

## RESEARCH INITIATION FAIR – 2024

Feevale Basic Education School – Escola de Aplicação

### Guidelines for work registration

#### 1. General Provisions

The Feevale School of Basic Education - Escola de Aplicação, in the use of the attributions conferred upon it, communicates the rules and conditions established for registration, presentation and evaluation of works during the Research Initiation Fair – FIP 2024, to be held on November 9<sup>th</sup>, Saturday, from 8 am to 12 pm.

The **Research Initiation Fair (FIP)** integrates the activities of INOVAMUNDI, which is a Program to stimulate Innovation and the Production of Knowledge. It seeks to strengthen the innovative image of Feevale University, organizing and presenting its actions in a creative and systemic vision of Research and Innovation in all levels of education.

#### 2. Objective

The **Research Initiation Fair (FIP)** aims to strengthen scientific research in Basic Education, establishing a greater interaction between members of the student community and the external community, through the presentation and discussion of studies developed at school. In addition, it enables, through this dialogue, a productive exchange of experiences, the dissemination, discussion and sharing of knowledge from research initiation projects under the guidance of teachers in all areas of knowledge of the Basic Education curriculum.

#### 3. Participation

Students of the Feevale School of Basic Education - Escola de Aplicação and of public and private schools of Basic Education, regularly enrolled.

Projects will be subject to classificatory analysis and submission of the abstract, in accordance with the criteria established in items 8 and 9, respectively.

#### 4. Work submission

##### 4.1 Authors and Advisors

The number of members and advisors per group should follow the criteria below:

a) For students from Early Childhood Education and the 1st Cycle of Elementary School (1st to 3rd grade), works may be by class and must have at least one teacher advisor, with co-advising being optional.

b) For students from the 2nd Cycle of Elementary School (4th and 5th grade), groups may consist of up to five (5) students and one teacher advisor, with co-advising being optional.

c) For students from the 3rd and 4th Cycles of Elementary School (6th to 9th grade) and High School, works may consist of up to three (3) students and one teacher advisor, with co-advising being optional.

Students may register for only one work in the Event.

## 4.2 Registration

Registration is free and must be done from **June 20 to August 23, 2024, by 9 pm (21:00)**, through the electronic form available on the website [www.feevale.br/fip](http://www.feevale.br/fip), filling in all required fields. For group works, only one registration is needed, done by one of the members.

Registrations will be validated according to the following requirements:

a) Completion of data related to the School, author(s), and advisor(s); and submission of the **RESEARCH PROJECT**, as detailed in item 8 of this Regulation.

b) Classified works will receive a new link via email for sending the **ABSTRACT** of the respective work, as detailed in item 9 of this Regulation, **by 9 pm (21:00) on October 18, 2024**.

Feevale Basic Education School – Application School is not responsible for registrations via the internet that are not received due to technical issues, communication failures, or line congestion, as well as other factors that prevent data transfer. Works sent by e-mail will have its registration invalidated.

## 4.3 Registration changes

Subsequent changes needed in the names of authors, registered advisors, and other information related to the work must be reported when sending the research abstract, via the link provided to the teacher advisor and/or person responsible for the registration.

## 5. International works

An international work is one whose main author or co-author comes from a basic education institution abroad.

The submission period is from **June 14th to September 08th, 2024, until 09PM (Brasília/BR time zone)**. The rules in the present guidelines will be valid for international works.

International works may be submitted in Portuguese, English or Spanish, and presentations and evaluations will be in the language in which the abstract was submitted.

Presentations of international works will occur via web conference using Microsoft Teams, as per item 14.

## 6. Commitment and responsibility

Authors and their supervisors are responsible for the work submitted to the event and, upon registration, authorize it without any charges whatsoever:

- a) the publication of the abstract in the proceedings or in any other publications originated from FIP; and
- b) the divulgation of their photographic images and their names in other divulgations, publications, printed material, with or without profit, within the limits established herein.

The linguistic correctness of the works is the responsibility of the author(s) and advisor(s). The organizing committee is not responsible for reviewing the published abstracts.

The registrant is responsible for the veracity and authenticity of the text and of the information regarding the identification of the authors of the abstract.

To facilitate the communication channel of the organization of the event with the registered work, the author responsible for submitting the project must, necessarily, at the time of registration, provide a valid e-mail address of their school and appoint a person responsible for the institution (which may be the teacher) to monitor the stages of the event and answer questions.

The person in charge who receives the e-mails from the organization of the event will be in charge of communicating to the other authors and advisors registered in the registration form all the information received.

## 7. Theme areas

The theme of the works submitted to the Research Initiation Fair (FIP – 2024) must be registered in one of the major theme areas, as listed below:

Theme areas	Subdivision
Exact and Earth Sciences	Astronomy / Physics Computer Science Geosciences Mathematics/Probability and Statistics Chemistry
Health Sciences	Physical Education Nursing Pharmacy Medicine Nutrition Dentistry Collective Health
Humanities	Anthropology/ Archaeology Political Science and International Relations Religion Sciences and Theology Education Philosophy Geography History Psychology Sociology
Nature Sciences	Biodiversity Biotechnology Environmental Sciences Biological Sciences Teaching Interdisciplinary
- Applied Social Sciences	Public and Business Administration Accounting Sciences Tourism Architecture, Urbanism and Design Communication and Information Law Economy Urban and Regional Planning / Demography Social Services
Languages	Arts Physical Education Teaching Literature Linguistics



Sciences and Technology	Biomes of Brazil: Diversity, Knowledge, and Social Technologies
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The selected area of knowledge will guide the selection of evaluators for the work.

## 8. Submission and Classificatory Evaluation Rules for the Project

The project to be submitted for Classificatory Evaluation must follow Scientific Methodology, as well as the thematic area and commitment to ethics. It must follow the items described below:

- a) Be written in Portuguese (and, for international submissions, it may be in Spanish and English), in Microsoft Word, using Times New Roman or Arial font, size 12, with 1.5 line spacing, and attached at the time of registration in .pdf format;
- b) Cover page;
- c) Mandatory items in the project body:
  - **Problem** or statement – description of the theme delimitation and presentation of the research problem.
  - **Objectives** – the project's aim, the idea to be tested, and the question to be answered;
  - **Justification** – a brief exposition of the theoretical and practical reasons that make the work important, i.e., why this project was proposed and its feasibility;
  - **Hypothesis** – listing measurable possible results, predicting the outcomes of experiments or tests, and how the project can demonstrate the established objective;
  - **Methodology** – detailed explanation of how the experiments or tests will be carried out, identifying variables (that can change to test the hypothesis) and controls (that do not change to test the hypothesis). At the end, what is proposed should be repeatable by others if the steps/procedures are followed as described. List the materials and equipment that will be used;
  - **Literature Review** – indicate which contents involved in the project were researched according to authors of books, articles, academic works, etc.;
  - **Schedule** – create a table with the forecast of the week or month in which each part of the research will be executed. Remember that some parts of the research

can be executed simultaneously, but there are others that depend on the previous ones;

- **References** – include books, magazines, newspapers, and/or consulted websites. When referring to magazines, newspapers, or any periodical publication, include the publication date of the consulted material. For websites, include the complete page address visited and the consultation date.
- **Appendices** – (optional) supplementary material of the research project;

## 9. Abstract Submission Rules

Summaries must follow the presentation and formatting requirements as per the **EVENT ABSTRACT TEMPLATE** available on the Event's website.

### 9.1 Structure

- Must be sent in .pdf format;
- Must be written in Portuguese or, alternatively, for international presentations, in Spanish or English;
- The file size must not exceed 3MB;
- Must contain, in the order specified, the following elements:
  - a) Title, with a maximum of 160 characters;
  - b) Name(s) of the author(s) and advisor(s) on the right side of the page;
  - c) Name of the School without acronyms or abbreviations on the right side;
  - d) The body of the abstract should be a single, justified paragraph containing, mandatorily, the following items, which may be distributed throughout the text without explicitly presenting the research stages, according to the author's preference: theme, objectives, methodology, partial and/or final results, and relevance of the study;
  - e) The abstract must be between 300 and 500 words long, not including the title, authors, and school name.

### 9.2 Formatting

The abstract template, available on the event website, follows the below formatting:

- Page size: A4 (21 x 29.7 cm);
- orientation: portrait;

- margins: top 3 cm; bottom 2 cm; left 3 cm; right 2 cm;
- number of pages: one (1)
- title: font Arial or Times New Roman, size 14, centered, bold, uppercase;
- abstract: Arial or Times New Roman font, size 12, justified, single spaced, single paragraph, containing between 900 and 2500 characters;
- keywords: font Arial or Times New Roman, size 12, left aligned.

## 10. Presentation of works

The works classified for presentation must comply with the regulations (research project and abstract):

- The works will be presented by students at the Escola de Educação Básica Feevale – Escola de Aplicação (Feevale University Campus I - Av. Dr. Maurício Cardoso, 510 - Bairro Hamburgo Velho, Novo Hamburgo/RS);
- The work must be presented by at least one of the students registered as an author, not necessarily the person responsible for the registration;
- The works will be presented in thematic sessions, according to the layout of spaces/rooms announced on the website during the week of the Event;
- The presentation time for each work will be:
  - Early Childhood Education: 30 minutes, with the last 5 minutes for feedback and questions from the evaluators.
  - Elementary and High School: 20 minutes, with the last 5 minutes for feedback and questions from the evaluators.
- The use and/or presentation of living beings, including plants, as well as the tasting and distribution of food/drinks, will not be allowed.
- The presence or handling of hazardous substances and/or materials, such as poisons, illegal drugs, flammable or explosive materials, dry ice, or other sublimating solids, as well as batteries with open cells, sharp objects such as blades, and syringes, will not be permitted.

### 10.1 Visual Material

Classified research works must produce visual material for sharing the research during the Event:

- a) Digital tools such as Microsoft PowerPoint, Canva, and similar applications or printed banners and displays may be used; if a banner is used, team members must provide support for display;
- b) The visual material should be prepared to be easily understood, with clear and objective visual organization.

## 10.2 Fieldwork notebook

On the day of the presentation, the field notebook must be available to the evaluators.

It should include the following items:

- Cover Page: School name, project title, names of students, name of advisor and co-advisor (if applicable), city, and year of research;
- Notebook Opening Statement: (optional);
- Records of Group and/or Advisor Meetings;
- Project Outline: Theme, problem, objective(s), hypothesis, timeline, etc.; detailed and precise records of facts, steps, discoveries, and new inquiries; records of investigation dates and locations; conducted interviews; tabulation of applied questionnaires; records of tests and results achieved; result analysis; partial and/or final conclusions.

## 11. Evaluation of works

The merit analysis will be quantitative, checking partial, total, or non-compliance with the established criteria below, which are mandatory items in the presentations:

### 11.1 Evaluation of the abstract

Abstracts will be evaluated according to the criteria below:

- a) Relevant theme for the area;
- b) Clear objectives consistent with the proposed theme;
- c) Methodology suitable for the objectives;
- d) Partial and/or final results consistent with the objectives; and
- e) Ability to analyze and synthesize the results.

### 11.2 Evaluation of Visual Material

The visual material will be evaluated according to the criteria below:

- a) Clear and objective visual organization;



- b) Information adequate and consistent with the research;
- c) Use of visual resources for understanding;
- d) Ability to synthesize and visually organize the main elements of the work: title, justification, objective(s), methodology, results, considerations, and references.

### **11.3 Evaluation of the fieldwork notebook**

The field notebook will be evaluated according to the criteria below:

- a) Research identification data on the cover page;
- b) Records of group meetings with the advisor;
- c) Organization of research content;
- d) Research outline, presenting the stages of the Scientific Methodology.

### **11.4 Evaluation of Oral Presentation/Libras (Sign language)**

The visual material and the oral/Libras (Sign language) presentation will be evaluated according to the criteria below:

- a) Mastery of the theme during the presentation;
- b) Clarity in the presentation;
- c) Appropriate use of presentation time;
- d) Ability to synthesize and relate to the visual material presented

## **12. Awards**

The awards for the event will have two categories: Honorable Mention and Highlight.

### **12.1 Honorable mention**

The honorable mention will reward one work per area of knowledge presented on the day of the event.

The work that obtains the best performance meeting the established criteria will receive the award, and will also be indicated by the greatest number of evaluators for Honorable Mention, not being one of the highlights of the event.

### **12.2 Highlights**

The Highlight of the Event consists of recognizing the works prepared by students of the Escola de Educação Básica Feevale – Escola de Aplicação with the best performance according to merit analysis

Thus, the 3 (three) Highlight works with the highest scores will be selected for each education level: Early Childhood Education; Elementary School – Initial Years; Elementary School – Final Years; and High School

In case of a tie, the tie-breaking criteria will be, in successive order:

1. Highest total score in the summary evaluation;
2. Highest score in the oral presentation;
3. Highest score in the field notebook;
4. Highest score in the visual material;

If the tie persists, the Organizing Committee will deliberate based on a new evaluation of the visual material, field notebook, and research summary.

### **13. Certificates**

Certificates of participation in the FIP 2022 will only be issued for presented works in the event. Works that are not presented during the event will not receive a certificate.

The certificates will be issued online and sent to the authors and advisors, after the event, to the e-mail indicated in the electronic registration form, on a date to be determined by the organizing committee.

It should be noted that the name(s) shown on the certificate will be the same as the name(s) entered on the electronic registration form, maintaining the order indicated.

### **14. Web conference for external works**

The presentation by web conference may be requested by participants who cannot be physically present at the Event, preferably those coming from external institutions from other States or who are not located in the Metropolitan Region, Vale dos Sinos, Paranhana and Serra region of the state of Rio Grande do Sul.

#### **14.1 Web conference**

To use this modality, the participant, after registering in the system, must send an e-mail to [fip@feevale.br](mailto:fip@feevale.br), informing this need for evaluation. If the request is approved, the appropriate steps will be taken.

The deadline for requesting a web conference presentation is **September 25, 2024**. Requests forwarded after this period will be analyzed by the event's organizing committee.

### 14.1.1 Technical requirements for web conferencing

The web conferencing tool used by Feevale University is the Blackboard Collaborate Ultra platform. Both the presenter and the listening participants access the tool via the web session link. The use of a microphone (internal or external) and headset is required. The link to access the web conference will be made available to the participant, by e-mail, along with the announcement of the date and time of the presentation.

To access the system, the following is required:

- a) Desktop Operating System: Windows® 10, Mac OS 10.14 or later version.  
Mobile: Android™ 9, iOS®12 and iPadOS or later versions;
- b) Access the system through an up-to-date internet browser. Although Collaborate is compatible with Chrome™, Firefox®, Safari® and Microsoft Edge®, use Google Chrome™ for a better experience; and
- c) Additional requirements: 4 GB RAM and 1,5 GB free disk space, broadband Internet access.

On the day of the presentation, it is recommended:

- a) check the time of the presentation, using the time zone website: <https://www.timeanddate.com/worldclock/>;
- b) access the web conference link at least 15 minutes before the presentation time;
- c) use the Microsoft Edge® browser, as it is recommended by Microsoft Teams;
- d) make use of headphones with a microphone (cell phone headsets can be used) to avoid feedback;
- e) prepare a Power Point presentation without animations, which will be made available to the evaluators via a web conference system; and

- f) use a quiet environment with a good internet connection, such as broadband via cable.

## 15. Proceedings

All works with oral/sign language presentations will be published in the proceedings of the event. The proceedings will be published in the website of the event ([www.feevale.br/fip](http://www.feevale.br/fip)).

## 16. Event Schedule

Activity	Period
Scientific work registration	June 20 to August 23
International scientific work registration	June 20 to September 18
Announcement of classified research projects	September 24
Request for web conference for external works	Until September 25
Submission of summary and official work data	September 25 to October 18
Announcement of works approved for presentation	October 29
Research Initiation Fair	November 9

## 17. Agreement

Registration implies agreement and acceptance of all clauses and conditions set forth.

The scientific and organizing committees of **FIP, Inovamundi**, and the **Pro-Rectorry of Research, Post-graduation, and Extension** will resolve any omissions.