

Step-by-Step 2020 SASEF Registration Instructions

Please read below and use this as a guide for registering your Southern Appalachian Science & Engineering Fair project. For more details on how to register a project for SASEF click [here](#).

Please note that incomplete forms will be rejected, thus delaying your project. Projects that do not meet [posted deadlines](#) will not be eligible for SASEF category awards and will not be eligible to attend the International Science & Engineering Fair (ISEF).

Please call 865-974-7954 or email prep@utk.edu if you have any questions about the registration process.

Checklist

1) Teachers register online [here](#)

Every teacher with a participating student needs to register. Note: if your school/teacher is not participating in our program, you can still register as a homeschool project. Use your last name as a “school name”, and the student’s parent/guardian as a “teacher”.

2) Create a project account [here](#)

Each participating project must create an account. Via the use of the project account you can add students to the project, submit pre-approval paperwork (step 3), project registration (step 4), and submit final ISEF forms and media releases (step 6).

3) Project Pre-Approval. Login to your project account [here](#). At the top of the page, click on “Pre Approval Paperwork”. Answer the following questions in order:

- a. Complete the [ISEF Rules Wizard](#). The ISEF Rules Wizard will require all participants to complete these three forms: Forms 1, 1A, and 1B. You do not need to complete Form 87kb. **Did the ISEF Rules Wizard require you to complete any additional forms (such as 1C, 2, 3, 4, 5A, 5B, 6A, 6B, 7, etc.)?**

If yes – your project requires pre-approval and must be approved **no later than Wednesday, January 15, 2020**

If no – your project may not require pre-approval. Proceed to 3b below.

- b. **Did your school or local/district fair conduct a Scientific Review Committee (SRC) review of your project?**

If no – your project requires pre-approval and must be approved **no later than Wednesday, January 15, 2020**

If yes – your project does not require pre-approval

4) Project Registration & Entry Forms

- a. Project registration – login to your project account [here](#). Register your project by clicking “Project Registration” in the middle of the top portion of the page. Select the options that apply to your project then click submit.

- b. Entry form – login to your project account [here](#). At the bottom of the page under “Student Information” click on “upload entry form”. At the top of this page, click on “generate entry form”. Review this form for accuracy. If correct, print and have the student, parent, and teacher sign this form. Then upload the entry form to the project account.

5) Registration Fees

Every student (not project) participating at the 2020 SASEF must mail a non-refundable registration fee in the form of cash or check. In the memo line please be sure to print the student’s name.

Mail cash or a check made out to “SASEF” to:

Blount Hall
ATTN: Pre-college Research Excellence Programs
1534 White Avenue
Knoxville, TN 37996

Fees due:

Before 2/15/2020:	\$10.00
2/15/2020-2/28/2020:	\$20.00
2/29/2020-3/8/2020:	\$30.00

6) Final ISEF Forms

- a. After you have completed step 4, upload a complete set of ISEF forms as determined by completing the [ISEF Rules Wizard](#). All projects will be required to submit ISEF forms 1, 1A, and 1B regardless of whether they needed pre-approval (step 3). Note: please upload all required ISEF forms in one document (PDF, JPEG, DOC, and DOCX file formats no larger than 8MB).
- b. An abstract is required for all projects. There is a 250-word limit for abstracts. To upload your abstract, login to your project account [here](#). Find the abstract section and click “edit”. Type – or copy and paste – your abstract into the box and click “submit”.