

## IMPORTANT FORMS

- **Form 1 – [Adult Sponsor Checklist](#)** – *Used to document that the student and Adult Sponsor discussed the proposed student research project, that a discussion of possible risk occurred, and that the student is aware of what prior SRC/IRB review is required and what forms need to be completed.*
  - Direction:
    1. *Check only boxes pertaining to YOUR project*
    2. *For #6 be sure to read through this section, check any appropriate boxes, if applicable, AND attach completed additional forms if required.*
  - Dates:
    1. *For home, school or field projects OR Adult Sponsor from Registered Research Institution (RRI): signature and date required BEFORE experimentation*
    2. *For RRI projects AND Adult Sponsor is a HS teacher: Ideally, BEFORE experimentation but MAY be done if the teacher does not confer with the student until after experimentation when the student returns to school.*
  - Who Signs? *Adult Sponsor*
  - Who Requires? *Everyone!*
  
- **Form 1A – [Student Checklist](#)** – *Information form to include contact information (email addresses will be used to contact you about the status of your project), name of project, adult sponsor name and address where research took place.*
  - Direction:
    1. *Please fill out ALL information*
    2. *#6 START DATE: when experimentation begins or training on equipment and techniques begin.*
    3. *#6 END DATE: entered by hand once the experimental stage of the research is concluded.*
    4. *#7 Explain where the experimental research will be conducted. Universities, research facilities, and industrial settings require Form 1C. (Note: Pathogens may NOT be cultured at home)*
    5. *#9 Attach a research plan.*
  - Dates:
    1. *START DATE: NOT BEFORE Jan. 1 of the previous calendar year to the fair's date.*
    2. *END DATE: the length of the research must not exceed 12-consecutive months. As long as the one year interval is not surpassed before ISEF, a student may write ONGOING.*
  - Who Signs? *NO signature!*
  - Who Requires? *Everyone!*

- **Research Plan – [Plan](#)** (attached to 1A) – *A Research Plan provides information on your research question and procedures to be used to conduct your experimentation. This document is written AFTER your literature review and BEFORE you seek Approvals. The SRC will use this document to assess if the research complies with all ISEF rules and regulations. A change in your Research Plan requires another SRC/IRB review if the research involves human participants, vertebrate animals, PHBAs or hazardous chemicals, activities and devices.*

- Direction:

- 1. *Must Include:*

- a) *Question or Problem being addressed*
    - b) *Hypothesis/Engineering Goals*
    - c) *Detailed description of methods or procedures*
    - d) *Bibliography - minimal 5 major references*

- 2. *Section C, if your project involves human participants, vertebrate animals, PHBAs or hazardous chemicals, activities and devices, MUST also address ALL of the additional required bulleted items; these items should be bulleted within Section-C.*

- Dates: *N/A*

- Who Signs? *NO Signature!*

- Who Requires? *Every Project!*

- **Form 1B – [Approval Form](#)** – *Signature form to sign acknowledging that the project complies with ALL ISEF rules. Additionally these statements attest that each of these people (or committees) approves or consents to this project.*

- Direction:

- 1. *Section 1: Student takes this form home along with research plan for Parents' review.*

- 2. *Section 2: SRC/IRB signature required for projects involving human participants, vertebrate animals, and PHBAs.*

- 3. *Box 2a is for the Local SRC/IRB Review BEFORE experimentation.*

- 4. *Box 2b is for the Local SRC Review that occurs when a student returns to school AFTER completing research at a RRI where that institution conducted the required PRIOR review; when review occurs the SRC should have signed copies of Form 1C and, if needed, all prior review documents from the RRI such as an IACUC (vertebrate animals), IRB (human subjects) or an IBC (Biosafety).*

- Dates:

- 1. *Section 1: BEFORE the start of experiment, but MAY be after SRC/IRB review.*

- 2. *Box 2a: BEFORE experimentation begins*

- 3. *Box 2b: AFTER completing research at an RRI*

- Who Signs?

- 1. *Section 1: Student, Parent/Guardian for each student/team member*

- 2. 2A: Local SRC/IRB
- 3. 2B: Local SRC
- 4. Section 3: LISEF's SRC after their review
  - o Who Requires? Everyone!

- **Official Abstract** – [Abstract](#) – A summary of experimentation. This form also serves as a checklist for any additional forms that may be needed.

- o Direction:
  - 1. Abstract (max 250 words) written AFTER experimentation and includes:
    - a) purpose of experiment
    - b) procedure
    - c) data
    - d) conclusions
  - 2. Must NOT include: acknowledgements or mentor work/procedures.
- o Dates: N/A
- o Who Signs? NO signature!
- o Who Requires? Everyone!

**ADDITIONAL FORMS (follow the maxim: When in doubt, fill it out!)**

- **Form 1C** – [Regulated Research Institutional/Industrial Setting Form](#) – This form, completed by the supervising adult at the Registered Research Institution (RRI) or industrial setting, explains what the student researcher actually did.

- o Direction:
  - 1. Student enters their name and title of their project prior to giving this to their supervising adult at the place where research was conducted other than home/school/field; the student MUST NOT complete the remainder of the form.
  - 2. The supervising adult's responses MUST BE ON THIS FORM and not attached.
  - 3. The student MUST submit a copy of this signed document to their high school SRC to assist them in determining if this research complies with ISEF rules and guidelines.
  - 4. Student MUST display a copy of this document at their project on the day of the fair.
- o Dates: Completed AFTER experimentation has concluded.
- o Who Signs? Supervising adult at the RRI or industrial setting most familiar with the student's research
- o Who Requires? Research projects that were conducted at: a research institution (ex. university lab) or in an industrial setting

- **Form 2** – [Qualified Scientist Form](#) – On this page, the scientist explains what will be done to oversee this project.

- o Direction:

1. *The qualified scientist (QS) and, if needed, the designated supervisor\*, sign with the date that they approve this project.*

*\* If the QS will not directly supervise the student, a designated supervisor must also sign.*

- *Dates: Signed BEFORE experimentation*
- *Who Signs? Qualified Scientist & (if needed) Designated Supervisor*
- *Who Requires? Projects involving - BSL-1 bio agents, DEA controlled substances, Human Participants (if IRB requires) & Vertebrate Animal Research*

▪ **Form 3 – [Risk Assessment Form \(Sample\)](#)** – *Important to ensure that the student understands any risks that may be involved with the project and ensures that all safety precautions were taken.*

- *Direction:*
  1. *Completed by student in collaboration with the designated supervisor/qualified scientist.*
  2. *All questions MUST be answered.*
  3. *Additional pages or MSDA documents may be attached.*
- *Dates: Completed and signed BEFORE experimentation*
- *Who Signs? Designated Supervisor or Qualified Scientist, if applicable*
- *Who Requires? Projects involving - [Hazardous chemicals, activities & devices](#)*

▪ **Form 4 – [Human Participants Form](#)** – *This page, along with the research plan and consent form sample, is submitted by the student researcher to explain to the IRB how the safety and well being of the test subjects and the confidentiality of results will be ensured.*

- *Direction:*
  1. *Institutional Review Board (IRB) reviews the project, checks the risk level (Risk Assessment Guide) and determines if a Qualified Scientist and/or written documentation of consent/permission is required. "Benefits should outweigh the risks."*
  2. *Each IRB member signs with the date they approve this project.*
  3. *Attach all survey instruments, scripts, copy of the consent form ([Sample Consent Form](#)) to be used, and letters of permission to use instruments not of their own construction.*
  4. *For more explanation see Human Participants rules.*
- *Dates: All signatures BEFORE any experimentation takes place.*
- *Who Signs? All members of the IRB*
- *Who Requires? Projects involving [Human Participants](#)*

▪ **Form 5A – [Vertebrate Animal Form \(non-RR1\) \(Sample\)](#)** – *To describe animal care throughout experimentation and to ensure that all rules and safety precautions are followed.*

- *Direction:*
  1. *Information regarding the care of the animal is completed by student.*

2. SRC reviews this document BEFORE experimentation and determines the level of supervision required.
  3. If required by the SRC, a veterinarian and/or designated supervisor review and sign this form.
  4. Attach wildlife licenses or approval forms, if applicable.
- Dates: All licenses and approval forms must be signed and dated BEFORE experimentation.
  - Who Signs? High School SRC Chair; If needed, veterinarian and/or designated supervisor; Appropriate governing parties
  - Who Requires? Projects involving [Vertebrate animals](#) and done at a place other than a Registered Research Institution such as home or school

- **Form 5B – [Vertebrate Animal Form \(RRI\)](#) (follows 5A) ([Sample](#)) – To describe animal care throughout experimentation and to ensure that all rules and safety precautions are followed.**

- Direction:
  1. Information regarding the care of the animal is completed by the Qualified Scientist.
  2. Attach a copy of IACUC approval; it cannot be a letter from qualified scientist or principal investigator.
- Dates: All licenses and approval forms must be signed and dated BEFORE experimentation.
- Who Signs? Qualified Scientist/ Principal Investigator; IACUC Chair/Coordinator
- Who Requires? Projects involving: [Vertebrate animals](#) research done at a Registered Research Institution

- **Form 6A – [Potentially Hazardous Biological Agents Form](#) ([Sample](#)) – To describe hazards, biosafety level and the necessary precautions to implement when working with PHBA.**

- Direction:
  1. Filled out by the student researcher in collaboration with Qualified Scientist.
  2. If research conducted at RRI, attach institutional board approvals (these approvals occur BEFORE experimentation) such as IACUC, IBC, RAC.
- Dates:
  1. If research conducted at a non-RRI, SRC signs BEFORE experimentation.
  2. If research conducted at an RRI, SRC signs when student returns AFTER experimentation.
- Who Signs? Qualified scientist sign and date.; High school SRC
- Who Requires? Projects involving [PHBAs](#) - Microorganisms, rDNA, fresh/frozen tissue, blood and body fluids

- **Form 6B – [Human and Vertebrate Animal Tissue Form](#) ([Sample](#)) – Identifies the tissue and its source.**

- Direction:
  1. Completed by the student BEFORE experimentation.

- Dates: Signed *BEFORE* experimentation.
- Who Signs? *The Qualified Scientist or Designated Supervisor*
- Who Requires? *Projects involving Fresh/frozen [tissue](#), primary cell cultures, blood, blood products and body fluids*

- **Form 7 – [Continuation/Research Progression Projects Form \(Sample\)](#)** – *Documentation for a continuation project (project is in a similar area of research as previously done by a student as either an individual or team member) describing how it differs from the previous year(s).*

- Direction:
  1. *Explain thoroughly the differences between each years' research; must be significantly different than previous studies, such as a new variable introduced.*
  2. *Using same variables, research question and methodology or increasing sample size are UNACCEPTABLE continuations.*
  3. *Attach extra pages if the continuation involves more than 3 years of research.*
  4. *Attach an Abstract and Research Plan for each of the years of previous research.*
- Dates: *Signed on the date that student certifies the Abstract and Display Board contain ONLY data and results from current year, usually AFTER abstract complete.*
- Who Signs? *Student Researcher*
- Who Requires? *Continuation projects*