Scienteer
Online Paperless Science Fair Management 2017

School Orientation:
Junior & Senior Division
OVERVIEW

What if?

- We didn't need to worry about paperwork and forms?
- We could track and manage our student's research and information in real time?
- We could review and approve research in real time electronically?
- We could get all signatures electronically or on mobile devices?
- We never had to worry about wrong dates, checkboxes, etc.?
- My SRC could review and approve 600 or more projects in just a few of days?
- Our students could advance from fair to fair without re-registering?
- We could help our Fairs raise money and become more sustainable?
- **What if we could spend more resources focusing on Science instead of Bureaucracy?**

2016 Statistics for online system

Total Views	Over 3.1 million		
Users:	24,000+	Active School Fairs:	746
Students:	21,000+	Active District Fairs:	46
Documents:	250,000+	Active Regional Fairs:	11
		Active State Fairs:	1
Pieces of Paper Saved (est.):	Over 1,000,000		

What does it Cost?

- Currently about **$20** per student per year.

BUT…………

- This cost is being subsidized by Scienteer Technologies and your regional fairs.

- Our goal is to keep the cost to schools and students at zero.

What's New for 2017

-Greater stability and lots of bug fixes

-More tools for fair directors

   -Ability to move schools, edit schools, remove schools etc. if they registered wrong

   -New simplified interface for adding new schools

-Better performance

-No more Date issues…all dates will be auto-generated based on project start date.

-No more Google ads if your Region contributes funding

-Ability to use your account from last year (no re-registering), just update your information

-Student IRB steps clarified for students into 3 separatesignature statuses

-IRB projects no longer require SRC approval (if SRC is not needed)

-All new 2017 ISEF Forms with direct edit capability before printing for ISEF submission

-Science Fair Survey to be taken after project has been completed (if parents approve)

Requirements

- **Computer/mobile device access**

- **Internet access**

- **Email access**

- **Latest version of Chrome or Firefox!**
  - **Chrome recommended**
  - **Firefox second choice**
  - **Avoid Safari**
  - **Never ever use Internet Explorer (not supported) for anything ever.**

The Flow of Things

1.   School Coordinator registers school online before students start their projects. Schools will get their unique Registration Link from their next Higher Fair (either District Fair or Regional Fair if they don't already have an account).

2.   Coordinator logs in and add teacher/adult sponsors, this will give teachers online accounts to access projects

3.   Coordinator creates School SRC & IRB online

4.   Every student will setup their own individual online account. Users from last year simply log in. New users must use the School's link.

5.   The system will guide the students step by step through the paperwork.

6.   When finished school will select their winners online.

7.   School will have access to all registration and student information and can export data in Excel Format for their own use.

ALL USERS SHOULD LOG IN DAILY TO CHECK THEIR STATUS!

COPPA

Children's Online Privacy Protection Act

Websites that are collecting information from children under the age of thirteen are required to comply with [Federal Trade Commission](FTC) Children's Online Privacy Protection Act (COPPA).

Basically states that no one can collect any information online, not even a user name or password, from a child under the age of 13 without their parents explicit permission.

Scienteer does not sell or share personal information with any outside party. Personal information is used only for complying with ISEF Rules and competition requirements of the fairs the students are competing in.

Student Process Highlights

Scienteer Student Steps:

REGISTRATION:

- New students will be given a **SPECIAL** link to register from their **TEACHER**. If a student wants to use the system, they **MUST** contact their **Teacher** for the registration link. Every student must register individually to create a user account. Every school will have their own special registration link. (existing accounts skip this)

- At this registration page a student will choose their school, grade, teacher and class period and give some basic information including parent E-mail address.

- Parents will receive and e-mail and electronically sign the Form 1B, Media Release and Privacy Statements at this point. Once the parent signs, the student will receive an e-mail with username and password and the account will become active.

  - If parents do **not have access to e-mail**, the forms can be printed and taken home to be signed. The teacher will then upload them into the system and sign for the parent so the student may continue.

USING THE SYSTEM:

- The online system is broken down into a series of sequential steps that the student must complete. Once all steps are completed the system automatically generates all of the forms, research plan, etc. It works much like Tax software.

<u>Steps:</u>

- Choosing a Title and Category (this can be changed at any time)

- Choosing a Team or Individual project

  - If a team project, student will be able to invite and manage other registered students. Invited students will receive an invitation to the team and can accept or decline. If they accept, they will be added to the new project and their old project will be dropped (if they have already started one).

- Choosing the right forms. The student will be asked a series of questions covering all of the ISEF rules. Once those questions are answered, the system will add the required forms to the project automatically.

- Selecting and listing All Research Locations

- Filling out the research plan and forms
  - Every question in the research plan and every question on the forms have been broken down into sections with individual questions (sub steps). Students must answer each question in each section. Students may insert pictures or graphs or use latex type math when answering any of the questions.
  - Sub-sections are as follows:
    - Sub Sections (steps)
      - Rational
      - Question/Problem
      - Hypothesis/Goal
      - Materials
      - Procedure
      - Analysis Methods
      - Bibliography
      - Hazardous Materials/Devices Section (if Applicable)
      - Human Participant Section (if Applicable)
      - Vertebrate Animal Section (if Applicable)
      - Pot. Haz. Biological Agent Section (if Applicable)

      These answers will be compiled into a formatted research plan and distributed to the forms automatically by the system.

Getting external electronic signatures:

– Students will be taken through steps to get their qualified scientists, vets, designated supervisor etc. signatures that apply to their project. Signatures can be taken directly with mobile device, computer or e-mail link.

– The system will not allow a conflict in dates. If someone tries to sign an invalid date (i.e. conflicts with the start date), the system will notify them and make them select a valid date.

Getting Adult Sponsor Approval:

– Adult Sponsors/Teachers will be notified with internal messaging that a project is waiting for their signature. They will have a queue of things needed to be signed.

– Adult Sponsors will have an interface similar to the SRC interface. They must review the project and sign. This signature goes on the Form 1.

Getting SRC/IRB prior approval

– If required, the project will be submitted to the SRC or IRB for review. The SRC & IRB members will be notified internally and the project will be added to their queue. Once they approve the student may continue.

– Human Participant studies will require ALL 3 IRB members signature (goes on the Form 4) PLUS one Signature from an SRC Chair (goes on the Form 1B). That makes a total of 4 signatures before the project is approved and the student is allowed to proceed.

– If a student has done work in an institution and received prior approval from that institution, they must upload the documentation in pdf format. Their project must then be POST reviewed (later step) by the local SRC.

Student May Start The Project

- If student has worked in an Industrial Setting/Regulated Research Institution, student will be guided to get signatures for the Form 1C.

- If student received institutional pre-approval, the LOCAL SRC will be notified to do a post approval (signature on the Form 1B box 2(b).

- Student will write a post project summary with changes to procedure, data and conclusions.

- Student will write the abstract.

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Student is Chosen to Advance

- <u>If a project is chosen to Advance:</u>

- The student will receive internal notification and congratulations. The student will be asked to verify and update their Category, Title and Abstract. Upon confirmation the project data will be processed to the next higher fair. This may include navigation to the fair website for payment etc. (depending upon how the next fair is configured).

- Students must check their accounts daily even after their school fair for any notifications/instructions that may appear.
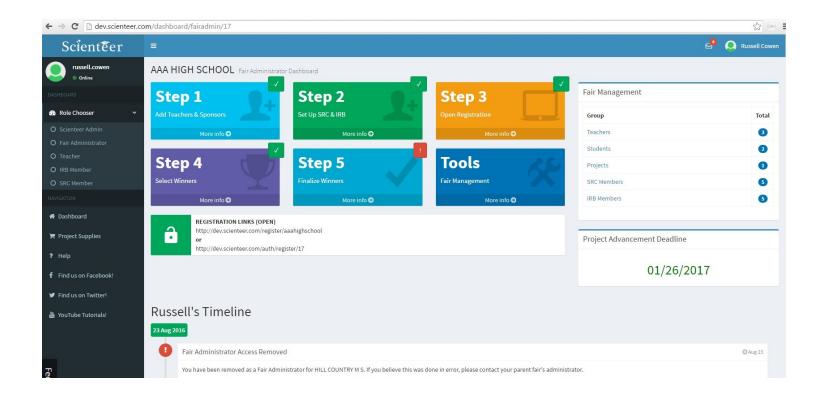
ISEF Forms

- Required for ALL Projects:
  - Form 1 (checklist for adult sponsor)
  - Form 1A (student checklist)
  - Form 1B (Approval Form)
  - Research Plan (Proposal) + Bibliography
  - Abstract

- Special Sections (Extra Forms)
  - Form 1C (Research Location: outside home school or field)
  - Form 2 (Qualified Scientist)
  - **Form 3 (Hazardous Materials Activities and Devices)**
  - *(prior IRB approval)* **Form 4 & Sample Informed Consent (Human Participants)**
  - *(prior SRC approval)* **Form 5A & B (Vertebrate Animals)**
  - *(prior SRC approval)* **Form 6A & B (PHBA, micro, bacteria, tissues, blood etc)**
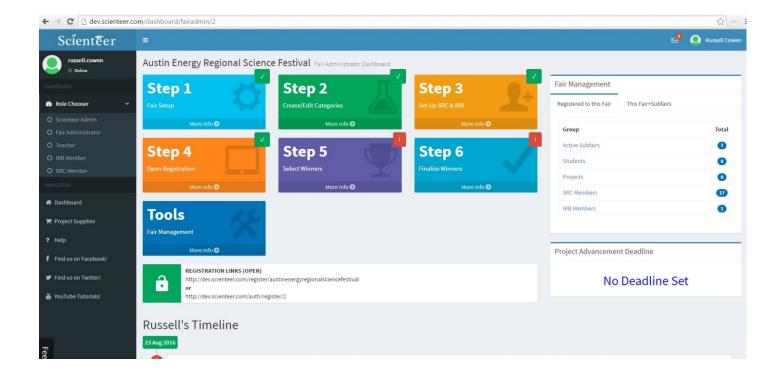 - Form 7 (Continuation)

Advantages of Scienteer

- No more forms or worrying about what forms you need or dates!!
- Save a whole lot of paper & money
- Hassle free electronic signatures, you can even use your smart phone
- Ability to use your registration data for your fair
- Teachers have access to student project data to aid the student in real time
- Teachers can track and manage their student's progress online
- Step by step process, easier to follow, easier to understand
- Seamless advancement to higher fairs with less errors, no re-registrations
- Integrated guidelines for students and SRC reviewers
- More difficult for students to make paperwork mistakes, easier to correct mistakes
- Signature Dates are automatically checked.

School Dashboard

Fair Dashboard

Student Dashboard