

Step-by-Step Guide to Registering Your 2022 SASEF Project

- 1) [Teacher registers online here](#). Note: if your school/teacher is not participating, you can still register as a home school project. Use your last name as a “school name”, and the student’s parent/guardian as a “teacher”.
- 2) [Student creates a project account here](#). Click on the “create new account” button next to sign in. Each participating project must create an account. Once you have created your project account, if it is a team project, you can add additional students within the project account by clicking the green “add another student to this project” button.

Note: during this step you will be asked if you will be participating in-person or virtually. Students have the option to participate in-person at the University of Tennessee Student Union Ballroom or online via a virtual platform. Regardless of which option students choose, judging will take place on Tuesday, March 29 from 3:00 – 5:00pm EST.

- 3) Find out if your project requires pre-approval. Read more about how to find out on [step 3 on this page here](#). Projects that require pre-approval must submit necessary paperwork no later than **Tuesday, January 18, 2022**.
- 4) Click on **Pre Approval Paperwork** to submit the required forms. If your project does not require pre-approval you will be able to indicate this after clicking on **Pre Approval Paperwork**.

Southern Appalachian Science and Engineering Fair

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[Project Account](#) | [Sign Out](#)

Next Step:
You need to see if your project requires pre-approval before you can begin your experiment. Click on the Pre Approval button below to find out. Until this step is completed, you won't be able to register to participate at our science fair. One or more students do not have their registration fees submitted. See step 5 on [How to Register & Participate](#) page for fee submission details.

Pre Approval Paperwork
Deadline: January 18th

Project Registration
Deadline: February 28th

Final ISEF Forms
Deadline: February 28th

Digital Poster Board
Deadline: March 22nd

Project Information | [edit](#)

Project ID: assigned after registration | Floor no AC power

Presentation Type: In-person

Project Title: Jenna's Plant Project

Division & Category: (S) Senior Division in (PS) Plant Sciences Category

From: Test School Moody - Jason Moody

Abstract | [edit](#)

Abstract is required for participation (maximum of 250 words)

Student Information | [edit](#)

Jenna Moody (F, 11) not paid
prep@utk.edu
[media images opt-out release](#) (optional)

[Add another student to this project](#)

- 5) Once your pre-approval paperwork has been approved by SASEF you will see a green checkmark indicating it was approved. It will read as “under review” until then.

Next, click on **Project Registration** to indicate your intent to compete in the 2021 Virtual SASEF. Complete the next steps required.

At this point you can click on **Add another student to this project** if it is a team project. Make sure to upload your **Abstract** before attempting to upload final ISEF forms. And you are also welcome to fill out the **media images opt-out release (optional)** if you do not wish for your photo or likeness to be included in any publications, social media, media releases, or other similar media.

The screenshot shows the 'Project Account' page for the Southern Appalachian Science and Engineering Fair. The page has a navigation bar with links: Home, How to Register & Participate, Find Your Registration, Judges/Volunteers, and Contact Us. Below the navigation bar, there is a 'Project Account | Sign Out' link. A blue box titled 'Next Step' contains the text: 'Now that your pre-approval paperwork is all sorted out, you can register your project for participation whenever you are ready. Click on the Registration button below to get started. One or more students do not have their registration fees submitted. See step 5 on How to Register & Participate page for fee submission details.' Below this, there are four status boxes: 'Pre Approval Completed' (green checkmark), 'Project Registration' (red text, circled in green, with a deadline of February 28th), 'Final ISEF Forms' (grey text, with a deadline of February 28th), and 'Digital Poster Board' (grey text, with a deadline of March 22nd). The 'Project Information' section includes: Project ID: assigned after registration | Floor no AC power; Presentation Type: In-person; Project Title: Jenna's Plant Project; Division & Category: (S) Senior Division in (PS) Plant Sciences Category; From: Test School Moody - Jason Moody. The 'Abstract' section has a red text 'Abstracts required for participation (maximum of 250 words)'. The 'Student Information' section shows: Jenna Moody (F, 11) not paid; prep@utk.edu; and a circled orange link for 'media images opt-out release (optional)'. A blue button labeled 'Add another student to this project' is also visible.

- 6) Once you have completed the step above you will see a green checkmark appear next to Project Registered. Next, click on **Final ISEF Forms**.

The screenshot shows the 'Project Account' page for the Southern Appalachian Science and Engineering Fair, now at the 'Final ISEF Forms' step. The navigation bar and 'Project Account | Sign Out' link are the same. The 'Next Step' box now says: 'You are almost done! After you complete your project, you will need to submit final ISEF forms to us. This needs to be done by all participating projects, regardless if they require SCR/IRB approval. One or more students do not have their registration fees submitted. See step 5 on How to Register & Participate page for fee submission details.' The status boxes are: 'Pre Approval Completed' (green checkmark), 'Project Registered' (green checkmark), 'Final ISEF Forms' (red text, circled in green, with a deadline of February 28th), and 'Digital Poster Board' (grey text, with a deadline of March 22nd). The 'Project Information' section is identical to the previous screenshot. The 'Abstract' section now contains the text: 'Jenna's Plant Project abstract test.' The 'Student Information' section is also identical to the previous screenshot, including the circled orange link for 'media images opt-out release (optional)'. The 'Add another student to this project' button is still present.

- 7) You will now be brought to this page here. Remember, if you aren't sure what forms are required use the [ISEF Rules Wizard](#). To find blank copies of each of these forms [visit this site here](#). Click on each box to upload your required forms.

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If you have all your Final ISEF Forms in one file, you can upload that file with "All Files" upload slot. If you forms are in separate files, you can upload them in their appropriate file slots.

Once your forms are all uploaded, click the "Submit ISEF Forms" button; our staff will review your project and inform you and your teacher of the outcome along with any additional steps that may be needed. Please note that you will need to upload all the required forms for your project at once, as determined by the [ISEF Rules Wizard](#). You can only upload PDF and JPEG file formats where total upload size does not exceed 8MB.

! When you are done uploading your Final ISEF Forms, click the "Submit ISEF Forms" on the bottom of this page.

All Files

Upload all paperwork in one file above, and/or select to upload each file independently from list below.

Form 1 Checklist for Adult Sponsor	Form 1A Student Checklist	Research Plan	Form 1B for Jenna Moody	Form 1C Regulated Research Institutional
Form 2 Qualified Scientist Form	Form 3 Risk Assessment Form	Form 4 Human Participants and Informed Consent	Form 5 Vertebrate Animal Form (5A and 5B)	Form 6A Potentially Hazardous Biological Agents
Form 6B Human and Vertebrate Animal Tissue	Form 7 Continuation Projects	Extra file slot		

[Submit ISEF Forms](#) [go back](#)

- 8) As you upload forms boxes will turn green based on the forms you have uploaded. In the example below this project was required to submit Forms 1, 1A, 1B, 4, 5, and a Research Plan. Once you are finished click "Submit ISEF Forms".

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Form 6B Human and Vertebrate Animal Tissue	Form 7 Continuation Projects	Extra file slot		

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- 9) Once your forms have been approved by SASEF you will see a green check next to “Final ISEF Forms Submitted”. They will be listed as “*under review*” until then.

Next, click on **Digital Poster Board**.

- First, upload your YouTube video (*optional*)
- Second, upload your digital project poster board (*required*)

Learn more about digital project poster board requirements on [step 7 of this page here](#).

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Project Account | [Sign Out](#)

Next Step:
One or more students do not have their registration fees submitted. See step 5 on [How to Register & Participate](#) page for fee submission details.

✓ Pre Approval Completed | ✓ Project Registered | ✓ Final ISEF Forms Submitted | **Digital Poster Board**
Deadline: March 22nd

Project Information | [edit](#)
Project ID: S-PS-1001 | Floor no AC power
Presentation Type: In-person
Project Title: Jenna's Plant Project
Division & Category: (S) Senior Division in (PS) Plant Sciences Category
From: Test School Moody - Jason Moody

Abstract | [edit](#)
Jenna's Plant Project abstract test.

Student Information | [edit](#)
Jenna Moody (F, 11) not paid
prep@utk.edu
[media images opt-out release](#) (optional)

[Add another student to this project](#)

- 10) Don't forget to pay your fee – read more about fees on [step 5 of this page here](#). Note that under Student Information you will see **paid** once we have received your payment in full.

Your project is ready to compete in the 2021 Southern Appalachian Science & Engineering Fair once your project account looks like this!

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Project Account | [Sign Out](#)

Next Step:

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