# Agriscience Fair Application and Written Report Directions
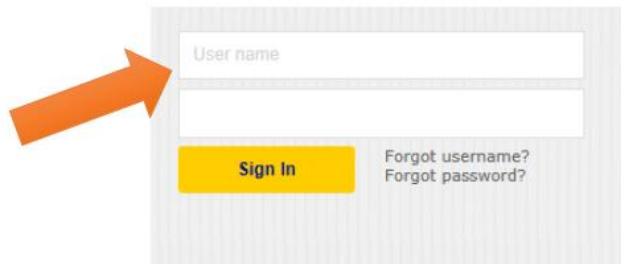
*Created: 10/2016*

*A complete agriscience fair application and written report for national competition consists of two parts. These directions include instructions and tips on how to access and complete the application and written report with success.*

## APPLICATION
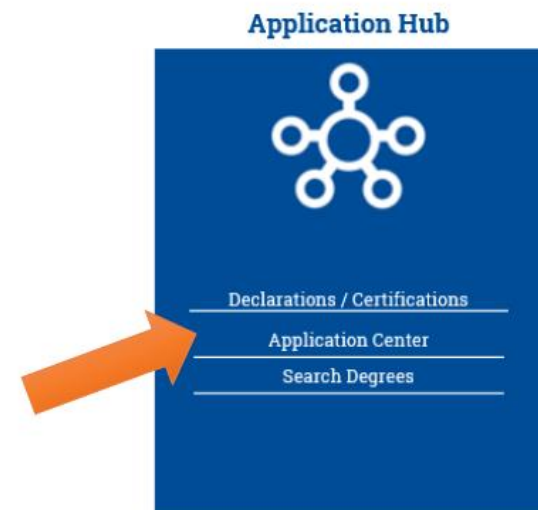
*Accessing the Application – An Advisor's Perspective:*

- Log into www.FFA.org



- Open your FFA Dashboard and select "My Toolbox – Instructor" under "My Account"
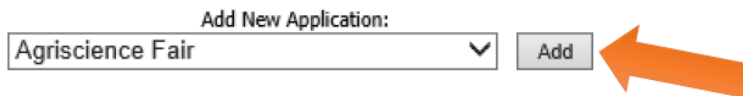


- Select "Application Center" in the "Application Hub"

- Select "Application Center"



- In the "Add New Application" menu, select "Agriscience Fair" and click "Add"



- You will then be prompted to select a student on your roster to assign the application. Assign the student by selecting "Add New"
    - Note: *If it is a team of two students (Divisions 2, 4 or 6), assign the first student, then open the application, go to the "Cover Page" and choose the "Agriscience Fair Division." An additional window below will appear to assign the application to the second student. Once assigned, both students will have access to the application.*

## *General Guidelines for Completing the Application:*
- Read all of the instructions before beginning.
- Use the latest version of the application located in the Application Center on FFA.org.
- Use the "Tab" key to go to the next cell that will accept information on any page of the application.
- The application saves as you go.
- Refer to the PDF application for required signature approvals.
- Carefully review every page of the application and written report. Double check for spelling and grammatical errors. The printed PDF application and written report is the official application for submission.
- Altering the application will result in the application being disqualified.
- Any version number is acceptable on the cover page and signature pages. Version numbers on all other pages must be the same throughout the application at the time of submission.

## *Specific Items by Application Page:*
- The Research Plan Approval Form is generated in the application PDF and will not appear in the navigation bar located on the left side of your computer screen. The Research Plan Approval Form must be signed by the adult sponsor and submitted.
- Material Safety Data Sheet(s), commonly known as MSD Sheets, are required and must be uploaded in the application on the "Hazardous Materials" page in the application for all substances used other than $H_20$ (water) and NaCl (table salt).
- The AFNR Pathway for the "Skill Development Form" must be selected on the "Cover Page."
- Copying and pasting the Abstract or Summary from the report upload is required for national competition. See the "Abstract/Summary" page in the application for more details.
- Uploading the written report in the application is required for national competition. See the "Written Report Upload" page in the application for more details.

*Complete Application:*

- A complete application should include the following:
    - Cover Page
    - Research Plan Approval Form
    - Adult Sponsor Checklist
    - Hazardous Materials Waiver Form
        - MSD Sheet(s)
    - Human Vertebrate Form
    - Non-Human Vertebrate Form
    - Skill Development Form
    - Research Funding Form
    - Project Extension Form (when applicable)
        - Previous year's project abstract

## WRITTEN REPORT

- It is **highly** recommended that the written report template be downloaded and used in Microsoft Word. While it will open in Google Docs and other word processers, the template was built to be used in Word and you will experience challenges in other software programs.
    - If your device does not have Microsoft Word, we recommend downloading Microsoft Office 365. This is free to all students. The service includes the full office suite and up to 1TB of free cloud storage. This is a great free resource tool for agriscience fair and beyond! To download, please:
        - Visit https://www.microsoft.com/en-us/education/products/office/default.aspx?Search=true&v=2
        - Select "Products" then "Office" then "Get Office free"
        - After navigating, the student will be asked to provide their school email address. A confirmation email will be sent.
        - Click the confirmation link in the email.
        - After confirming the correct email address, basic account information will be requested.
        - When the account information is submitted, Office 365 will be opened in the web browser.
        - Click on the Word Online icon and begin using Microsoft Word!

- The project report template is required and is available on www.FFA.org/agrisciencefair by division. Be sure to use the report template for the correct division. All reports should be printed on 8 1/2'' x 11'' white paper. The report will have 1'' margins and is already set and locked for this requirement.

- When opening the templates, all editable sections should appear to be highlighted in a light yellow. Carefully delete the text prior to typing in these areas. Be sure to delete the "<<" and ">>" that start each section. Do not attempt to delete the "[" or "]." These mark the beginning and end of each section. They will not print in the final version of your written report and will not appear when you save the document as a PDF.

- Font size and type can be changed by going to the "Home" tab and using the style and size boxes. Remember, font size must be 12 using Arial, Courier or Times New Roman font. See the handbook for more information, scoresheets and rubrics.

- Divisions 3-6: Per APA citation style writing, a running head is needed. In order to edit the running head in Microsoft Word, select "Insert" then "Header" to "Edit Header." Make changes as needed, then select "Close Header and Footer." This process will need to be done twice: once on the cover page and once on page 2 of the document.

- A complete written report should include the following:

| Divisions 1 & 2 (Grades 7-8) | Divisions 3-6 (Grades 9-12) |
|---|---|
| Importance | Abstract |
| Other's Work | Introduction |
| Materials and Methods | Literature Review |
| Hypothesis/Anticipated Results | Materials and Methods |
| Results | Results |
| Discussion | Discussion and Conclusions |
| Conclusions | References |
| Summary | Acknowledgements |
| Acknowledgements | |