

Checklist for Adult Sponsor (1)

This completed form is required for ALL projects.

To be completed by the Adult Sponsor in collaboration with the student researcher(s):

Student's Name(s): _____

Project Title: _____

- 1) I have reviewed the Intel ISEF Rules and Guidelines.
- 2) I have reviewed the student's completed Student Checklist (1A) and Research Plan.
- 3) I have worked with the student and we have discussed the possible risks involved in the project.
- 4) The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC:
 - Humans
 - Potentially Hazardous Biological Agents
 - Vertebrate Animals
 - Microorganisms
 - rDNA
 - Tissues
- 5) Items to be completed for **ALL PROJECTS**
 - Adult Sponsor Checklist (1)
 - Research Plan
 - Student Checklist (1A)
 - Approval Form (1B)
 - Regulated Research Institutional/Industrial Setting Form (1C) (when applicable after completed experiment)
 - Continuation/Research Progression Form (7) (when applicable)
- 6) **Additional forms required if the project includes the use of one or more of the following** (check all that apply):
 - Humans** (Requires prior approval by an Institutional Review Board (IRB); see full text of the rules.)
 - Human Participants Form (4) or appropriate Institutional IRB documentation
 - Sample of Informed Consent Form (when applicable and/or required by the IRB)
 - Qualified Scientist Form (2) (when applicable and/or required by the IRB)
 - Vertebrate Animals** (Requires prior approval, see full text of the rules.)
 - Vertebrate Animal Form (5A)—for projects conducted in a school/home/field research site (SRC prior approval required.)
 - Vertebrate Animal Form (5B)—for projects conducted at a Regulated Research Institution. (Institutional Animal Care and Use Committee (IACUC) approval required prior experimentation.)
 - Qualified Scientist Form (2) (Required for all vertebrate animal projects at a regulated research site or when applicable)
 - Potentially Hazardous Biological Agents** (Requires prior approval by SRC, IACUC or Institutional Biosafety Committee (IBC), see full text of the rules.)
 - Potentially Hazardous Biological Agents Risk Assessment Form (6A)
 - Human and Vertebrate Animal Tissue Form (6B)—to be completed in addition to Form 6A when project involves the use of fresh or frozen tissue, primary cell cultures, blood, blood products and body fluids.
 - Qualified Scientist Form (2) (when applicable)
 - Risk Assessment Form (3) required for projects involving protists, archae and similar microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, for projects using color change coliform water test kits, microbial fuel cells, and for projects involving decomposing vertebrate organisms
 - Hazardous Chemicals, Activities and Devices** (No prior approval required, see full text of the rules.)
 - Risk Assessment Form (3)
 - Qualified Scientist Form (2) (required for projects involving DEA-controlled substances or when applicable)

Adult Sponsor's Printed Name

Signature

Date of Review

Phone

Email

Student Checklist (1A)

This form is required for ALL projects.

1) a. Student/Team Leader: _____ Grade: _____

Email: _____ Phone: _____

b. Team Member: _____ c. Team Member: _____

2) Title of Project: _____

3) School: _____ School Phone: _____

School Address: _____

4) Adult Sponsor: _____ Phone/Email: _____

5) Is this a continuation/progression from a previous year? Yes No

If Yes:

a) Attach the previous year's Abstract and Research Plan

b) Explain how this project is new and different from previous years on Continuation/Research Progression Form (7)

6) This year's laboratory experiment/data collection: (must be stated (mm/dd/yy))

_____ Start Date: (mm/dd/yy)

_____ End Date: (mm/dd/yy)

7) Where will you conduct your experimentation? (check all that apply)

Research Institution School Field Home Other: _____

8) List name and address of all non-school work site(s):

Name: _____

Address: _____

Phone: _____

9) Complete a Research Plan following the Research Plan instructions and attach to this form.

10) An abstract is required for all projects after experimentation.

Research Plan Instructions (complete)

A complete research plan is required and must accompany Checklist for Student (1A)

Provide a typed research plan and attach to Student Checklist (1A). Please include your name on each page. The research plan for ALL projects is to include the following:

- A. Question or Problem being addressed
- B. Goals/Expected Outcomes/Hypotheses
- C. Description in detail of method or procedures (The following are important and key items that should be included when formulating ANY AND ALL research plans.)
 - **Procedures:** Detail all procedures and experimental design to be used for data collection
 - **Risk and Safety:** Identify any potential risks and safety precautions to be taken.
 - **Data Analysis:** Describe the procedures you will use to analyze the data/results that answer research questions or hypotheses
- D. **Bibliography:** List at least five (5) major references (e.g. science journal articles, books, internet sites) from your literature review. If you plan to use vertebrate animals, one of these references must be an animal care reference.
 - Choose one style and use it consistently to reference the literature used in the research plan
 - Guidelines can be found in the Student Handbook

Items 1–4 below are subject-specific guidelines for additional items to be included in your research plan as applicable:

1. **Human participants research:**
 - **Participants.** Describe who will participate in your study (age range, gender, racial/ethnic composition). Identify any vulnerable populations (minors, pregnant women, prisoners, mentally disabled or economically disadvantaged).
 - **Recruitment.** Where will you find your participants? How will they be invited to participate?
 - **Methods.** What will participants be asked to do? Will you use any surveys, questionnaires or tests? What is the frequency and length of time involved for each subject?
 - **Risk Assessment**
 - **Risks.** What are the risks or potential discomforts (physical, psychological, time involved, social, legal, etc.) to participants? How will you minimize the risks?
 - **Benefits.** List any benefits to society or each participant.
 - **Protection of Privacy.** Will any identifiable information (e.g., names, telephone numbers, birth dates, email addresses) be collected? Will data be confidential or anonymous? If anonymous, describe how the data will be collected anonymously. If not anonymous, what procedures are in place for safeguarding confidentiality? Where will the data be stored? Who will have access to the data? What will you do with the data at the end of the study?
 - **Informed Consent Process.** Describe how you will inform participants about the purpose of the study, what they will be asked to do, that their participation is voluntary and they have the right to stop at any time.
2. **Vertebrate animal research:**
 - Briefly discuss potential **ALTERNATIVES** to vertebrate animal use and present a detailed justification for use of vertebrate animals
 - Explain potential impact or contribution this research may have
 - Detail all procedures to be used
 - Include methods used to minimize potential discomfort, distress, pain and injury to the animals during the course of experimentation
 - Detailed chemical concentrations and drug dosages
 - Detail animal numbers, species, strain, sex, age, source, etc.
 - Include justification of the numbers planned for the research
 - Describe housing and oversight of daily care
 - Discuss disposition of the animals at the termination of the study
3. **Potentially Hazardous Biological Agents:**
 - Describe Biosafety Level Assessment process and resultant BSL determination
 - Give source of agent, source of specific cell line, etc.
 - Detail safety precautions
 - Discuss methods of disposal
4. **Hazardous Chemicals, Activities & Devices:**
 - Describe Risk Assessment process and results
 - Detail chemical concentrations and drug dosages
 - Describe safety precautions and procedures to minimize risk
 - Discuss methods of disposal

Approval Form (1B)

A completed form is required for each student, including all team members.

1) To Be Completed by Student and Parent

a) Student Acknowledgment:

- I understand the risks and possible dangers to me of the proposed research plan.
- I have read the Intel ISEF Rules and Guidelines and will adhere to all International Rules when conducting this research.
- I have read and will abide by the following Ethics statement

Scientific fraud and misconduct are not condoned at any level of research or competition. Such practices include plagiarism, forgery, use or presentation of other researcher's work as one's own, and fabrication of data. Fraudulent projects will fail to qualify for competition in affiliated fairs and the Intel ISEF.

Student's Printed Name

Signature

Date Acknowledged (mm/dd/yy)
(Must be prior to experimentation.)

b) Parent/Guardian Approval: I have read and understand the risks and possible dangers involved in the **Research Plan**. I consent to my child participating in this research.

Parent/Guardian's Printed Name

Signature

Date Acknowledged (mm/dd/yy)
(Must be prior to experimentation.)

2) To be completed by the local or affiliated Fair SRC

(Required for projects requiring prior SRC/IRB APPROVAL. Sign 2a or 2b as appropriate.)

a) Required for projects that need prior SRC/IRB approval BEFORE experimentation
(humans, vertebrates or potentially hazardous biological agents)

The SRC/IRB has carefully studied this project's **Research Plan** and all the required forms are included. My signature indicates approval of the **Research Plan** before the student begins experimentation.

SRC/IRB Chair's Printed Name

Signature

Date of Approval (mm/dd/yy)
(Must be prior to experimentation.)

OR

b) Required for research conducted at all Regulated Research Institutions with no prior fair SRC/IRB approval.

This project was conducted at a regulated research institution (**not home or high school, etc.**), was reviewed and approved by the proper institutional board before experimentation and complies with the Intel ISEF Rules. **Attach (1C) and required institutional approvals (e.g. IACUC, IRB).**

SRC Chair's Printed Name

Signature

Date of Approval (mm/dd/yy)

3) Final Intel ISEF Affiliated Fair SRC Approval (Required for ALL Projects)

SRC Approval After Experimentation and Before Competition at Regional/State/National Fair

I certify that this project adheres to the approved **Research Plan** and complies with all Intel ISEF Rules.

Regional SRC Chair's Printed Name

Signature

Date of Approval

State/National SRC Chair's Printed Name
(where applicable)

Signature

Date of Approval

Regulated Research Institutional/Industrial Setting Form (1C)

This form must be completed AFTER experimentation by the adult supervising the student research conducted in a regulated research institution, industrial setting or any work site other than home, school or field.

This form MUST be displayed with your project; responses must be on the form.

Student's Name(s) _____

Title of Project _____

To be completed by the Supervising Adult in the Setting (NOT the Student(s)) after experimentation:

(Responses must remain on the form as it is required to be displayed at student's project booth.)

The student(s) conducted research at my work site:

a) to use the equipment b) to perform experiment(s)/conduct research

1) Is this research a subset of your work? Yes No

2) Have you reviewed the Intel ISEF rules relevant to this project? Yes No

3) How did the student get the idea for her/his project?
(e.g. Was the project assigned, picked from a list, an original student idea, etc.)

4) Did the student(s) work on the project as a part of a research group? Yes No
If yes, how large was the group and what kind of research group was it (students, group of adult researchers, etc.)

5) What specific procedures or equipment did the student(s) actually use for the project?
Please list and describe. (Do not list procedures student only observed.)

6) How independent or creative was the student's/students' work?

*Student research projects dealing with human participants, vertebrate animals or potentially hazardous biological agents require review and approval by an institutional regulatory board (IRB/IACUC/IBC). **Copy of approval(s) must be attached, if applicable.***

Supervising Adult's Printed Name

Signature

Title

Institution

Date Signed (must be after experimentation)

Address

Email/Phone

Qualified Scientist Form (2)

May be required for research involving human participants, vertebrate animals, potentially hazardous biological agents, and DEA-controlled substances. Must be completed and signed before the start of student experimentation.

Student's Name(s) _____

Title of Project _____

To be completed by the Qualified Scientist:

Scientist Name: _____

Educational Background: _____ Degree(s): _____

Experience/Training as relates to the student's area of research: _____

Position: _____ Institution: _____

Address: _____ Email/Phone: _____

- 1) Have you reviewed the Intel ISEF rules relevant to this project? Yes No
- 2) Will any of the following be used?
- a) Human participants Yes No
 - b) Vertebrate animals Yes No
 - c) Potentially hazardous biological agents (microorganisms, rDNA and tissues, including blood and blood products) Yes No
 - d) DEA-controlled substances Yes No
- 3) Was this study a sub-set of a larger study? Yes No
- 4) Will you directly supervise the student? Yes No
- a) If no, who will directly supervise and serve as the Designated Supervisor? _____
- b) Experience/Training of the Designated Supervisor: _____

To be completed by the Qualified Scientist:

I certify that I have reviewed and approved the Research Plan prior to the start of the experimentation. If the student or Designated Supervisor is not trained in the necessary procedures, I will ensure her/his training. I will provide advice and supervision during the research. I have a working knowledge of the techniques to be used by the student in the Research Plan. I understand that a Designated Supervisor is required when the student is not conducting experimentation under my direct supervision.

Qualified Scientist's Printed Name

Signature

Date of Approval

To be completed by the Designated Supervisor when the Qualified Scientist cannot directly supervise.

I certify that I have reviewed the Research Plan and have been trained in the techniques to be used by this student, and I will provide direct supervision.

Designated Supervisor's Printed Name

Signature

Date of Approval

Phone

Email

Vertebrate Animal Form (5A)

Required for all research involving vertebrate animals that is conducted in a school/home/field research site.
(SRC approval required before experimentation.)

Student's Name(s) _____

Title of Project _____

To be completed by Student Researcher:

1. Common name (or Genus, species) and number of animals used.
2. Describe completely the housing and husbandry to be provided. Include the cage/pen size, number of animals per cage, environment, bedding, type of food, frequency of food and water, how often animal is observed, etc.
3. What will happen to the animals after experimentation?
4. Attach a copy of wildlife licenses or approval forms, as applicable
5. The Intel ISEF Vertebrate Animal Rules require that any death, illness or unexpected weight loss be investigated and documented by a letter from the qualified scientist, designated supervisor or a veterinarian. If applicable, attach this letter with this form when submitting your paperwork to the SRC prior to competition.

To be completed by Local or Affiliate Fair Scientific Review Committee (SRC) BEFORE experimentation

Level of Supervision Required for agricultural, behavioral or nutritional studies:

- Designated Supervisor REQUIRED. Please have applicable person sign below.
- Veterinarian and Designated Supervisor REQUIRED. Please have applicable persons sign below.
- Veterinarian, Designated Supervisor and Qualified Scientist REQUIRED. Please have applicable persons sign below and have the Qualified Scientist complete Form (2).

The SRC has carefully reviewed this study and finds it is an appropriate study that may be conducted in a non-regulated research site.

Local or Affiliate Fair SRC Pre-Approval Signature:

SRC Chair Printed Name

Signature

Date of Approval (must be prior to experimentation) (mm/dd/yy)

To be completed by Veterinarian:

- I certify that I have reviewed this research and animal husbandry with the student before the start of experimentation.
- I certify that I have approved the use and dosages of prescription drugs and/or nutritional supplements.
- I certify that I will provide veterinary medical and nursing care in case of illness or emergency.

Printed Name

Email/Phone

Signature

Date of Approval

To be completed by Designated Supervisor or Qualified Scientist when applicable:

- I certify that I have reviewed this research and animal husbandry with the student before the start of experimentation and I accept primary responsibility for the care and handling of the animals in this project.
- I certify that I will directly supervise the experiment.

Printed Name

Email/Phone

Signature

Date of Approval

Vertebrate Animal Form (5B)

Required for all research involving vertebrate animals that is conducted in **at a Regulated Research Institution.**
(IACUC approval required before experimentation.)

Student's Name(s) _____

Title of Project _____

Title and Protocol Number of IACUC Approved Project _____

To be completed by Qualified Scientist or Principal Investigator:

1. Species of animals used: _____ Number of animals used: _____

2. Describe, in detail, the role of the student in this project: animal procedures and related equipment that were involved, oversight provided and safety precautions employed. (Attach extra pages if necessary.)

3. Was there any weight loss or death of any animal? If yes, attach a letter obtained from the qualified scientist, designated supervisor or a veterinarian documenting the situation and the results of the investigation.

4. Does the student's project also involve the use of tissues?

No

Yes, Be sure to complete Forms 6A and 6B

5. What laboratory training, including dates, was provided to the student?

6. **Attach a copy of the Regulated Research Institution IACUC Approval.** A letter from the Qualified Scientist or Principal Investigator is not sufficient.

Qualified Scientist/Principal Investigator	
Printed Name	
Signature	Date