Files and Forms

Step 1: After you have created your account, logged in and completed your Project Information milestone, another important step is filling out the files or forms that your administrator needs you to complete. An example may be a permission form from your parents or ISEF files related to your project. Please note that not all events have this milestone. If you do not see this Milestone you do not have to follow these steps.
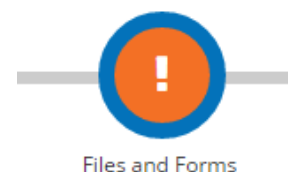

Files and Forms

Step 2: If applicable, you must first identify the ISEF Forms that will be needed for your project. Your answers to the questions provided will return a list of the ISEF Forms most likely needed for your project. However, the forms needed for your project should be confirmed by a teacher and/or mentor after a careful review of the ISEF International Rules and Guidelines before experimentation begins.

8 of 9. Will your experiment include (check all that apply):
- DEA-controlled substances
- Prescription Drugs
- Consumable alcohol or tobacco
- Firearms or explosives
- Radiation or radioactive substances
- Chemicals
- Potentially hazardous devices (Devices that require a level
- None of the Above

GO BACK   CONTINUE   CLEAR AND RESTART

Step 3: Your next step will be to download the templates of your files and forms by clicking the "Download Required Files" button. This will download a zip file that contains the templates (when applicable) of all the files and forms that are currently indicated as being required for your project. Some required files will not have templates, such as if there is a requirement for you to upload a picture of your project.

DOWNLOAD REQUIRED FILES

It is important that you do not open any PDF templates in the browser to fill them out; your information will not properly save if these forms are filled out in the browser. You must either open them in Adobe Acrobat, or print them to fill out.

Step 4: On this page, you will automatically have the ISEF forms and the files needed for your project. If there are additional ISEF forms required for your project, you simply put a checkmark next to that form name, click "Save Form Changes" button, and the form template will be available for you when you click on "Download Required Files" button.

Step 5: After you have your files and forms ready to submit, click on the "Upload Your Files" button. Simply put a checkmark next to each file and form contained in the file that you are about to upload. When you click on the "Upload File" button, it will prompt you with a window to select and submit your file.

UPLOAD YOUR FILES

- ISEF 1   - ISEF 1a
- ISEF 1b   - Media Information and Photo Release

You can upload the files one at a time (one computer file for each form) or you can upload all of your files in a single computer file. It is preferable to upload them one at a time, because if there are any problems with your submissions.

If your event supports the use of the Form Uploader App, please refer to the Form Uploader App help document.

Uploading and saving all of your files and forms does not necessarily mean that you are finished. When all files and forms are uploaded, the Files and Forms Milestone icon will turn to an orange hourglass until all files and forms are approved by those running the event.

Files and Forms

Check your messages in the Messages option on the left-hand side of the screen for notes from your administrator in case you need to edit and re-submit your forms.

When your files and forms have officially been approved, the Files and Forms Milestone icon turns to a green checkmark, indicating that your Files and Forms milestone is complete.
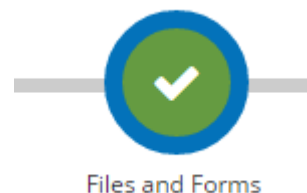
Files and Forms

Should you have any questions regarding the files and ISEF Forms, please use the Messages link on the left-hand side of the screen to contact your Teacher or the Event Administrator.

Additional Files

Additional Files is a place for you to store additional files that pertain to your project, but that your administrator does not need to fill out or complete. Examples of these may include drafts of your project or pictures of your display. These files are not required to be uploaded, but it may be helpful to keep copies of all your information in one place. To upload your files, simply select the Upload button under the Additional Files section. After uploading, your file name will appear and you will have the ability to access the file later or to delete the file.

UPLOAD

FILE NAME

1475847149.pdf