***Siemens Westinghouse - Student Checklist***

***Register and Submit Project by Tuesday, September 20, 2016 by 11:59 pm***

* **Research Paper**
	+ Format Requirements
		- 18-page limit (this does not include abstract and references)
		- Double-spaced, with page numbers at the bottom
		- Have page martins of at least 1 inch
		- Written in 12-point or larger Arial or Times New Roman font for the body of the report. LaTaX font is permitted for mathematical equations. Captions accompanying pictures and graphs, as well as citations for references, may be single-spaced and in a smaller point size.
		- Written without the use of name(s) in the title when saving your Research Report as a PDF (ex: JohnSample\_Biologyresearch.pdf)
		- Written with no identifying information such as name, high school, or references to gender or research facilities
		- Uploaded only as a PDF document
	+ Content Recommendations
		- Introduction: the “why” section (2-3 pages)
		- Materials & Methods: the “how” section (2-5 pages)
		- Results: what did you find? (4-5 pages)
		- Illustrations: documenting your findings (2-4 pages)
		- Discussion: what do your results mean? (3-4 pages)
		- Conclusions and Future Work: what did you learn and what’s next? (1-3 pages)
		- References (not included in 18-page limit for Research Report)
		- Abstract (not included in 18-page limit for Research Report)
* **Required Authorizations**
	+ Student Affirmation Statement
	+ Parent or Guardian Authorization
	+ School Endorsement Authorization
	+ Mentor Authorization
		- If a student or team does not have a mentor, a teacher or other high school administrator must complete the form
		- If any of the research was conducted at a university or other registered laboratory facility, the signature of the lab director or head of the research group is required via the separate Lab Director Form
	+ Lab Director Authorization (only required if research was conducted at registered lab or university facility)
	+ Section V of the Mentor Form, Human and Animal Protection Policy Form (only if your Research Project uses vertebrate animals and/or human subjects, including projects using commercially purchased human or animal cell lines)
		- Must be signed by the advisor, mentor, or supervising scientist
		- Human and Animal Protection Policy Questions
			* Your response provides you an opportunity to describe your use of vertebrates to the judges
			* No identifying information
			* Three separate questions located on Siemens Competition Guidelines
* **Executive Summary**
	+ Should convey the essence of your project and should be understood by someone without scientific expertise
	+ Do not simply replicate what you wrote in your Abstract
	+ Present three content areas: the question asked, the methods used, and the lessons learned
	+ Double-spaced
	+ 12-point or larger Arial or Times New Roman font
	+ Include the exact Research Project title at the top
	+ Margins should be 1 inch or larger
	+ No identifying information, such as name, high school, references to gender, or research facilities should be included
	+ Not exceed one page and is not included in the 18-page limit for Research Report
* **Registration**
	+ Online Registration opens Monday, may 2, 2016 at siemenscompetition.discoveryeductaion.com
	+ Individuals and teams must register at siemenscompetition. Discoveryeducation.com prior to the project submission deadline of Tuesday, September 20, 2016
	+ Each team must identify a Team Leader during the registration process
	+ Registering does not guarantee your entry into the Competition. Research Reports and all additional required materials **MUST** be submitted by Tuesday, September 20, 2016
	+ Upon successfully submitting your Research Project, you will receive a confirmation email acknowledging receipt
	+ Please note that it is the Individuals’ and Teams’ sole responsibility to ensure submission of the project by Tuesday, September 20, 2016 deadline. Individuals and Team Leaders will need to provide the following information to register and complete the project and student profiles
		- Legal name, address, home telephone number, cell phone number, and email address.
		- Date of birth
		- Citizenship status
		- Official high school name, address, telephone number, and principal’s name
		- Mentor’s name, address, telephone number, and email address
		- Type of research project: individual, two-person, or three-person team
		- Primary area of scientific research for your research project
	+ Submitting you project
		- Your research report, abstract and references and all additional required materials must be submitted by Tuesday, September 20, 2016 by 11:59 pm EST
		- Submissions are completely online and will not be accepted by mail, fax, or email
		- You will not be able to edit, retrieve, append, or resubmit your research report information, PDF or any supporting documents after your final submission