

Minimum Required Documentation

Required Minimum Documentation:

1. Documentation must be the original work of the student/s and unique for each entry. Advisors are not allowed to create a generic response that their students use on the templates.
2. Documentation must be computer generated on the required forms. Hand drawn sketches should be scanned in and inserted as an image to the document.
3. Documentation is required for all UTE Project entries and will be used during the judging process to better understand the student's work.
4. For virtual submissions, the documentation should be uploaded in the same pdf as the project at the front. If the project submission is a URL, the documentation will be uploaded as a pdf.
5. For projects that require the onsite submission, **the documentation must be secured in a clear front report cover** unless otherwise indicated in an event's regulations. ([Sample report cover](#))
6. Failure to follow these guidelines may result in points deduction or the project not being scored.

Directions for Completing Minimum Documentation:

1. Portfolio order
 - a. Completed Texas TSA Project Documentation Form (exactly 6 pages)
 - b. UTE AI reflection form if applicable
 - c. Photo Release form if applicable
 - d. Additional Documentation as required by specific events
2. All documentation should be computer generated. If a portfolio is printed out, they are secured in a clear front report cover with single sided 8 ½ x 11 inch pages in the order listed above.
3. The first page of the Texas TSA Project documentation MUST be visible through the clear cover of the report cover.

4. The image box on the first page must be the image of the project (even if the project is a sketch or drawing), this helps with ensuring that the documentation is matched with the correct project. If the project is a video or audio submission that is submitted virtually, this box may be left blank.
5. In the Texas TSA Project Documentation Form the fillable boxes are the maximum size allowed. Please edit answers so that they do not exceed this size. Minimum font size is 11 pt.
6. In the Texas TSA Project Documentation Form, the Professional Citations page should reflect all resources accessed to research and create the project. Use a standard professional format (APA, MLA, Chicago, etc). If there are no resources to cite, that should be stated here.
7. If AI was used to research or in the development of this project, the Texas AI Reflection page must be included.
8. If photos of identifiable people are used, a signed photo release must be included for each person.
9. (Optional) Students may add up to 4 pages of photo documentation of the creation of the project
10. If an event has extra documentation requirements listed in the rulebook, it must be included to avoid points deductions.