

# HOW TO SUBMIT YOUR FORMS TO THE REGENERON ISEF

Congratulations. Please read the instructions below carefully and then use the link at the bottom of this page to log in and begin your registration process. It is important that this process is completed as soon as possible after having been named a finalist. THE **FINAL SUBMISSION DATE IS APRIL 3, 2023; AT 5 PM.**

1. **Obtain a Society for Science and the Public (SSP) Membership ID and account.** **NOTE WELL:** You may already have an ID if you previously registered with SSP via prior participation in Regeneron ISEF or Regeneron STS.
  - a. **Each member of a team must have their own unique SSP ID.**
  - b. After you have your ID you must create a Regeneron ISEF Finalist account (retain the password for future use).  
<https://finalistquestionnaire.societyforscience.org/>
  - c. **THE NYSSEF FAIR NUMBER is USNY50.**
  - d. Each team member must use her or his OWN email address and create his or her own UNIQUE password. (If you use the same password as your teammates or as others from ANY fair, you will overwrite the information on their questionnaires.)
  - e. The questionnaire will ask for finalist contact information, HOW YOU WILL COMPETE (**IN-PERSON only**), school information, science activities, and interests, language, and team information, project exhibition information, abstract, uploaded forms, Code of Conduct and releases, and a review of ISEF related information
2. **Complete the Finalist Questionnaire.** All finalists, including members of teams, must fill out a questionnaire.
  - The questionnaire will ask for finalist information, school information, project exhibit information, and then for scientific activities and interests.
  - **You can choose a NEW category; it does not have to match the category used for NYSSEF ISEF.**
  - **You must also select a sub-category.**
    - Review the list before choosing your category and sub-category.
    - **Sub-categories assist in the Special Awards selection process.**
3. **Complete the Official Abstract Form (YOU MUST USE THE REGENERON ISEF ABSTRACT FORM).** An abstract must be submitted for each project. For team projects, ***the team leader will submit the***

**abstract.** We recommend you type your abstract in a word processing program first and then paste it into the online abstract form.

- a. The true last day to submit an abstract re-write is April 19<sup>th</sup>, 2023 but I would submit by April 3, 2023; **PLEASE DO NOT FORGET you must upload an abstract by April 3, 2023 (5 PM).**
  - b. All paperwork must be uploaded by April 3, 2023 (5 PM).
4. **Code of Conduct & Releases:** These forms must be signed by both you and your parent/legal guardian for you to compete at the Regeneron ISEF. This applies to all team members. Found in the individual questionnaires.
  5. **Note well:** You will be required to submit a W-9 Form if awarded prizes at Regeneron ISEF. This form is **required for all finalists representing fairs in the United States and U.S. territories** to receive awards at the Regeneron ISEF. Failure to complete and return the form will result in the delay of award payment. This form must have the student's (not the parent's) name, Social Security number, and signature.
  6. **Submit your Regeneron ISEF SRC paperwork.**
    - **YOU WILL SUBMIT YOUR FORMS only after being reviewed a final time by NYSSEF and verified for you to upload to your ISEF questionnaire via email.** All forms should be complete with appropriate signatures.
    - *When submitting information electronically, you are still required to meet the deadline stated **by NYSSEF (all forms need to be completed and uploaded by April 3, 2023, 5 PM)**.* An on-screen checklist will guide you through the process of filling out the electronic questionnaire and abstract. Once you have done that, the checklist will show you where to upload your required paperwork (**AFTER FINAL NYSSEF SRC REVIEW AND EMAIL CONFIRMATION**). You do not need to upload the questionnaire and abstract because they are already in the ISEF system. However, ISEF will need your Code of Conduct and Releases, and paperwork, as applicable. Scan them as pdf files; the ISEF system will not accept .jpegs. For team projects, each team member must upload a Code of Conduct and Release form, but only the Team Leader will need to upload the Regeneron ISEF forms and abstract for the team (**please be sure that the team leader has all of the Approval Form 1Bs for each team member.**)
    - **After, all forms are uploaded and the questionnaire is complete...CLICK SUBMIT!**
    - Be sure to keep the original of all your Regeneron ISEF forms for your records. Do not send your originals to Society for Science & the Public. You should retain the originals of your Regeneron ISEF

forms, complete with appropriate signatures, for your records.

7. It would be OPTIMAL to **review your submission and finalize your questionnaire BEFORE joining THE NYSSEF ISEF FINALIST MEETING at JERICHO on March 29, 2023, at 4 PM.** Dr. McCalla will check that you have uploaded all work and completed the questionnaire and abstract upload. You must complete and finalize your questionnaire as soon as possible so that Society for Science & the Public (SSP) can review and send your paperwork forward to their Scientific Review Committee.
8. **Abstract rewrites.** After the final submission, you will see in the checklist an opportunity to submit an abstract rewrite. If there are updates or corrections that need to be made to your abstract, you may complete this form. **The deadline for submitting a voluntary rewrite is April 19.**

#### **HELPFUL LINKS:**

- **Abstract Instructions (pdf):** Information and tips on writing and displaying your abstract. <https://www.societyforscience.org/?s=abstract>
- **List of Categories:** A detailed listing of categories and sub-categories and guidance on choosing which category in which to present your project. Make sure to look at the list of categories. <https://www.societyforscience.org/isef/categories-and-subcategories/>
- **Document Library:** <https://www.societyforscience.org/isef/international-rules/>
- **Rules and Guidelines:** <https://sspcdn.blob.core.windows.net/files/Documents/SEP/ISEF/2023/Resources/Project-Material-Guidelines.pdf>
- **ISEF Covid19 policy:** <https://www.societyforscience.org/isef/covid-policy/>
- **ISEF Rules for all projects:** <https://www.societyforscience.org/isef/international-rules/rules-for-all-projects/#Ethics>