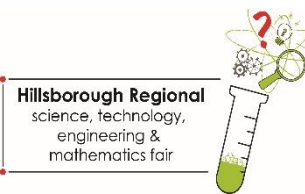# 2024-2025 HR STEM Fair
Grades 6-12 Timeline & Dates
for Teachers/Adult Sponsors

The Hillsborough Regional STEM Fair is held to the rules and guidelines of the ISEF and FFFS which sponsors the SSEF. Students and their supporting adults can refer to these websites for all guidelines.

Hillsborough Regional Schools should host their own Science & Engineering Fair prior to December so that the highest quality projects can be identified and entered into the HR STEM Fair competition.

Students & Adults will obtain information about the HR STEM Fair including all safety protocol and paperwork information on those sites at https://sites.google.com/view/hillsborough-stem-fair/home

Timeframe	Deadline	Forms
Sept 9th and/or Sept 16th	Training for Adult Sponsors & the **school STEM Fair Contacts** – @ Nature's Classroom with Karen Johnson & Dianne Schroeder. This prepares STEM Fair Contacts & Adult Sponsors to appropriately screen a project and to guide students through the process of preparing the students for competition. Clarity on a "Quality Research Plan" & appropriate protocol paperwork is provided. The training session will be offered twice on: • Monday, September 9th (4:30-7:30pm) **PDS Course # 120946** or • Monday, September 16th (4:30-7:30pm) **PDS Course # 120948** *Members of the **Screening Team** will have additional follow up training for ISAs	HCPS employees can register in PDS to receive in-service credit
August-September	Students Identify a Topic and Develop a Research Plan for the Scientific Investigation	Templates for student Research Plan are located on Google Site
	For projects needing prior-SRC approval, email Karen Johnson to obtain permission for students to begin the investigation outlined in their **Research Plans.** **Projects needing prior-SRC approval include:** Vertebrate Animal studies, PHBAs, Hazardous Chemicals Activities & Devices. Although Human Subject studies are to be approved by the school level-IRB, it is highly recommended that they also receive prior-SRC approval before experimentation begins. Experimentation can commence only AFTER all appropriate approvals are obtained and the student has completed a detailed research plan.	SRC Approval can be requested by emailing Karen.Johnson@hcps.net or by submitting a request via this SRC Prior Approval Form on the Google Site
September-December	Students complete the following during this timeframe: • Review of Literature • Scientific Investigation/Experiment	
	The SCHOOL STEM Fair Contact will verify that each project has a complete Research Plan and appropriately approved protocol paperwork for each finalist, based on division. • **High School Sr Division** Form • **Middle School Jr Division** Form Projects with incomplete documentation/approvals, or without research plans will not be screened for competition.	All projects require these forms: Abstract, 1, 1a, 1b, and 3 Other forms, required, depending up on the research being conducted: 2, 4, Informed Consent, Verification of Informed Consent, 5a,5b, 6a, 6b, 7
	Schools should notify Karen Johnson or send an email to HillsboroughSTEMFair@gmail.com to notify the committee that ALL project paperwork is complete and has been uploaded to the Google Site. Deadline for uploads is January 8, 2025	Email Link
December 13	Schools & Teachers complete the Registration Form by the due date: 12/13/24	Access the School Registration Form linked here

	Teachers identify their site-based finalists and enter each of the students' projects in the Form. Ensure correct spelling of student names, project titles, and project categories. *The list of finalists from each school must be submitted via the registration form.	
December-January	Upon completion of data collection, students work on their project presentation	
January 8, 2025	Finalized student's project paperwork and research plan must be uploaded to the Google Site (links) → → Forms to be completed and uploaded by January 8th: • Checklist for Adult Sponsor (1) • Student Checklist with detailed Research Plan (1A) • Approval Form (1B) • Risk Assessment (3) • Other pre-authorizations (As applicable) • Abstract **Projects without uploaded documentation/approvals, and/or without research plans will not be considered for competition**.	Junior (6-8) Project Submissions Senior (9-12) Project Submissions Original forms should be kept with project. For protocol documents, go to Google Site Link Verification of Informed Consent, Mortality report, Abstract,)
Beginning 1/9	PROJECT SCREENING Full Clearance, project edit needs and/or Potential Failure to Qualify Notices sent via email to school HRSTEM Contact to be shared with students for immediate attention.	Participants should watch for notifications from HillsboroughSTEMFair@gmail.com
January 12, 2025	Schools will be emailed an invoice for their entry fee to be paid through their internal account, due January 12th: • $100 for HCPS public schools • $200 for Private and Charter schools. Private and charter schools will be responsible for additional costs for any 6-12 students advancing to State and International Fairs.	Invoice
ASAP, but Before 1/21	HRSTEM Contact rereviews correction and edits, verifies uploads to the Google site have been made and notifies the Project Screener for re-screening.	
Tuesday, February 11, 2025	Project Set-up 3PM to 7PM. Students who take advantage of early bird set up will have their project boards screened for physical features and will not have to arrive at Tampa Convention Center until 11:00am on Wednesday, 2/12	
Wednesday, February 12, 2025	Judging Day • Project Boards set up and screening for physical features 8:30-10:30am • Students must remain at their project for judging 11:45-4:00pm • Students may be released prior to 4pm - once all projects in their category have been judged Students should have their *original* paperwork on hand at the Tampa Convention Center.	Original paperwork
Wednesday, February 26, 2025	Awards Ceremony Broadcast • Categorical and Special Awards announced Students who qualify as state finalists "Team Hillsborough" will be contacted prior to the award ceremony so that State finalist materials can be submitted by the due date (Team Hillsborough will compete at the Florida State Science & Engineering Fair (SSEF) in April)	