

## Scientific Review Committee Membership and Operations Policy

The Colorado Science and Engineering Fair Scientific Review Committee is responsible for the evaluation of student research, certifications, research plans and exhibits for compliance with the Intel International Science and Engineering Fair rules and pertinent laws and regulations. In accordance with CSEF's affiliation with Society for Science and the Public, the SRC will review all projects that are forwarded from the 13 Regional Science Fairs at least two weeks prior to the Colorado Science and Engineering Fair and provide feedback to the Regional Fair Directors on those projects that must be addressed before being allowed to compete in the CSEF. The SRC must consist of a minimum of three individuals and include:

- a. a biomedical scientist (Ph.D., M.D., D.V.M., D.D.S., D.M.D., or D.O.),
- b. an educator, and
- c. one other member

To be considered for membership on the Scientific Review Committee, a nominee must complete a SRC Membership Form and it must be accompanied by a written recommendation from a voting member of the CSEF Board of Directors and from the CSEF Director. This information is submitted to the CSEF Director who will forward the nomination and supporting materials to the Colorado State Science Fair, Inc. Board of Directors for consideration.

The SRC Chairperson will be chosen from among the approved members and will be an Associate Member of the Board of Directors and will report to the Board of Directors on SRC matters at each of the scheduled BOD meetings.

The process for SRC review will include the following steps:

1. Each region will be assigned two SRC members to review paperwork.
2. Each Regional Science Fair will be required to send 3 copies of the Finalist's paperwork to the CSEF for distribution to the SRC members
3. The CSEF Director will review the Finalist's paperwork for completeness and minor inconsistencies and this information will be sent to the Regional Fair Director and the SRC members reviewing that region.
4. The CSEF Director will send the Finalist's paperwork to the assigned SRC members for review.
5. The SRC members will review the Finalist's paperwork for compliance with the rules and safety guidelines.
6. The SRC members will note whether the paperwork is Complete and ready for competition; Minor Corrections Needed that can be sent to the CSEF Director for completion; Major Corrections Needed that will need to be re-reviewed prior to completion; Answers Needed that will need to be re-reviewed prior to completion or Interview Needed where a student, his/her adult sponsor and/or teacher will need to speak to the SRC at CSEF prior to completion.
7. When paperwork is not complete, the SRC will also make notes as to what information is still needed to complete the registration.
8. This information will be sent to the Regional Fair Director and the Adult Sponsor for action. Deadline for corrections will be the Saturday prior to the CSEF.
9. The SRC members will meet in person two weeks prior to the CSEF to confer on particularly complicated projects and for final review of corrections.
10. A second review of corrections sent in response to the SRC meeting will be done on the Saturday prior to the CSEF.
11. A third review of correction sent will be done on the Wednesday prior to the CSEF.
12. Any Finalist not responding to a request from the SRC prior to the CSEF will need to visit the SRC prior to setting up his/her project on Thursday morning of the CSEF.
13. Finalists requiring an Interview with the SRC will be notified after the SRC meeting and prior to the CSEF. Interviews will be held from 8:30 – 11:00 AM on the Thursday of the CSEF.
14. Projects with a Fail to Qualify status will be notified immediately following the SRC meeting in late March by the CSEF Director via a registered letter outlining the reasons for the Fail to Qualify status. Finalists will be given the opportunity to appeal the decision by contacting the CSEF Director and the SRC Chairperson. The CSSF, Inc. Board of Directors Executive Committee will also be notified about projects with a Fail to Qualify status and any appeals regarding this status.
15. An appeal to the Fail to Qualify status of a project must be in writing and received by the CSEF Director, no later than four days after receipt of the registered letter.