

**INFORMATION/CHECKLIST FOR STUDENTS DOING PROJECTS WHICH MAY ENTER
THE SCIENCE AND ENGINEERING FAIR OF HOUSTON**

Assignment/Activity	Due Date (if applicable)	Completed
Discuss doing a project with your teacher and parent/guardian, preferably at the start of the school year. Ask for the procedures used by your school or district to select projects for entry into the Science Engineering Fair of Houston (SEFH).		
If you decide to do a project, seek advice from others regarding possible topics. Your school librarian is a good person to consult when you decide on the type of project you wish to pursue.		
Do research on your topic; seek advice from professionals (including your teachers) who are familiar with your area of research interest; decide on the exact title for your research, and inform your teacher.		
Create a student account in Scienteer to begin your science fair project.		
Obtain approval at your school for your SEFH Adult Sponsor/Safety Assessment Form (1), Research Plan (1A), and Approval Form (1B) prior to doing any project experimentation.		
If your project requires additional approval forms, they must be completed and approved by either your local Institutional Review Board (IRB) or the Scientific Review Committee (SRC) prior to any experimentation.		
Start your project research. Use a laboratory notebook for recording research procedures and results. Follow appropriate safety procedures and SEFH rules when doing your research, use proper scientific procedures, and use the International System of Units (SI) when appropriate.		
Consult frequently with your project supervisor, pay attention to both positive and negative results, and be prepared for surprises and some frustration. Doing good science can be hard work!		
Complete your research and do a final analysis of results and conclusions with your supervisor. Inform your teacher that the project is completed.		
Discuss with your teacher the procedures you should now follow if you want to enter the SEFH. You may need to first enter a preliminary school and/or district fair.		
Consider describing your research efforts in the form of a Project Research Paper. This is not required by SEFH, however, it is beneficial to have as part of your project display. You may want to enter your paper in the SEFH Science Writing Contest. Abstracts are required for SEFH, the State Fair and the International Science and Engineering Fair.		
Before preparing your project display, review the SEFH display and safety rules. The display should be neat, visually appealing, indicate creativity/originality, and serve as a standalone description of your entire project. Since no electricity will be available, you may want to utilize photographs or a portable electronic device/laptop to illustrate certain portions of your project.		
Decide on the most appropriate category for your project. No category changes are allowed after project entry or at the fair site. Refer to the SEFH site for further category details.		
Submit the science fair project entry electronically to Scienteer.		
Obtain a copy of the SEFH Calendar of Events from your teacher or supervisor.		
Review the SEFH Judging Criteria and Procedures. Discuss in detail the project results with your supervisor. Be prepared for a broad variety of questions pertaining to your project.		
Develop a 3-4 minute oral presentation describing your project including: why you chose the topic, experimental procedures and results, conclusions, how your research might be expanded or improved upon, and possible applications for your research.		