optional)
 - h. Form 2 (optional)
 - i. Form 4 (optional)
 - j. Form 5A (optional)
 - k. Form 5B (optional)
 - l. Form 6A (optional)
 - m. Form 6B (optional)
 - n. Form 7 (optional)
 4. Name your PDF file as “[project code]_SSEF Forms”:
(e.g. For project code PH123, the file is named as PH123_SSEF Forms)
 5. Upload your PDF file in the link below.

NJC SSEF 2019 Submission:

<https://tinyurl.com/NJCSSEF2019SUBMIT>

Complete online submission by 7th December 2018 (Friday).

If you are unable to make your group’s online submission by 7th December 2018, you are to inform Mr Kester Wong through email at

wong_yew_chong_kester@moe.edu.sg

Step 5: Completion of “The Cover Page” and “Project Report”

Complete your write-up for The Cover Page and Project Report

Please complete The Cover Page and Project Report in discussion with your Teacher Mentor **before 31st December 2018**.

Requirements of The Cover Page and Project Report is available here:

<https://www.science.edu.sg/for-schools/competitions/singapore-science-and-engineering-fair>

Complete these documents once you have completed your research project.

Step 6: Online Submission of Project Documents

The online submission of The Cover Page and Project Report is through an online portal that will be open between 1st January – 9th January 2019. You may be asked to submit the Project Abstract and Research Plan again through this portal. Please use the one that was submitted with the SSEF Forms.

Instructions for this submission will be sent at a later date to the email that you used to register your project for SSEF.

SSEF submission deadline of all Project Documents is 9th January 2019.

Submissions after 9th January 2019 will not be accepted.

Complete submission by 4th January 2019 (Friday).

If you are unable to make your group's online submission by 4th January 2019, you are to inform Mr Kester Wong through email at

wong_yew_chong_kester@moe.edu.sg

S/N	Task	Checked
1	Complete Project Abstract and Research Plan with Teacher Mentor's approval. Check requirements in this link: https://www.science.edu.sg/for-schools/competitions/singapore-science-and-engineering-fair	
2	Confirm Project Title, Project Category and Project Sub-Category with Teacher Mentor's approval. Check descriptors in this link: https://student.societyforscience.org/intel-isef-categories-and-subcategories	
3	Obtain all signatures for SSEF forms. Complete by 2nd November 2018 (Friday)	
4	Online Registration of SSEF 2019. Link: https://tinyurl.com/SSEF2019Reg Complete by 4th November 2018 (Sunday)	
5	Inform teachers of your registration for SSEF 2019 https://tinyurl.com/notifynjteacher	
6	Download SSEF Forms from Google Drive in this link: https://tinyurl.com/NJCSSEFforms	
7	Complete SSEF Form (required)	
8	Complete ISEF Wizard Rules Confirmation Printout (required) Go to https://apps2.societyforscience.org/wizard/ to generate your summary.	
9	Complete Form 1 (required)	
10	Complete Form 1A (required)	
11	Complete Form 1B (required)	
12	Complete Form 3 (required, unless project is purely computational)	
13	Complete the following forms if needed. Form 1C (optional) Form 2 (optional) Form 4 (optional) Form 5A (optional) Form 5B (optional) Form 6A (optional) Form 6B (optional) Form 7 (optional)	
14	Completion of all SSEF Forms Complete by 3rd December 2018 (Monday)	
15	Check all SSEF Forms have the date in the order of MM/DD/YY	
16	Check that all required and optional forms are completed.	
17	Check that you submit your Project Abstract and Research Plan together with Form 1A	
18	Scan SSEF Forms into a single PDF file	
19	Check that all required forms, optional forms, Project Abstract and Research Plan are all scanned into a single PDF file.	
20	Name your single PDF file as "[project code]_SSEF Forms":	
21	Online Submission of SSEF Forms https://tinyurl.com/NJCSSEF2019SUBMIT Complete by 7th December 2018 (Friday)	
22	Completion of "The Cover Page" and "Project Report" Deadline by 31st December 2018 (Monday)	
23	Online Submission of Project Documents Submit Project Abstract, Research Plan, The Cover Page and Project Report. Link is provided in the email you used to register for SSEF. Complete by 4th January 2019 (Friday)	