

Metro Richmond STEM Fair

Submitting Your Paper

Student Instructions

Vonita Giddings

2020

Submitting your Paper

Congratulations! Now that you have completed your research and written your research paper is written, it is time for you to submit your paper to the Metro Richmond Screening Fair!

Follow these steps *prior to the deadline* to submit your paper:

- Have your science teacher review your research paper; they will make valuable suggestions that will increase the likelihood that your paper will be accepted to compete in the MRSF.
- Go to the MSiC STEM Fair website: <https://mymsic.org/stemfair>. Review the information at the website as needed.
- At the website, under the **Students** tab, select **Student Registration**.
- You will be directed to the Metro Richmond Screening Fair Site: <https://mrsf.zfairs.com>
- Make sure you are at the Metro Richmond *Screening* Fair
- Use the Student's Main tab to access the instructions to create an account and upload your documents. **See special note for team projects below.*
- Additionally, submit the following items to the Metro Richmond STEM Fair Director, Vonita Giddings:
 - one copy of your forms, in the order listed below
 - two copies of your abstract, and
 - two hard copies of your paperYour teacher may deliver these items to the MathScience Innovation Center

Deadlines:

Your research paper and all forms need to be submitted to [zFairs](#) and Mrs. Giddings by the following deadlines:

- Junior Division: 5:00 pm, January 17, 2020
- Senior Division: 5:00 pm, January 24, 2020

Special Note for Team Projects:

- Team members choose your team leader.
- All team members will create a site account and be able to log in.
- Only the **team leader** will register for the Metro Richmond Screening Fair; the team leader will include team member information on the registration form.

- Only the team leader uploads all documents

The research paper you submit must adhere to these requirements:

- No title page;
- No names should appear on the copies of the research paper or the abstract;
- Page Limit:
 - Junior Division: 6 page limit; this includes the Introduction through Conclusion; the Literature cited and the Appendix (which includes graphs, data, pictures, etc.) are not included in the page count;
 - Senior Division: 8 page limit; this includes the Introduction through Conclusion; the Literature cited and the Appendix (which includes graphs, data, pictures, etc.) are not included in the page count;
- Number each page;
- Double space;
- Use 12 pt standard font;
- Use 1 inch margins.

Order of Forms for Submission to Mrs. Giddings:

All submissions:

- [Checklist for Adult Sponsor \(ISEF Form 1\)](#)
- [Student Checklist & Research Plan \(ISEF Form 1A\)](#) including the **Research Plan** that you wrote using the Research Plan Instructions found on the second page of form 1A
- [Approval Form \(ISEF Form 1B\)](#)

If your research is conducted in a laboratory setting, you include the following:

- [Regulated Research Institutional/Industrial Setting Form 1C](#)
- [Qualified Scientist Form 2](#)
- [Risk Assessment Form 3](#)

If you are using human research models, your participants MUST complete the:

- [Human Participants Form](#) (Form 4)
- Sample of the [Human Informed Consent Form](#) your participants filled out.

If your project is restricted include the appropriate forms from this list:

- [Vertebrate Animal Form \(5A and 5B\)](#)
- [Potentially Hazardous Biological Agents Form 6A](#)
- [Human and Vertebrate Animal Tissue Form 6B](#)

If you are continuing a project:

- [Continuation Projects Form 7](#)
- Previous year's abstract
- Previous year's Research Plan/Project Summary

Research Paper Review:

- Once submitted, the review committee determines if all necessary documents have been received and are correctly filled out.
- If modifications need to be made, both the student and the teacher will be contacted *no more than two times* to turn in missing/incorrect components of the submission package (abstract, Regeneron ISEF Forms, and the research paper). You may be asked to upload additional or revised documents to zfacts.
- Correspondence will come from the MRSF email account (mrsf@mymysic.org); please respond to this email account so that we can efficiently correspond with you. All questions or concerns should also be sent to this account.
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- Please use your school email account when corresponding.
- Once the documents are reviewed and all components of the package are complete and satisfactory, you will see a ready for review label in zfacts. If the package does not meet the standards the submission will be disqualified. At this point the research paper will be made available to the screeners for scoring.
- If you have any questions or concerns about the process, please be sure to correspond with the MRSF director in advance of the due date (mrsf@mymysic.org).
- *Although your paper may be outstanding, not all submitted projects can be accepted. Typically, the screening committee selects 40%-50% of the submitted papers for the MRSF.*

Tips:

1. Keep the original printed copy of the forms, abstract, and research paper.
2. If you are not available to attend the MRSF, do not submit a project.
3. Required forms must be submitted with each project; failure to do so may result in disqualification.
4. Major changes to restricted projects must be reviewed and approved by your teacher and the Metro Richmond STEM Fair Science Review Committee.

We hope that you have enjoyed your scientific adventures! See you at the Fair!