

## Team Captain Abstract Review Process

The CSEF Finalists, with the help of their sponsors/teachers have selected a category in which they feel they should be judged. As the Captains of one of the CSEF Grand Awards Categories, we are asking you to review the abstracts to make sure that all of the projects entered fit in your category.

The specific steps for this process are as follows:

1. Review all abstracts against the Category Description for your assigned category and against the other projects entered in the category **by March 21st**. If you are unable to complete this task in the time allotted, please contact Gina Holland immediately at 303-885-7902.
2. If a project does not fit your category, review it against the other Category Descriptions.
3. Make a recommendation of which category you think the project should be judged.
4. Notify Gina Holland via e-mail at [gina.holland@shawgrp.com](mailto:gina.holland@shawgrp.com) regarding the outcome of your review:
  - “All project abstracts fit my category.” **OR**
  - “All project abstracts fit my category, except the following:”  
List the Project # and Project Name and the recommended Category to which it should be moved.
5. Notify the Captain of the recommended Category to which you feel the project should be moved and e-mail the Category, Division, and Title of the project in question for them to review on-line and/or copy or attach the text of the abstract into your e-mail. The “Moved To” Captain must also agree to the change. **Please cc: Gina Holland on all correspondence between Captains.** (If there isn’t a Captain assigned to a particular category, simply notify Gina.)
6. Once the recommendations are received by Gina, she will forward them to the CSEF Director.
7. The CSEF Director will contact the Finalist and his/her Adult Sponsor to discuss the proposed move. A Finalist reserves the right to decline the recommended move, as they sometimes provide additional information about the project that did not get included on the abstract. In those cases, the project will stay in the original category.