How to ADVANCE YOUR FINALISTS TO GSEF

To attend GSEF, all students selected to advance from a Regional Fair ("finalists") must 1) Register for GSEF, and 2) Submit forms/fees. It is strongly preferred for finalists to register ONLINE using the link provided in the Registration Instructions document, but a paper registration form is available for Regions that are not able to use the online method. Please try to use one method or the other (online or paper) for your entire Region, rather than a combination (although a combination is better than missing registrations).

In addition to encouraging finalists to register, RSEFs are responsible for compiling and submitting the finalist's required research forms and registration fee payments (if paying by check).

Immediately
Give Documents to Finalists & Urge Them to Register

At or immediately after your Awards Ceremony, give each finalist one copy of each of the following items. Instruct your finalists to GO ONLINE and REGISTER FOR GSEF within three (3) days of the conclusion of the Regional Fair.

1. Registration Instructions - 1 per student
2. Participation Agreement - 1 per student
3. Parent/Teacher Letter - 2 per student
4. Exhibitor Handbook - 1 per student
5. Forms Cover Sheet* - on colored cardstock; 1 per project

*Students are encouraged to fill out their own Forms Cover Sheets and return them to you (to help them fully understand the forms and payment requirements), or RSEFs may decide to complete these on behalf of finalists (for simplicity/accuracy).

Within 3 days
Email the "Projects Advancing to GSEF" Spreadsheet

No later than THREE (3) calendar days after your Regional Fair, complete the Projects Advancing to GSEF spreadsheet and email it to gsef@georgiacenter.uga.edu. We will use this information to reserve spots for your students in our database and to verify eligibility and project information of registered students. Download the spreadsheet template from www.gsef2020.weebly.com.

Within 10 days
Compile Project Packets & Mail Them to GSEF

Once your students have returned to you their completed forms and registration fees, assemble your project packets. For each project packet, staple the documents together in the following order:

1. Forms Cover Sheet - on colored cardstock
2. GSEF Participation Agreement(s) - one per student
3. Official GSEF Abstract
4. Form 1
5. Form 1A
6. Research Plan/Project Summary
7. Form 1B - one per student, SIGNED BY RSEF
8. Forms 1C thru 7 - as required for research

* Please send us PHOTOCOPIES of research forms. STUDENTS SHOULD KEEP THE ORIGINALS. *

REGISTRATION FEES: The GSEF registration fee is $39 per student (not per project) and may be paid by RSEF, district, school, student, parent, etc. Fees may be paid by check or credit card; the source and method of payment should be indicated on the Forms Cover Sheet. If the Forms Cover Sheet is unclear about how GSEF should expect payment, please include a note with the packet clarifying.

• Paying by Check: Please make every effort to collect all check payments and send them with the packets, but please do not delay mailing your packets if a check is late coming in from a parent or school. Paperclip each check to the front of its project packet. If a check is for several projects, clip/rubberband those packets together and attach check on top. Be sure there's a student name associated with each payment. Checks should be payable to "University of Georgia" with the name(s) of student(s) covered by the payment in the memo line or elsewhere on the check.

• Paying by Credit Card: All credit card payments, regardless of who is paying, must be made within THREE (3) days after the Regional Fair. See Registration Instructions sheet. Encourage parents/teachers/schools to communicate to you their intention of paying online so you are not awaiting checks; you may wish to require that they provide you with the (emailed) payment receipt. Also, please help us remind students/parents/teachers: The online payment site is titled "Georgia Center Registration System," but GSEF is using it for payments ONLY; all finalists must register through the specific registration link on the GSEF webpage.

When the packets are complete, stack in alphabetical order by last name of Student (or Team Leader) and mail the bundle to:

Georgia Science & Engineering Fair
1197 S. Lumpkin St., Suite 198
Athens, GA 30602

Please arrange for your packets to arrive in the GSEF office within 10 calendar days following your Regional Fair.