

General Instructions for MSSEF Forms

The successful completion of Massachusetts State Science & Engineering Fair (MSSEF) forms involves the understanding of two general issues:

- Issue 1: This is a two-phase process. The first is the completion of those forms relating to starting the project and safety/consent considerations. The second phase of the process is to register to participate in the regional and state fairs. These are two separate and largely discrete processes.
- Issue 2: The Research Plan and Consent (MSSEF/ISEF) forms must be completed and properly submitted and accepted by MSSEF prior to the submittal of Registration, Award Preference, and Abstract forms.

It will help you as a teacher, student, or parent to understand the above two points as you review the following material.

All Massachusetts State Science & Engineering Fair (MSSEF) participants, their parents, teachers and research supervisors must take appropriate steps to thoroughly understand the procedures, and in some cases, the risks involved in the research that students would undertake when working on science projects. **Therefore, all MSSEF participants are required to complete Student Checklist (1A), Research Plan, Approval Form (1B), and the Teacher/Adult Sponsor Form (1). All sections must be filled out before project work begins.** These forms fulfill MSSEF and International Science & Engineering Fair (ISEF) requirements. MSSEF has combined its forms with ISEF so that any students entering a fair on the most basic level will be able to participate on every competitive level through the International competition. Some Massachusetts laws are more restrictive than the Federal laws, so it is imperative that the MSSEF Rules are closely followed.

Please note the specific Ethics Statement found in this manual and on **www.scifair.com**. Approval Form (1B) requires the signature of the student, parent, teacher/adult sponsor, and the designated supervisor/qualified scientist (when appropriate) that indicates that this statement has been read, understood, and will be followed. The Student Checklist (1A) requires a student signature at the bottom of the page to verify the type of project.

Changes in the research plan and/or project design after initial safety approvals have been received **must** be re-submitted to the appropriate authorities **before** such changes are made and before experimentation begins or resumes.

The Student Checklist (1A) contains a listing of projects that require MSSEF approval. Projects needing MSSEF SRC Approval must be submitted to the MSSEF SRC **prior to January 15, 2009**. Projects not requiring MSSEF approval must be submitted to the appropriate teacher/adult sponsor and then submitted to the MSSEF SRC with the registration packet as indicated in the detailed instructions accompanying the forms in this manual.

The Consent Form Checklist serves as a guide to the forms that must be completed depending on the type of project.

The web site at: **www.scifair.com** contains many useful hints and resources. You may also email us at: **src@scifair.com** with any questions. Email is the recommended form of communication as it allows us to direct any of your questions to the appropriate person.