



2012 Teacher Checklist

How To Participate in the
Beal Bank Dallas Regional Science & Engineering Fair

Step 1 Find Topics

From June 2011: Encourage students to identify a topic and start their reading research. All public and private school students, grades 6-12, covering TEA Region 10 are eligible (but there are special rules for grade 6). Students may do projects as an individual or as a team of 2 or 3.

Step 2 Complete ISEF Forms

Before they begin experiments, assist students in using the ISEF Forms Wizard (linked from drsef.org) to fill out the required safety and permission forms. Every project must have at least **ISEF forms 1, 1A, 1B, and a Research Plan** before experimentation begins.

Certain potentially hazardous experiments will need additional approval before experimentation can begin from the SRC or IRB. (*See the separate SRC/IRB checklist*). The Forms Wizard will help you decide whether SRC/IRB approval is necessary. For safety reasons, 6th graders **cannot** do projects that would require SRC/IRB approval.

Step 3 Schedule Local Fair

Schedule your school or district fair so you can choose winners to enter the DRSEF before the entry deadline Midnight Feb. 10, 2012. A school may send a maximum of 2% of its enrollment in grades 9-12 and 1.3% of its enrollment grades 6-8.

Step 4 Entry Paperwork

When the experiment is completed and the student is selected to enter the Regional Fair, have them complete an ISEF Abstract (linked from drsef.org). Submit a copy of this and all other ISEF paperwork to your district science coordinator, who will check it and give students an Approval Form to submit at DRSEF check-in. If there is no district coordinator, have your students submit **copies** of **all** their ISEF paperwork at DRSEF check-in on fair day.

Step 5 Students Register

Strict Deadline: Midnight Feb. 10, 2012: Have your students register **themselves** for the DRSEF at the

website drsef.org. (Most errors or omissions occur when teachers do the student registration for the student). This student registration is **essential**.

Step 6 Confirm / Pay Fees

Deadline: Feb. 10, 2012: You **must** confirm your students' eligibility by listing them on the School Fee form (Excel file) and emailing a copy to DRSEF by the same student registration deadline (even if you are not yet ready to pay the entry fees). Entry fees themselves are due **before fair weekend**. You can pay fees online by credit card or mail a check made out to 'DRSEF' to:

Physics Department (DRSEF)
P.O. Box 750175
Southern Methodist University
Dallas, TX 75275-0175

Fees: Individual: \$10
Team: \$20

To compete, students must have registered online **and** be confirmed by listing on your fee form.

Step 7 Participate in DRSEF

Saturday, February 25, 2012:

Be sure your eligible students participate in the DRSEF. There are no refunds for no-shows.

Step 8 Awards Banquet

March 21, 2012: Students who win an award at the DRSEF and the teacher designated when the student registered are invited to attend the awards banquet at SMU at no charge. After the Fair, check whether any of your students won and then register yourself online for the banquet. (*Student and teachers register for the banquet separately*).

- Note: Honorable Mentions (Science Category or Special Award) receive a ribbon on Fair day, but are **not** eligible for the awards banquet due to space limitations.
- Teachers are eligible to win Toyota Teacher Awards and Fluor First Awards that will be announced at the banquet.