

Teacher Responsibilities for Screening: 2017-2018

1. Starting now, ensure students' projects adhere to GSDSEF Guidelines:
 - a. If you are unsure a project would pass Scientific Review Committee approval, contact the GSDSEF SRC for review of the project.
2. Starting now, verify the signed Project Proposal has been completed and given to you to keep on record before the Digital Project (Powerpoint.pdf) is sent in.
3. Starting now, verify all Specialty Forms (Animal, Tissue, Human Subject, Hazard) have been completed with signatures for applicable projects.
 - a. Students will need to download the forms, fill them out, and give the forms to you, their teacher, to keep on record.
4. Starting in January and February, 2018, check that students use pdf format and the correct file name for Digital Project submissions:
 - a. **Last Name, First Name—Project Title (Max 12 Words).pdf**
5. Starting in January and February, 2018, sign the 'Intent to be Screened' Form digitally for the student, verifying you have the necessary forms on record.
6. Ensure students submit their Digital Projects (Powerpoint.pdf) before your school's deadline in January or February, 2018. Late Digital Projects will be accepted on a separate form and if RECOMMENDED, will incur an increased application fee.
7. Ensure students have received their results in January and February, 2018:
 - a. RECOMMENDED – Students will receive a Congratulations Letter and instructions how to apply to the GSDSEF.
 - 1) The teacher may share Screener's Comments for improvement.
 - b. RECOMMENDED WITH MODIFICATIONS - Students will have one week to make the necessary modifications and re-submit.
 - 1) The teacher must share Screener's Comments with these students and ensure suggestions for improvement have been carried out prior to re-submit.
 - 2) RESUBMITS will be done using a separate form.
 - a) Title Format= screener code—Last Name, First Name—Project Title
 - 3) The screener will check RESUBMITS and make a final determination. Teachers and students will be notified about the results.
 - c. NOT RECOMMENDED - Students will receive a letter encouraging them to try again the following year.
 - 1) The teacher may share Comments for improvement for next year.