![ALAMEDA COUNTY SCIENCE & ENGINEERING FAIR logo]

2023 ACSEF General Application Packet
Middle & High School

*left click to open each link v1423

Greetings: You have found your way to the ACSEF General Application. To ensure you are eligible to complete the general application please consult the 2023 Project Wizard Graphic.

If you respond **NO** to each of the statements then you <u>are eligible</u> to submit the General Application before midnight February 10, 2023. *Note due to facility space availability we suggest you do not wait until the last minute.

*Responding YES to one or more of the 2023 Project Wizard Graphic statements you must submit a project proposal & early application before January 1, 2023. The Fair's SRC/IRB will provide you with the early application information.

If you have any questions regarding the application and/or about your project contact src.irb.acsef@gmail.com

Important Information before proceeding to the general application

All students and adults involved with project research must review the
Ethics, Roles, FAQ's, General Eligibility Rules.

The purpose of the ethics, roles and rules is to:
● protect the rights and welfare of the student researcher
● protect the rights and welfare of the human participant
● ensure adherence to federal regulations
● ensure use of safe laboratory practices
● protect the environment
● determine eligibility for competition in The Synopsys Outreach Foundation Alameda County Science & Engineering Fair.

The deadline to complete both STEPS of the General Application is before midnight **February 10, 2023. We suggest you DO NOT wait until the last minute.**

Questions: Contact src.irb.acsef@gmail.com

Submit personal, project and school information.

If you are on a team (maximum 3 persons), select a Team Captain to take care of Step 1.

This is the information you must provide. If you are the Team Captain, ensure you know this information before clicking the link to the Google Form. Missing Information will delay approval for an application

Part A

If you are on a team: Place a comma between each person's information:

-- Name as it appears on your birth certificate or passport **FOR YOU AND TEAM MEMBERS.**

-- Mailing address (house number, apt. # if applicable, street, city, state, zip code). -- Parent cell phone number and your own personal cell phone number separated by a comma. **Individual or Team Captain only**

-- Student(s**) non-school email address** (Gmail, yahoo etc.) **FOR YOU AND TEAM MEMBERS.** WE DO NOT ACCEPT STUDENT SCHOOL EMAIL ADDRESSES

-- Parent's non-work email address (Gmail, yahoo etc.) **FOR YOU AND TEAM MEMBERS**

Part B

PROJECT INFORMATION we will require this information:

-- Is this a team (maximum of 3 students) or individual project) 1 person only)

Part C

SCHOOL INFORMATION we will require **FOR YOU AND TEAM MEMBERS.**

If you are on a team: Place a comma between each person's information:

-- Name of school(s)

-- Address of school(s) (street, city, state, zip code)

-- County in which school is located

-- Is your school a Public, Charter, Private or Homeschool

-- Does the school hold a science fair or not? If yes, what is the date of the science fair awards ceremony?

-- Does your school have a class or club that requires or offers help for science or engineering projects?

- Name of current science teacher for yourself and any team members. Place a comma between names

-- Email of current science teacher for yourself and any team members. Place a comma between emails.

-- Name of Principal

-- Email of Principal

[Google Form General Application personal, school, project information](#)

REQUIRED STEP 2

How to prepare to Complete & Submit the application forms in a single pdf file by email to src.irb.acsef@gmail.com before midnight Feb. 10, 2023

1. **These forms are pdf fillable. 1, 1A, 1B, 3** You can type into the form textboxes.
    Others: Research Plan, Code of Conduct, Student Agreement you can either open in Google Docs or you can download and then open in Adobe Reader or higher version to type directly into the document..

    If you don't have Adobe Acrobat Reader or another way to view, fill-in and digitally sign the PDF forms, click **here** to download the software for free.

2. Forms may require student & adult input and signatures.
   Consult this document to ensure the correct adult role is followed.

   Signing - Acrobat and Acrobat Reader users can use the Fill & Sign tool **to fill in flat forms if they have downloaded the pdf forms**.

   If you need to print and sign, make sure you check #4 below for how to use your phone to convert the form into a pdf.

3. ACSEF cannot accept individual pages.
    As you complete each form SAVE it to a file. Name the file with your First Name Last Name (and if on a team add each of their First and Last Names to the file name). Example: **Jon Doe_Jane Doe pdf.**

4. ACSEF does not accept jpeg formatted application forms. All must be pdf.

     How to create a PDF using an iPhone or android if you don't have a scanner or are unable to create a pdf:
    a.) Obtain the FREE CamScanner app (CS video for iPhone) (CS video for android phone. It will allow you to take a photo on one page, then add another and another, etc. then save as a PDF which you can title as stated in #3 above. You can email a pdf copy to yourself and to the fair src.irb.acsef@gmail.com
    b) on an iphone the NOTES app allows you to scan and create a pdf of the pages

APPLICATION FORM LINKS BEGIN ON THE NEXT PAGE

2023 GENERAL APPLICATION FORMS

Open this link for a mistake free application

All 7 forms are required

Form 1 Checklist for Adult Sponsor/Safety Assessment

Form 1A Student Checklist

ACSEF Research Plan: Select one of the following 3 research plans that fits the type of project you are doing. You must use the ACSEF research plan form. No other format will be accepted:

a) Science Project

b) Engineering Project

c) Math/Computer Science Project

Form 1B Approval Form **– *If you are on a team EACH member of the team must complete their own form and add it to the pdf file before sending to the Fair.***

Form 3 Risk Assessment

Form Code of Conduct - **If you are on a team EACH member of the team must complete their own form and add it to the pdf file before sending to the Fair.**

Form Student Agreement - **If you are on a team EACH member of the team must complete their own form and add it to the pdf file before sending to the Fair**

ORGANIZING THE APPLICATION FORMS & SUBMITTING THE APPLICATION

1. Order of pages: Forms Form1, 1A, Research Plan, 1B (from each participant), Form 3, Code of conduct (from each participant), Student agreement (from each participant).
2. Save as a single multiple page pdf file containing all forms.
3. Name the file as follows: F/L name of each student and the date of submission to src.irb.acsef@gmail.com
4. Address an email to:
   src.irb.acsef@gmail.com and copy yourself, team members, *parent(s) emails, (teachers if involved in the project or application)
5. In the **subject line** type: General Application for (insert F/L name (s) include each team member if applicable.
6. Then **attach the single pdf file**
7. The application email must reach the fair SRC/IRB **before midnight** Feb. 10, 2023.

Thanks! We are looking forward to seeing you at the IN Person ACSEF 2023!
Questions: Contact src.irb.acsef@gmail.com