

The Charles Duggan

VIRTUAL Long Island Science and Engineering Fair 2021



36th Year of **Regional Affiliation**
with the

**Society for Science and the Public's
International Science and Engineering Fair**

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Regional Rules, Guidelines and Registration

<u>LISEF Contact Information</u>	<u>Mailing Address</u>
<p>www.lisef.org President@lisef.org (631) 427-6428</p>	<p>LI Science and Engineering Fair, Inc. 998 Old Country Road STE C PMB 164 Plainview, NY 11803</p>

LISEF Fair Director: **Angela Lukaszewski**
Regional Rules, Guidelines and Registration for
the Long Island Science and Engineering Fair
2020 - 2021

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Table of Contents

Important Websites	3
Important Dates	4
Mission Statement	5
Ethics Statement	5
General Eligibility for LISEF	6
Home Schooled Students Additional Requirements	6
LISEF Additional Rules and Guidelines	7
ISEF Rule/Guideline Changes for 2020– 2021	11
Online Studies	11
Reasons for Fail to Qualify (FTQ) at LISEF	12
Commitment Agreement	13
Liaison’s School Registration & Responsibilities	14
Online Project Registration by Student	16
Student Dashboard/Uploads	17
Do’s and Don’ts of the YouTube Presentation and Slide Show	19
LISEF Project Display Regulations	20
Advancement to ISEF	20
LISEF Allocation at ISEF	20
Registration Fees	21
LISEF Fair 2021 Direct Payment Form	22
LISEF Fair 2021 Eastern Suffolk BOCES Participation Form	23
LISEF Media Release Form 2021	24

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Important Websites

- www.lisef.org
- The International Rules and Guidelines for Science Fairs is available on the Society for Science and the Public website: [INTERNATIONAL RULES FOR PRE-COLLEGE SCIENCE RESEARCH](http://www.societyforscience.org/isef/international-rules)
- The ISEF Rules Wizard (required for all projects prior to experimentation/data collection): [Rules Wizard](http://www.lisef.org/rules-wizard)
- Interactive ISEF 2021 Forms [ISEF Forms](http://www.lisef.org/forms)
- ISEF 2021 Subject Specific Guidelines
 - Humans: <https://student.societyforscience.org/human-participants>
 - Vertebrates: <https://student.societyforscience.org/vertebrate-animals>
 - PHBAs: <https://student.societyforscience.org/Potentially-Hazardous-Biological-Agents>
 - Hazardous: <https://student.societyforscience.org/hazardous-chemicals-activities-or-devices>
- The ISEF Human Subject Risk Assessment Guide: <https://www.societyforscience.org/isef/international-rules/human-participants/#riskassess>
- Online Survey Consent Procedures: <https://sspcdn.blob.core.windows.net/files/Documents/SEP/ISEF/Resources/Online-Survey-Consent-Procedures.pdf>
- ISEF Guidelines for Biosafety Level 1 Self Assessment Checklist: <https://sspcdn.blob.core.windows.net/files/Documents/SEP/ISEF/Resources/BSL1-Checklist.pdf>
- The ISEF Self-Assessment for Bio-Safety Level 2: <https://sspcdn.blob.core.windows.net/files/Documents/SEP/ISEF/Resources/BSL2-Checklist.pdf>
- ISEF SRC and IRB Guidelines: <https://sspcdn.blob.core.windows.net/files/Documents/SEP/ISEF/2016/Fair-Network/Operational-Guidelines.pdf>

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Important Dates

Virtual Fair March 5-21, 2021

November 17, 2020 (Tuesday) – Email deadline to send completed Commitment Agreement to treasurer@lisef.org

December 1, 2020 (Tuesday) – Liaison and Student/Project Registration Opens on Website

January 11, 2021 (Monday) 8:00 P.M. - Technical support deadline for questions to webmanager@lisef.org. Any queries after this time will not be answered.

January 12, 2021 (Tuesday) 8:00 P.M. – Online Registration Completion Deadline for Students (missing this deadline automatically disqualifies the project)

January 14, 2021 (Thursday) 8:00 P.M. – Deadline for School Liaison to Certify Accuracy of Student's Registration (Certification cannot exceed Initial School Allocation. Up to two additional projects can be certified for the lottery – see Website for further details).

January 18, 2021 (Monday) – Posting of Final School Allocation number, including lottery awards for each school

January 21, 2021 (Thursday) – LISEF, Inc. Invoices will be mailed by this date (please note that the JV Fair has later close of registration and invoicing dates)

February 26, 2021 (Friday) – Receipt of LISEF Payment Deadline

March 1, 2021 (Monday) 8:00 P.M. – *Final Deadline for the following:*

Deadline to edit abstracts on Student Dashboard (required);

Deadline for all PDF Uploads on student dashboard: 1. SRC Upload (required) 2. Consent Forms (if applicable to project) 3. Virtual Fair Information for Judges (required) 4. Media Release Forms for all students involved in project (required);

Deadline for YouTube Link to Project Presentation (required)

March 5, 2021 (Friday) – Judging Window Opens

March 21, 2021 (Sunday) – Judging Window Closes

March 28, 2021 (Sunday) – LISEF Winners Posted

April 6, 2021 (Tuesday) - Mandatory ISEF Finalists and Liaison Meeting

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Mission Statement

“Our mission is to promote excellence in scientific inquiry and discovery in Long Island schools.”

Ethics Statement

The Long Island Science and Engineering Fair Inc. is an affiliate of the International Science and Engineering Fair (ISEF), and as such upholds the following ISEF Ethics Statement (ISEF Guidelines 2021, pgs. 3):

ISEF Ethics Statement

Student researchers, as well as adults who have a role in their projects, are expected to maintain the highest ethical standards. These include, but are not limited to:

- **Integrity.** Honesty, objectivity, and avoidance of conflicts of interest are expected during every phase of the research. The project should reflect independent research done by the student(s), and be free of fraudulent data and/or plagiarism and represent only one year’s work.
- **Legality.** Compliance with all federal, state and local laws and regulations is essential. In addition, projects conducted outside the U.S. must also adhere to the laws of the country and jurisdiction in which the project was performed. All projects must be approved by a Scientific Review Committee (SRC), and when necessary must also be approved by an Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC). Native, genetically-altered, and/or invasive species (e.g. insects, plants, invertebrates, vertebrates), pathogens, toxic chemicals or foreign substances reintroduced into the environment is prohibited. It is recommended that students reference their local, state or national laws and regulations.
- **Respect for Confidentiality and Intellectual Property.** Confidential communications, as well as patents, copyrights, and other forms of intellectual property must be honored. Unpublished data, methods, or results may not be used without permission, and credit must be given to all contributions to research.
- **Stewardship of the Environment.** It is the responsibility of the researcher(s) and adults involved to protect the environment and its organisms from harm. Introduction or disposal of native, genetically-altered, and/or invasive species, (e.g. insects, plants, invertebrates, vertebrates), pathogens, toxic chemicals or foreign substances into the environments is prohibited. It is recommended that students reference their local, state or national regulations and quarantine lists.
- **Acknowledgement of Risks.** All projects involve some amount of risk. Everyone is expected to recognize the hazards, assess the risks, minimize the risks, and prepare for emergencies.
- **Animal Care.** Proper care and respect must be given to vertebrate animals. The use of non-animal research methods and alternatives to animal research are strongly encouraged and must be explored before conducting a vertebrate animal project. The guiding principles for the use of animals in research includes the following “Four R’s”: Replace, Reduce, Refine, Respect.
- **Human Participant Protection.** The highest priority is the health and well-being of the student researcher(s) and human participants.
- **Potentially Hazardous Biological Agents (PHBAs).** It is the responsibility of the student(s) and adults involved in the project to conduct and document a risk assessment, and to safely handle and dispose of organisms and materials.

Scientific fraud and misconduct are not condoned at any level of research or competition. This includes plagiarism, forgery, use or presentation of other researcher’s work as one’s own and fabrication of data.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Fraudulent projects will fail to qualify for competition in affiliated fairs and ISEF. Society for Science and the Public reserves the right to revoke recognition of a project subsequently found to have been fraudulent.

General Eligibility for LISEF

- Each project must satisfy all of the ISEF rules and LISEF rules that apply.
- Each school must have a school liaison.
- Each school must submit a signed commitment agreement, emailed by November 17, 2020. See details in the Commitment Agreement section of this document, p. 13-14, or the LISEF website.
 - Commitment Agreements will only be accepted as PDF documents emailed to treasurer@lisef.org by the deadline November 17, 2020. Please name the scanned file “‘School Name’ LISEF Agreement 2021”.
- A school liaison can certify up to their initial project allocation, and up to three additional projects for the lottery.
- Each student may enter only one project that covers research done over a maximum of 12 continuous months between January 2020 and May 2021.
- Student must be enrolled in Grade 9 – 12 and less than 20 years of age on 1/1/2021.
- **All** students (including all members of a team) must be affiliated with a Nassau or Suffolk County educational institution (a home schooled individual/team should follow the instructions contained in this document). Team members may be enrolled in different Nassau/Suffolk schools.
- A team may consist of 2 or 3 members.
- Every registered student that participates at Virtual LISEF must complete a LISEF Media Release Form
- All individuals and team members **MUST** attend a school that has submitted a Commitment Agreement and that has a school liaison (See Home Schooled Students Additional Requirements).
- **A school is responsible for payment of the LISEF registration fee for any student from their high school who is a participant in a project entered through another school.**
- English is the official language of ISEF and LISEF. Student PowerPoint/Google Slides, Video Presentation, abstracts and **all paperwork must be in English.** *If applicable, this includes a translated copy of the IRB Approval and translated copy of the Consent Form.*

Home Schooled Students Additional Requirements

- The parent/guardian of the student wishing to present research at any of LISEF Inc.’s three fairs will act as the liaison.
- Once the initial page of online registration is completed with contact information, the registration process is automatically suspended until Proof of Home Schooling is received, at which time you will be notified and your registration may be completed. It is essential that obtaining Proof of Homeschooling be completed in a timely manner to facilitate completion of registration by the close of registration deadline.
- Proof of Home Schooling: The parent/guardian acting as the liaison must request that the Nassau or Suffolk school district in their community have their Pupil Personnel Office send a copy of the letter in which the school district approved the student’s Individual Home Instruction Plan (IHIP) for the current school year to LISEF; this letter and/or an attachment made by the school district must define the grade level of the course of study. A copy from the parent is not sufficient.
- The parent pays the required fees per child that is a member of a registered project; the student cannot compete if this is not received by the published deadline. The parent should use the Direct Payment

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Form although it is designed for schools; write 'home school' where asked for School Name, parent information everywhere else, except we do need the name of the school district in which you reside.

- The home-schooled student may enter only one project that covers research done over a maximum of 12 continuous months between January 2020 and May 2021.
- The home-schooled student's project must satisfy all of the ISEF rules and LISEF rules that apply and complete all of the appropriate ISEF forms.
- If the student's project is done in a Registered Research Institution, the LISEF SRC/IRB will sign any of the forms that require a local SRC signature once the student has completed their research as long as proof that all of the required prior reviews were conducted at the university. If the student's project is done in any place other than a Registered Research Institution, the student must seek prior reviews from the LISEF SRC/IRB.
- Home-schooled projects will not affect the Maximum Allocation granted to any school in that student's community.
- Since most students enrolled in a public/private school on Long Island that participates in LISEF, compete internally for the right to present at LISEF fairs, LISEF, Inc. expects that projects submitted to its fairs are of a high caliber and reserve the right to deny participation to a home-schooled project that is below LISEF, Inc.'s standards. LISEF, Inc. will review the submitted Research Plan and Abstract to determine if the project is eligible to compete. Although a project is unable to compete in one fair, it might be deemed eligible for one of the other LISEF affiliated fairs. If a project is ineligible for a fair, and a fee has been paid, that fee is refundable.
- The home-schooled student participates at Virtual LISEF must complete a [LISEF Media Release Form](#)

LISEF Additional Rules and Guidelines

In the interest of safety, fairness and ethics, a Regional Affiliated Fair can be more restrictive than the ISEF Rules and Guidelines.

Please see additional rules below, now organized by topic; new or updated items are contained within the appropriate topic:

GENERAL:

- If at any time, LISEF, Inc. becomes aware of an egregious ethics violation on either the part of the student(s) or adult sponsor, the project will fail to qualify and, additionally, LISEF may impose a penalty, which may include, but is not limited to a school wide penalty.
- The liaison must canvas their students to determine if a team project is a split-school project and contact the other school to determine which school is including that project in their school's commitment. Both schools must submit a commitment agreement which must be emailed to treasurer@lisef.org by November 17, 2020. Each school is responsible for payment for their student(s) that are a part of a split-school team project.
- All participants must dress and behave with a reasonable level of decorum on their video presentation. LISEF, Inc. reserves the right to immediately fail to qualify a project where the participant(s) are inappropriate.
- **New:** If students worked with a mentor and "witnessed or watched" any procedures virtually or in person, but did not actually perform the work, that procedure was NOT conducted by the student, and cannot be presented as such. The student may report the data from the procedure as a "data science" project but cannot claim they did the actual procedure.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

- **Clarification:** Any contact/guidance, virtual or in-person, from an outside expert requires a 1C to be completed by that expert.
- **New:** On the Student Dashboard, the individual/team leader is responsible for uploading three (possibly four) PDF documents, and a YouTube Link to a video presentation. Please see pg 17-19 of this document for further instructions.
 - PDFs:
 - SRC PDF
 - Consent Forms, if applicable
 - Virtual Fair Information for Judges
 - Media Release Forms

ABSTRACT:

- Abstracts are uploaded in two places:
 - The abstract is typed/pasted into the appropriate place in the student dashboard. All abstract editing must be completed by the deadline 8:00PM on March 1, 2021.
 - The abstract, on the official ISEF abstract form, is to be uploaded as part of the single PDF document for the SRC Upload. The deadline for submission is 8:00PM on March 1, 2021. For further information on this upload please see pg 17-19 of this document. Failure to complete the SRC Upload will result in an automatic Fail to Qualify for Virtual LISEF 2021.
- Abstracts must include the purpose of the experiment, procedure, data, and conclusions and *represent only the work of the student(s)* (see ISEF Guidelines 2021, p. 30).

RESEARCH PLAN/PROJECT SUMMARY INSTRUCTIONS:

- The Research Plan, in proper ISEF format, is to be uploaded as part of the SRC Upload. The deadline for submission is 8:00PM on March 1, 2021. For further information on this upload please see pg 17-19 of this document. Failure to complete the SRC upload will result in an automatic Fail to Qualify for Virtual LISEF 2021.
- Submit one document, the Research Plan/Post Summary, as described below:
 - *Research Plan written prior to experimentation (future tense)*
 - *Addendum (present/past tense):*
 - *If no changes are made from the original research plan, simply state that no changes were made at the end of the research plan.*
 - *If changes (additions or deletions) are made during the research, add these changes in the addendum, recognizing that some changes may require returning to the IRB or SRC for appropriate reviews and approvals.*
 - Please start the Addendum on a separate page.
- **Recommendations:**
 - Students should use headings and bullets throughout their research plan.
 - The subject-specific guidelines (items 1-4 on the ISEF Research Plan/Post Summary Instructions) should be *embedded* within the Procedures section (item C) of the Research Plan.
 - Note: These housekeeping recommendations make it easier for the reviewer to review your paperwork.

RESEARCH PAPER:

- Research Papers are uploaded in two places:

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

- The Research Paper is to be uploaded as part of the SRC Upload. The deadline for submission is 8:00PM on March 1, 2021. For further information on this upload please see pg 17-19 of this document. Failure to complete the SRC upload will result in an automatic Fail to Qualify for Virtual LISEF 2021.
- The Research Paper is also to be uploaded as part of the Virtual Fair Information for Judges Upload. The deadline for submission is 8:00PM on March 1, 2021. For further information on this upload please see pg 17-19 of this document. Failure to complete the Virtual Fair Information for Judges upload will result in an automatic Fail to Qualify for Virtual LISEF 2021.
- A Research Paper consists of the following parts:

REQUIRED	RECOMMENDED
<ul style="list-style-type: none"> ● Introduction section ● Materials and Methods ● Results (any representation of data, findings or mathematical proofs) ● Discussion and conclusions ● References 	<ul style="list-style-type: none"> ● A title page stating the Title of the project, the student’s name(s) and school name(s) ● Pages have to be numbered

POWERPOINT/GOOGLE SLIDES:

- The Slideshow Presentation (i.e. PowerPoint/Google Slides), is to be uploaded as a PDF as part of the Virtual Fair Information for Judges Upload. The deadline for submission is 8:00PM on March 1, 2021. For further information on this upload please see pg 17-19 of this document. Failure to complete this upload will result in an automatic Fail to Qualify for Virtual LISEF 2021.

YOUTUBE VIDEO PRESENTATION:

- The YouTube Presentation MUST be linked to the student dashboard. The deadline for submission of the YouTube link is 8:00PM on March 1, 2021. For further information on video presentation please see pg 17-19 of this document. Failure to submit this link will result in an automatic Fail to Qualify for Virtual LISEF 2021.

CONTINUATIONS AND TEAMS:

- **Clarification:** A project in which the student(s) learned techniques and equipment as an introduction in one year, and carried out the experimentation in the second year is considered a continuation.
- If AT ANY TIME, LISEF, Inc. becomes aware of a change of membership of a project presented at a prior competition than its membership registered for the LISEF competition, LISEF will impose a 50% penalty of the initial allocation for the following school year for each school involved in the infraction. In addition, the student(s) involved will fail to qualify, and in the event that the LISEF competition has already taken place, then that project and student(s) will be stripped of all recognition and awards. Additionally, the Principal and Superintendent of the school(s) involved will be sent a letter informing them that their initial allocation of LISEF registrations is being reduced by 50% the following year because of an ethics violation.
- Team membership cannot be changed during a given research year unless there are extenuating circumstances; the *LISEF Regional SRC* must approve of any change in team membership during the 12-months after the stated start date for the project. This ruling supersedes the ISEF Rules and

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Guidelines. Keep in mind that once a project has competed in any science fair at any level, no changes are allowed even in extenuating circumstances.

BSL:

- No BSL-2 work can be completed in a high school, unless there is proper BSL-2 certification from a government agency, submitted to LISEF *PRIOR* to any experimentation. The website below will describe in detail the levels of biological containment.

<https://www.cdc.gov/training/QuickLearns/biosafety/>

VERTEBRATES:

- The LISEF SRC serves as an approval committee for vertebrate projects performed in a school, home or field. All approvals for these types of studies must be approved prior to experimentation by the LISEF SRC.

HUMAN PARTICIPANT PROJECTS:

- All published instruments that are not in the public domain must be administered, scored and interpreted by a Qualified Scientist as required by the instrument publisher. Any and all use and distribution of the test must be in accordance with the publisher's requirements, including procurement of legal copies of the instrument. All approvals to use the publisher's instrument must be attached to the Research Plan at the time of IRB review. *Please note*, because a published instrument is readily available on the internet does not mean that it is legitimately in the public domain. If an instrument being used is one legitimately in the public domain, provide proof to that effect. If the student(s) states that they have modified a published instrument, the student(s) must provide a copy of the original instrument or a link to it.
- Human Participants Form 4 additional requirement: An additional signature from the local IRB chair is required which indicates the review and approval of ALL stimuli/material (visual, auditory, written, mechanical, etc.) to which human participants will be exposed. A statement similar to our sample below should be printed on the school letterhead and submitted, along with all such stimuli described above, to the local IRB; this said document should be signed and dated by the local IRB Chair.
 - Our IRB has seen/heard and reviewed the stimuli/material (visual, auditory, written, mechanical, etc.) to which human participants will be exposed for this project and which are listed below: *(list all stimuli/material)*
- Surveys to collect data for LISEF participation may not be distributed to students enrolled in a K-12 class (public or private school) where they receive any kind of evaluation OR where attendance is taken. This rule is designed to maximize the voluntary assent of the participants. It will apply to ALL projects that require voluntary assent of human subjects.
- The 'Scripts' that are used to present a survey to potential subjects during recruiting and/or to describe informed consent must be included in the research plan under the appropriate headings.
- Any measures administered to Human Participants, including those used in pilots, that may cause physical or psychological harm must go through the IRB approval process; submit a Form 4 for the Pilot Study.
- The survey/questionnaire must be attached to the Informed Consent if Parental/Guardian permission is required by your IRB. In this instance, the CONSENT FORM must include the following statement followed by their signature and date:
 - YES NO (circle one) I have received a copy of any survey or questionnaire to be used in the research. *(If the Human Informed Consent Form from the ISEF Guidelines is used, add the*

In keeping with the spirit of the changes of ISEF 2021, ISEF will also be a virtual event.

*above statement to the back and include an * on the front that directs parents to the reverse side.)*

QUALIFIED SCIENTIST:

- The ISEF Regional SRC must give approval of any individual, not at an RRI, as the qualified scientist prior to the start of experimentation, if one is required (usually Human Participants, non-human Vertebrates, and PHBAs.) *In a closed session at each monthly meeting our board of trustees will determine approval status of any open Qualified Scientist applications.*
- *ISEF Guidelines 2021:* A Qualified Scientist should have earned a doctoral/professional degree in a scientific discipline that relates to the student's area of research. Alternatively, the SRC may consider an individual with *extensive experience* and *expertise* in the student's area of research as a Qualified Scientist.
- Having a Bachelors or a Masters degree in a scientific discipline is not sufficient to act as a Qualified Scientist without additional experience in a professional lab. Several years as a research teacher does not constitute extensive experience in the student's *area of research*. The alternative that the ISEF guidelines mention, extensive experience and expertise, generally applies to fields where a professional degree does not exist. Each project is different and the Qualified Scientist should have significant knowledge in *the student's area of research*.
- See Qualified Scientist qualifications and responsibilities in the ISEF Guidelines 2020, page 5.

ADDITIONAL FAIR INFORMATION REQUIRED ON THE STUDENT DASHBOARD:

- SRC PDF Upload
 - Upload cannot be larger than 20MB.
 - Deadline 8:00 PM on March 1, 2021.
 - For more information see pg 17-19 of this document.
- Virtual Fair Information for Judges PDF Upload
 - Upload cannot be larger than 20MB.
 - Deadline 8:00 PM on March 1, 2021.
 - For more information see pg 17-19 of this document.
- YouTube Link to Project Presentation
 - Presentation cannot be longer than 5 minutes.
 - Deadline 8:00 PM on March 1, 2021.
 - For more information see pg 17-19 of this document.
- Media Release Forms
 - Upload cannot be larger than 20MB.
 - Deadline 8:00PM on March 1, 2021.
 - For more information see pg 17-19 of this document.

ISEF Rule/Guideline Changes for 2020– 2021

Please see 2021 ISEF Rules and Guidelines:

[INTERNATIONAL RULES FOR PRE-COLLEGE SCIENCE RESEARCH](#)

Online Studies

Please see ISEF Rules for Online Studies

[Guidelines for Online Survey Consent Procedures](#)

Reasons for Fail to Qualify (FTQ) at LISEF

The following is the current list of reasons that would result in a project's failure to quality, and therefore would not be permitted to move forward in LISEF and ISEF. However, we cannot foresee every instance in which a project may fail to qualify and we reserve the right to add additional items to this list.

<p>Eligibility:</p> <ul style="list-style-type: none"> • Student worked with a partner or team but competed as an individual, or vice versa • Project data collection was more than 1 year in length or was too old • Student, individual or team member, was not associated with a Nassau or Suffolk county school district • Project display has more than one year's data (this includes replication data even if replication done in current year) 	<p>Scientific Misconduct:</p> <ul style="list-style-type: none"> • Plagiarism • Student presents mentor's research as his/her own • Falsification of data • Misrepresentation of team membership • Reverting to previously disapproved version of display • Any ethical misconduct • Lack of adherence to ISEF Ethics Statement
<p>Vertebrate Studies:</p> <ul style="list-style-type: none"> • Missing IACUC preapproval for vertebrate animal studies • Studies done at home/school/field that should have been done at a regulated research institution • Induced toxicity studies • Predator/vertebrate prey experiments • Studies where student performed euthanasia on a vertebrate animal • Studies with an animal death in any group or subgroup due to experimental procedures of the student or <i>of any other person using the same vertebrate animals</i> • Studies where animals have a weight loss greater than or equal to 15% • Studies where there was an inappropriate restriction of water or food • Studies treated as embryonic studies that were actually vertebrate studies • Projects that cause more than momentary or slight pain or distress to vertebrate animals, even if caused by a <i>person using the same vertebrate animal</i>, unless <i>approved</i> anesthetics, analgesics and/or tranquilizers are used 	<p>Human Participant Studies</p> <ul style="list-style-type: none"> • Missing prior IRB approval for human participant studies and pilots of same studies. <i>This includes submitting a signed Form 4 that lacks any IRB determinations.</i> • Studies that under-evaluated risk and did not have a Qualified Scientist • Studies where the IRB required written documentation of consents which were not obtained • Student administration, scoring and/or interpretation of a published instrument without the required qualifications as specified by the instrument publisher • Testing a medical intervention device in a place other than RRI <hr/> <p>Potentially Hazardous Biological Agents (PHBAs)</p> <ul style="list-style-type: none"> • Microorganisms were cultured at home • Certification for a high school BSL-2 lab not obtained • Violation of BSL-1 protocol of unknown microorganisms which require keeping plates sealed • BSL-2 studies done in a BSL-1 lab • Genome editing studies not done at a RRI
<p>Other Reasons for FTQ</p> <ul style="list-style-type: none"> • Hazardous Chemical Studies conducted at home or in the field without a LISEF SRC pre-approved Designated Supervisor • Continuation study which was merely a repeat of a previous project conducted by any student • Failure to submit the required PDF Uploads, and Video Presentation link by the published deadline (see pages 17-19 of this document) 	

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Categories

- During registration, each individual or team leader will choose one of the ISEF categories offered that best fits their project and a sub-category within the category. Categories and subcategories are listed on page 29 of the 2021 ISEF Rules & Guidelines; however, to see descriptions of the sub-categories, you should visit the ISEF [website](#)
- LISEF categories will be determined after the close of LISEF registration. Our intent is to form LISEF categories based on the distribution of registration in the ISEF sub-categories. The determination of the LISEF categories will be made at the December LISEF monthly meeting, which is open to the public. New categories will be formed to include all of the ISEF subcategories for which projects are registered and some categories may be split to form new categories.

Commitment Agreement

- The commitment agreement form must be completed and emailed to treasurer@lisef.org no later than Tuesday, November 17, 2020. Please name the scanned file “‘School Name’ LISEF Agreement 2021”.
- **Schools that do not submit a Commitment Agreement Form emailed by November 17, 2020 will not be allowed to participate in LISEF 2021.**

School Commitment Process for LISEF 2021 Virtual fair:

1. *This Commitment Letter informs the district administrator and liaison that they have been given an **Initial Project Allocation (IPA)** for each individual high school in their district, and we have included at the end of this letter a Commitment Agreement Form that must be signed and returned to us. The IPA’s can be found on the LISEF website www.lisef.org*
2. *The deadline for student project registration is January 12, 2021. The deadline for liaisons to certify projects is January 14, 2021. When project certification occurs, your liaison can indicate up to three additional projects that they would like considered in our potential lottery.*
3. *The Commitment Agreement Form states that your district is responsible for payment for the number of project registrations your liaison CERTIFIES by January 14, 2021, including any lottery slots awarded, at \$75.00 per student registered*
4. *The Commitment Agreement Form **MUST** be emailed by Tuesday, November 17, 2020 to Treasurer@LISEF.org. Please name the document “Commitment Agreement (School Name)”.*
5. *The number of projects you certify can be less than your school’s IPA; you will not be penalized.*
6. *Once all districts have certified their selected projects, if the minimum number of projects we hope to receive this year has not been met, and if there are additional requests made by schools during certification (up to three per school), a lottery for allocation of those spots will take place. Each school with additional requests will have one entry into the first drawing. Upon the event that our project minimum is still not met once the first drawing is complete, an additional lottery will be conducted and each school with remaining requests will have only one entry per round until our minimum project goal is reached. The final project allocation numbers, including the lottery awards, will be posted on our website, www.lisef.org by January 18, 2021.*
7. ***Once the final allocation is posted, this is considered your school’s commitment, and your district is responsible for payment of your commitment to these projects.***

Please fill out the Commitment Agreement and email a scanned copy of it by the Tuesday, November 17, 2020 deadline (keep your signed original on file at your school). **Schools that do not submit a Commitment Agreement email will not be allowed to participate in LISEF 2021 Virtual Fair.** Invoices will be sent to each school liaison after certification of ALL the participating schools’ registrations are complete. **Payment must be received no later than Friday, February 26, 2021.**

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

By signing the following Commitment Agreement Form, your district is agreeing to pay for each student participating in the projects certified by the school liaison, plus any additional lottery allotments, at \$75.00 per student registered, including students enrolled in your school that are members of a team project registered through another school. Note that projects may include a maximum of three students, and payment for this project would equal \$225.00, as the fee is \$75.00/student. If a school does not meet their financial commitment, the school's allotment will be reduced by 50% for the following year and only increased by one slot each subsequent year until the original IPA is reached. Since ISEF 2021 will be a virtual fair, you are NOT being asked this year to sign a commitment that you will send a district employee chaperone to ISEF should one of your students become a finalist.

Additional Information

The IPA formula for LISEF 2021 Virtual Fair is based on the schools' previous year IPA. School IPAs were reduced by 50 percent. If the number resulted in a decimal value, the IPA was rounded up to the nearest whole number and the minimum number was two slots. Schools can request fewer slots than their IPA for this school year, without having their IPA reduced next year.

- A new school district (not listed on the LISEF 2021 IPA page) is allowed 2 IPA's.
- If a school does not meet their financial commitment, the school's allotment will be reduced by 50% for the following year and only increased by one slot each subsequent year until the original IPA is reached.

Liaison's School Registration & Responsibilities

NOTE: Steps 1- 6 below must be completed before the students can begin Project Registration.

1. One liaison is required for EACH LISEF school. A person can be a liaison for more than one school, but will need to complete all forms, including the commitment agreement form, and online registration for those schools. The liaison is responsible for completion of ALL forms submitted by the school and should be available by cell or regular phone on the FINAL SRC Review Day (Saturday, March 27, 2021).

If this person is the same person for more than one LISEF sponsored fair, they can register for all at the same time, and use the same log in (e-mail) and password for each fair (see website for more details).

2. If a liaison is registering more than one school for the LISEF fair, only one login is required, where multiple schools can be registered.
3. A liaison can begin the online registration of the school as of December 1, 2020 if the school has completed the 2021 commitment agreement, and it was emailed no later than November 17, 2020.
4. To complete the online registration for your school, you will need the following information:
 - a. Liaison's Name and contact information (*We encourage submission of a non-school e-mail since these often are blocked for our mass emailing. If you choose to use a school email, be sure to tell your IT department to whitelist lisef.org.*)
 - b. School's Name and Address
 - c. Principal's name and email address
 - d. Name and contact information, including address, phone and e-mail, of the person who should receive the invoice for the school's registrants for LISEF. This person is the one who will be responsible for submitting a Purchase Order to the district's business office.
 - e. Indicate whether your school will be paying the invoice by Check or through BOCES. This should be discussed with the appropriate parties prior to entering this information.
 - f. Phone number and name of individual in Accounts Payable in your District Billing Office.
 - g. SRC Chair name and email address

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

- h. IRB Chair name and email address
 - i. Please enter the area(s) in which the liaison will be able to assist with the LISEF Fairs, as we request help from liaisons on fair day.
 - i. *Please note this is not applicable for Virtual LISEF 2021, but still must be added to the system to complete registration.*
5. **NEW:** Last year's fair information was archived. If you were the liaison for your school last year, login in using your username and password from last year. If you do not remember your password, click "Trouble Logging In" to receive an email with instructions. Once you are in, you will click "Restore" for the fairs you are going to serve as liaison again this school year.
 - a. Be sure to agree to terms and conditions, as well as the LISEF ethics statement to proceed.
 - b. Edit all school information as needed if there have been any changes in the past year.
 - c. This can be done for all fairs, and schools which are associated with a liaison.
6. Liaison must provide the name(s) and email(s) of all Adult Sponsors in the school so that the Adult Sponsor can register. *The Adult Sponsor(s) will be sent an email to the provided email address with registration instructions.*
7. **NEW:** Liaisons must register chaperones from their school, for each day of fair attendance. This chaperone can also be the liaison. Initial chaperones input will be for Day 1 of the fair. If projects from a school advance to Day 2, chaperones for Day 2 must be input. These chaperones do not need to be the same as Day 1. Chaperones on Day 2 can also serve as judges for JV and MS Fairs (registration for JV and MS judges is done on the JV or MS lesson page).
 - a. *Please note this is not applicable for Virtual LISEF 2021, but still must be added to the system to complete registration.*
8. Once the school registration is complete, and students start registrations, the liaison can login and click the Student/Project Manager button from their dashboard. Each project may be viewed by selecting "Details." All project information can be viewed, with the option to delete the project. If the project has a YouTube Link uploaded it will be active. ALL project PDFs if they have been uploaded can also be viewed. **If they have been completed there will be a link to "Download the PDF File."**
9. Once student registration closes, at 8:00 P.M. on January 12, 2021, the editing section will no longer be available to students and it will be replaced for 48 hours with the section for liaisons to confirm the students. During this certification window, liaisons will certify projects, up to their IPA. Once every project member, from each school involved, has been confirmed, the project is automatically confirmed. If liaisons wish to certify any additional projects for entry in a lottery, they may do so at this time. The lottery will be selected via raffle/round robin based upon the number of certified projects at the close of registration, and the maximum capacity for LISEF 2021. The certification window closes at 8:00 P.M. on January 14, 2021.
10. On January 18, 2021, the final project allocation numbers will be posted on our website. Schools will be invoiced for all the confirmed projects, including any confirmed lottery projects that were granted. Non certified projects will not be invoiced; non certified lottery projects will not be placed into the raffle/round robin.
11. The liaison must login to their account to view all student registration items PRIOR to the close of registration to determine if your students have completed all tasks to your satisfaction.
12. The liaison needs to download all PDF files, and view the video presentation to examine them PRIOR to the PDF upload deadline, 8:00 P.M., March 1, 2021; check that the SRC PDF contains the Wizard,

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Abstract, ISEF paperwork, including a research plan, research paper and the digital file of the PowerPoint/Google Slides for each project. Check that the Virtual Fair Information for the Judges contains the PDF of the PowerPoint/Google Slides, Form 1C (if applicable) and the research paper. Check that all Media Release Forms for the project were uploaded. The liaison will *not* be able to upload revisions but must direct their students to do so; if corrections are needed, the student must upload an entire new single PDF with each revision as it will *overwrite any previous upload*. Once the liaison is satisfied with the upload for each project, the liaison should print a copy for their files. *If the student misses the upload deadline the project automatically fails to qualify.*

13. If Consent forms are required, they must be submitted in a separate PDF upload on the project registration page. The deadline for this submission is 8:00 P.M. on March 1, 2021.
14. **New:** For Virtual LISEF 2021, the liaison must view the project YouTube Link and certify that the video is free from any inappropriate content, and contains content pertinent to the student(s) project. In addition, this certification serves as an acknowledgement that to the best of the liaison's knowledge the student followed all ISEF and LISEF rules during their presentation. Certification of video content must be completed after the student upload deadline of 8:00PM on March 1, 2021, but before 8:00PM on March 3, 2021. Failure to certify project videos in the Virtual LISEF 2021 will result in an automatic fail to qualify for the student.
 - a. Videos must be uploaded to YouTube, and a link provided in the given area in the student dashboard. Be sure the student set their YouTube channel to PRIVATE.
 - b. Videos CANNOT be edited on the YouTube platform after the final upload deadline of 8:00PM on March 1, 2020. YouTube will allow you to do this, however, the student(s) will fail to qualify if the video is edited after this deadline.
 - c. After certification, but before judging begins, LISEF will also check videos for appropriate content. If a video is deemed inappropriate the project will fail to qualify.
 - d. Further, there will be a future penalty on the school for the liaison not properly assessing the project presentation.
15. *The PDF uploads, consent forms upload and YouTube link are the student's responsibility.* If the liaison elects to upload a project's PDF upload or consent forms (if required), any errors in doing so will be treated as a student error and the project may fail to qualify. Each file cannot be larger than 20MB.

Online Project Registration by Student

The individual or team leader of a project will:

1. After creating an account, LISEF Students will need the following information to complete Project registration: School Name; Adult Sponsor Name; Number of students participating in project; ISEF Category and Subcategory; Project Title and Abstract; ISEF forms needed; Name of Designated Supervisor and Qualified Scientist (if needed).
2. To complete project registration the following student information is needed for each participating student on the project: First and Last name; Birthdate; Lunch Choice; Grade Level; Home Address; Phone Number; Gender; Citizenship Status
3. Registration is NOT complete until all pages have material entered, and the "COMPLETE" button has been clicked.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

4. Submission of a draft of your Abstract is required at the time of online registration. The Abstract can be updated online *after* registration closes at 8:00 P.M. on January 12, 2021. The deadline for final updating of Abstracts is March 1, 2021, at 8:00 P.M.; this abstract will be made available to the judges.
5. After submission of the online project registration of an individual/team leader, the individual/team leader may login to edit personal information, and the title ONLY up until the close of registration at 8:00 P.M. on January 12, 2021. The abstract, SRC PDF upload, Virtual Fair Information for Judges PDF, and Video Presentation Link, and if required, Consent forms upload, can continue to be edited up until their deadline of 8:00PM on March 1, 2021. The student MUST upload an entire PDF set with each revision as it will overwrite any previous upload.
6. The individual/team leader must upload a single SRC PDF document which includes a copy of the Rules Wizard print out, Abstract on the ISEF 21 Category Official Abstract Form, ISEF paperwork, including Research Plan/Post Summary, research paper and digital file of the project Presentation on PowerPoint/Google Slides. The deadline for this submission is 8:00 P.M. on March 1, 2021 (missing this deadline automatically fails to qualify the project). The file cannot be larger than 20MB. (For further instructions see pages 17-19 of this document).
7. If Consent forms are required, they must be submitted in a separate PDF upload on the project registration page. The deadline for this submission is 8:00 P.M. on March 1, 2021. The file cannot be larger than 20MB.
8. **New:** The individual/team leader must upload one PDF file, containing ALL media release forms for all students on the project. The deadline for submission is 8:00PM on March 1, 2021.
9. **New:** For Virtual LISEF 2021, the individual/team leader must also upload the Virtual Fair Information for Judges PDF document which includes the PDF of the PowerPoint/Google Slides presentation, 1C if applicable to the project, 7 with previous years' abstract and research plan if applicable to the project, and a copy of the research paper. The PDF files cannot be larger than 20MB.
10. **New:** There will be a separate place to insert a YouTube Video Link of student presentation. The presentation must be no longer than 5 minutes. At all times the presentation as well as the students must be viewable on the video.
11. The deadline for the submission of SRC Upload, Virtual Fair Information for Judges Upload and Video Link is 8:00 p.m. on March 1, 2021 (missing this deadline automatically fails to qualify the project).

Student Dashboard/Uploads

- After a project has been registered, the individual/project leader will have the ability to upload various files: SRC PDF Upload, Virtual Fair Information for Judges PDF, a YouTube Link for the project presentation, Consent Forms Upload and Media Release Forms upload. This information will be uploaded to the Project/Student Dashboard by the individual or team leader.
- **The deadline for all material is March 1, 2021, 8:00 pm.**
- **SRC PDF Upload:** All items must be uploaded in ONE file as there will be only ONE upload per project. The PDF may not exceed 20MB. **No interactive PDF files should be submitted.** To avoid interactive forms, print and then scan as a PDF. Each project must complete this step to be assigned judges. A project without a SRC PDF will FAIL to Qualify. No refund will be given. The all inclusive SRC Project PDF is a single file that contains the following, in this order:
 1. ISEF Rules Wizard printout, with the individual/team leader's name in upper right-hand corner.
[Rules Wizard](#)

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

2. An updated Abstract on the ISEF 21 Category Official Abstract Form. This is an interactive form. Print completed form first, then scan as a PDF before including in upload.
[Category Pick one only-- mark an "X" in box at right](#)
 3. ALL ISEF and LISEF completed forms/documentation, including the Research Plan/Post Summary. Place your ISEF forms together in the order in which they appear in the ISEF Rule Book.
[ISEF Forms](#)
 4. Copy of research paper
 5. A PDF of your final PowerPoint Presentation/Google Slides Presentation
 - a. Any information on the project display or items that are acknowledgments, self-promotions or external endorsements are not allowed in the presentation.
- *The SRC PDF Upload should NOT contain any of the completed Human Participant Consent Forms. If Human Informed Consent Forms are required, they must be submitted in a separate PDF upload on the project registration page. The PDF may not exceed 20MB.*
 - **Virtual Fair Information for Judges:** All items must be uploaded in ONE file as there will be only ONE upload per project. The PDF may not exceed 20MB. Each project must complete this step to be assigned judges. A project without a Virtual Fair Information for Judges PDF will FAIL to Qualify. **No refund** will be given. The all inclusive Virtual Fair Information for Judges PDF is a single file that contains the following, in this order:
 - PDF copy of the Slideshow Presentation (i.e. PowerPoint/Google Slides) used during the video presentation.
 - Any information on the project display or items that are acknowledgments, self-promotions or external endorsements are not allowed in the presentation.
 - Form 1C (if required for the project)
 - **No interactive PDF files should be submitted.** To avoid interactive forms, print and then scan as a PDF.
 - Form 7 (if required for the project)
 - **No interactive PDF files should be submitted.** To avoid interactive forms, print and then scan as a PDF.
 - Must include prior years' abstract and research plan.
 - Copy of research paper
 - **YouTube Video Link of Presentation**
 - Video may not exceed 5 Minutes.
 - Students will use PowerPoint or Google Slides to present information. Project Display Boards may NOT be used in the virtual fair.
 - Any information on the project display or items that are acknowledgments, self-promotions or external endorsements are not allowed in the presentation. This is not allowed in text or presented verbally.
 - Both the student(s) and the presentation must be visible and clear.
 - Videos must be uploaded to YouTube, and a link provided in the given area in the student dashboard.
 - Be sure you set your YouTube channel to PRIVATE.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

- Videos CANNOT be edited on the YouTube platform after the final upload deadline of 8:00PM on March 1, 2021. YouTube will allow you to do this, however, the student(s) will FAIL to Qualify if the video is edited after this deadline, as YouTube will provide when the video was last edited.
 - Students please note that your school liaison MUST certify your project video for content after the submission deadline of 8:00PM March 1, 2021 and before the certification deadline 8:00PM March 3, 2021. Failure of the liaison to do so will result in an automatic fail to qualify for the project.
 - LISEF will also review the video presentations for appropriateness. If a project video is deemed inappropriate, the project will automatically fail to qualify. Further, there will be a future penalty on the school for the liaison not properly assessing the project presentation.
 - ***Media Release Forms***
 - The individual/team leader must upload one PDF file, containing ALL media release forms for all students on the project. The PDF may not exceed 20MB.
 - **All PDF uploads and YouTube link are the student(s) responsibility.** If the liaison elects to upload any of the uploads, or YouTube link, any errors in doing so will be treated as a student error.
 - **How to upload and check on your uploaded material and remedy blank forms:** Once logged in to your dashboard, students should select “Project Uploads” on the left side. Click on "Browse" to select the PDF file to upload, then click the green "Upload File" button. Once the PDF is uploaded "File Successfully Uploaded" will appear. At this time a button will appear that says "Download Current Project PDF." Use this button to download and view the file you have uploaded which the LISEF SRC will review. If the file is not to your satisfaction, you can write over that document, by uploading a NEW COMPLETE file.
 - Follow the same procedure if the Human Informed Consent Forms must also be uploaded.
 - Follow the same procedure for the Virtual Fair Information of Judges PDF to be uploaded.
 - Follow the same procedure for the Media Release PDF to be uploaded.
 - ***Please note that blank forms are not acceptable and count as a missing form during the SRC review process. If forms appear blank in the upload, you used an interactive PDF. You must scan any interactive forms and must submit a new upload of the entire set of forms including any forms that needed to be scanned.
- Do's and Don'ts of the YouTube Presentation and Slide Show***
- (Modification of 2020 ISEF Rules & Guidelines Project Display Board Do's and Don'ts pg. 25)
- **The YouTube Presentation and Slide Show:**
 - The YouTube Presentation and Slide Show must reflect only the current year's work. The project title may mention the years of continuing research (for example, “Year Two of an Ongoing Study”).
 - References made to past work must be limited to summative past conclusory data and its comparison to the current year data set. No raw data from previous years may be mentioned or included in the YouTube Presentation or Slide Show.
 - **Photograph/Image Requirements**
 - Any photograph/visual image/chart/table and/or graph is allowed if:

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

- It is not deemed offensive or inappropriate (which includes images/photographs showing invertebrate or vertebrate animals/humans in surgical, necrotizing or dissection situations) by the Local Scientific Review Committee,
- It has a credit line of origin (“Photograph taken by...” or “Image taken from...” or “Graph/Chart/Table taken from...”). If all images, etc. displayed were created by the finalist or are from the same source, one credit line should be given
- **Items/Materials Not Allowed in the YouTube Presentation and Slide Show**
 - Any information or items that are acknowledgments, self-promotions or external endorsements are not allowed.
 - The use of logos including known commercial brands, institutional crests, or trademarks.
 - Personalized graphic/logos that are developed to indicate a commercial purpose or viability of an established or proposed business associated with the project.
 - Any reference to an institution or mentor that supported the finalist’s research.
 - Any reference to patent status of the project.
 - Any awards or medals, except for past or present ISEF medals that may be worn by the finalist.
 - Postal addresses, World Wide Web, email and/or social media addresses, QR codes, telephone and/or fax numbers of a project or finalist. Information regarding finalist’s age and grade are not permitted.
 - Active Internet or email connections.

LISEF Project Display Regulations

- Although LISEF is a virtual event, all applicable rules in regard to display can be found on ISEF’s [website](#)

Advancement to ISEF

- After the completion of ALL student submissions on March 1, 2021. The judges will be given two weeks to review the projects that they have been assigned. There will be a period of time for the judges to view project materials.
- Winners will be selected using the Z-scores of the judges assigned to a project.
- Winners will be posted by March 28, 2021.
- MANDATORY ZOOM MEETING: A mandatory meeting will be held for ISEF finalists and their liaisons on Tuesday, April 6, 2021. Additional information to follow regarding the mandatory meeting. to those winners and liaisons.

LISEF Allocation at ISEF

- Society for Science and the Public has not indicated the number of projects that LISEF will be awarded for the 2021 ISEF. The number and make-up of LISEF categories, based on sub-category registration numbers, will be determined after the close of student registration. LISEF categories will be voted on during the open session of the December LISEF monthly meeting. The number of projects advancing to ISEF from each category will be determined at that same meeting, with the total in all categories equaling the ISEF allotted number of projects.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.

Registration Fees

1. If paying by check, the entry fee is \$75 for *each* student, individual or team member, and covers *both* rounds. If paying through ESBOCES, the fee is \$90 per student; this cost is inclusive of the ESBOCES administrative fees.
2. Districts are financially committed to pay for **all** certified projects as well as any lottery projects awarded via raffle/round robin. The Final School Allocation number will be posted on our website www.lisef.org by January 18, 2021.
3. **NEW SCHOOL INCENTIVE:** The entry fee for one *project* (regardless of whether it is an Individual or Team project) will be waived for schools competing for the first time in LISEF.
4. Fees are not refundable.
5. If a school district does not meet its financial commitment to LISEF, the school's IPA will be reduced by 50% for the following year and only be increased by one slot each subsequent year until the original IPA is reached.
6. Payment:
 - a. Purchase Orders will not be accepted, however you may want to consider encumbering the funds early in the school year.
 - b. To pay directly, send to the LISEF mailing address:
 - i. One check per school to cover all of the school's registered students
 - ii. One copy of the LISEF Direct Payment Form
 - iii. One copy of the LISEF invoice, including the page with student names.
 - c. To pay through ESBOCES, send to the LISEF mailing address:
 - i. **Two** copies of the completed and signed ESBOCES form
 - ii. **One** copy of the LISEF invoice, including the page with student names
 - iii. **One** copy of the Final School Allocation page with your school's name listed. NOTE: Do not send these forms to BOCES but directly to LISEF
 - d. Cross contracts, if needed, should be sent to the school's BOCES district. **If Eastern Suffolk BOCES does not receive the Cross Contract in a timely manner, you must pay directly.**
 - e. Fees (or BOCES Forms) must be ***received*** no later than February 26, 2021.
 - f. Send your Direct Payment (with check) or ESBOCES documents to:

L. I. Science and Engineering Fair, Inc.
998 Old Country RD STE C PMB 164
Plainview, NY 11803

*Contact treasurer@lisef.org for questions with billing procedures.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.



LISEF Fair 2021 Direct Payment Form

School Name _____

School Address _____

School/District Contact Person _____

School/District Contact Person Email _____

School Telephone _____

School District Name _____

Fee@ \$75/student for LISEF

LISEF: Number of Registered Students _____ @ \$75/student

Total Fee = \$ _____

The following items must be received by February 26, 2021:

- One copy of this form
- One copy of all pages of the LISEF INVOICE
- CHECK (full payment) made out to L. I. SCIENCE and ENGINEERING FAIR, INC.

SEND TO:

**L.I. Science and Engineering Fair, Inc.
998 Old Country Road, STE C PMB 164
Plainview, NY 11803**

School Districts that do not send checks or BOCES Forms by February 26, 2021 will be ineligible for LISEF 2021.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.



LISEF *LISEF Fair 2021 Eastern Suffolk BOCES Participation Form*

School Name _____

School Address _____

School/District Contact Person _____

School/District Contact Person Email _____

School Telephone _____

School District Name _____

Fee @ \$90/student for LISEF

LISEF: Number of Registered **Students** _____ @ \$90/student

Total Fee = \$ _____

Superintendent Signature _____ Date _____

Eastern Suffolk BOCES will bill the school district for the total fee which is inclusive of their administration costs. The total LISEF Fees will be eligible for BOCES aid, at the district aid ratio for ESBOCES Co-Ser 435.160.

The following items must be ***received*** by **February 26, 2021**:

- *Two* copies of this form
- *One* copy of the **ESBOCES Invoice with names included**
- *One* copy of the 2021 FINAL School Allocation page with your school's name listed.

**SEND TO: L. I. Science and Engineering Fair, Inc.
998 Old Country Road, STE C PMB 164
Plainview, NY 11803**

School Districts that do not send checks or ESBOCES Forms by February 26, 2021 will be ineligible for LISEF 2021.

School Districts that do not belong to the Eastern Suffolk BOCES District must file a Cross Contract with their local BOCES district. To obtain information about the Cross Contract form and/or copies of the Cross Contract form, contact your local BOCES district. One copy of the Cross Contract Form must be mailed directly to your local BOCES district. **Do not mail cross contracts to LISEF, Inc.** If Eastern Suffolk BOCES does not receive the Cross Contract in a timely manner, you must pay directly.

In keeping with the spirit of the changes of ISEF 2021, LISEF will also be a virtual event.



LISEF Media Release Form 2021

Complete one form per student. The individual/team leader must upload the media release forms to the Student Dashboard as described in the LISEF Rules and Guidelines on pg 18-20.

Participant's Name (Please Print)	Project Code
School	

PARENTS/ADULTS- PLEASE READ THE FOLLOWING IN ITS ENTIRETY BEFORE YOU SIGN:

[] I/We, the parents and/or guardian of the above named participant, agree that the said participant and participant's project may be photographed, filmed, or taped and that LISEF, Inc. may use such media and/or the participant's name and project description in connection with LISEF and the promotion of LISEF, Inc. and that we will not make any claim for invasion of privacy or any other legal right in connection with such uses by LISEF, Inc.

Adult or Parents and/or Guardian Name _____
(Please Print)

Adult or Parents and/or Guardian Signature _____

Date _____