Understanding the Pre-Approval Process: Applying for Pre-Approval

A Webinar for Site Coordinators and Students 2023-24

SRC Purpose

The **Science Review Committee (SRC)** is responsible for:

- Making sure certain projects receive pre-approval before experimentation can commence.

- Making sure California Ed. Code is followed when it comes to experimentation with vertebrate animals or using cell/tissue lines from vertebrates.

- Making sure **student experimenters and experimentees** are safe (follow CA Science Safety Handbook) and that Federal privacy laws are followed.

Projects Requiring Pre-Approval

Projects involving:

- **TISSUES / CELL LINES**

- **HUMAN SUBJECTS**

- **VERTEBRATE ANIMALS**

- **HAZARDOUS MATERIALS, ACTIVITIES, or DEVICES**

- **MICROBES**

The 4 Steps to Submitting a Proposal

1. Site Coordinator enrolls school online

2. Student logs into online registratration (https://app.lascifair.org/) and enters his/her information.

1. Student receives password by email

2. Student logs back into online registration system and enters proposal

Obtaining Pre-Approval: Step 1

- The Site Coordinator must have completed the online enrollment process for the school

  Please view our **Site Coordinator 101 PPT** for more information.

- Site Coordinators must have entered their information as well as their school's information into the online system.

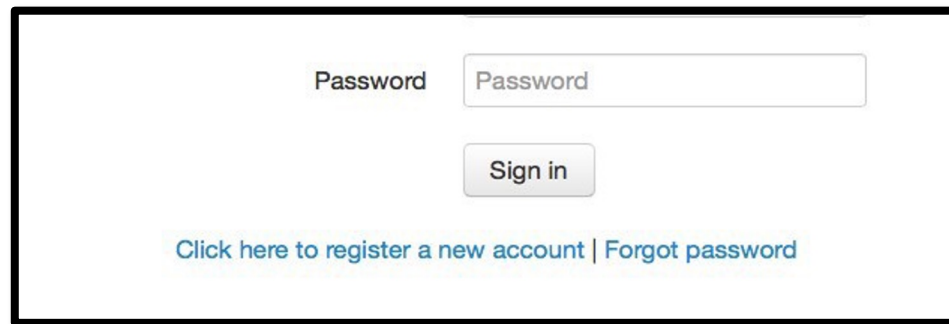- Receipt of payment is not required for students to apply for pre-approval.

Important Notes:

- Our online system will only allow a <u>maximum</u> of 30 projects per school.

- If a school has **more than 30 projects** needing pre-approval, Site Coordinators should consider the quality and caliber of the student(s) project / topic / uniqueness of experiment.

- If a team is requesting pre-approval, **only 1 student** (*the Team Captain*) should submit the information. All members of a team must come from the **same school**.

Obtaining Pre-Approval: Step 2

- **Once a school is enrolled online**, students may submit their proposals via our online system.

- Students need to go to https://app.lascifair.org/ and select **"Click here to register a new account."**

- On the next screen, students will select "I am a student" from the drop down menu and then click "Continue".

Obtaining Pre-Approval: Step 2, cont'd

- The student will now fill in the required information for each field.

- If a student's school does not appear on the drop down menu, the student must exit the site and let his or her Site Coordinator know that the school has not completed enrollment.

- The student needs to use an email address that is checked frequently and can receive emails from [noreply@lascifair.org.](mailto:noreply@lascifair.org) When the student is done entering the Profile Information, the **Code of Conduct** boxes must be checked.
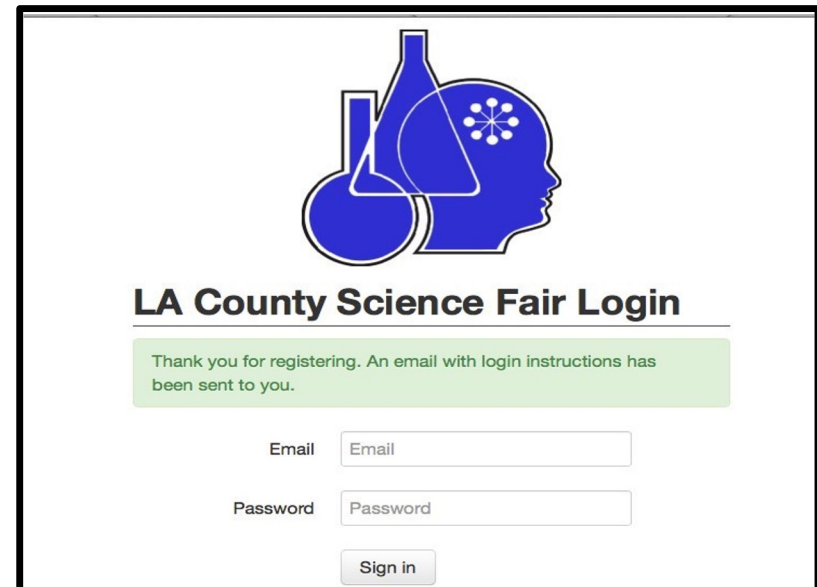
Student Code of Conduct

☐ I will compete honestly and with good sportsmanship.

☐ I will act with integrity and treat others with courtesy.

☐ I will respect Fair volunteers, staff, and judges and their decisions.

Continue

Obtaining Pre-Approval: Step 3

- When a student is **finished** entering his or her Profile Information and **clicks "Continue"**, the system will show that the information was received and that an email containing the password has been sent.

- When the student receives the **password**, he or she needs to **write it down somewhere safe**.

LA County Science Fair Login

Thank you for registering. An email with login instructions has been sent to you.

Email — Email

Password — Password

Sign in

Obtaining Pre-Approval: Step 4

- Once the password is received, students can log into the online registration system (app.lascifair.org) using their email address and password.

- On the next screen, students will indicate that they are submitting a proposal for Pre-Approval.

You will then see the project listed below.

Request Project Pre-Approval

Obtaining Pre-Approval: Step 4, cont'd

- Students will then select the type of project they are submitting (human subject, vertebrate animal, tissue/ cell line, microbes, hazardous materials/procedures).

- If a project falls into **more than 1 of the areas**, then **additional forms** must be submitted.

- **If your project involves humans *in any way,*** you need to complete the **Human Subjects Form** at this link:

- In addition, **Senior Division** students need to complete the fillable **ISEF Human Consent form** found here. All participant forms have to be **_brought to the fair,_** with signatures.

Obtaining Pre-Approval: Step 4, cont'd

- Once on the correct form, the student will enter the information into the fields as prompted.
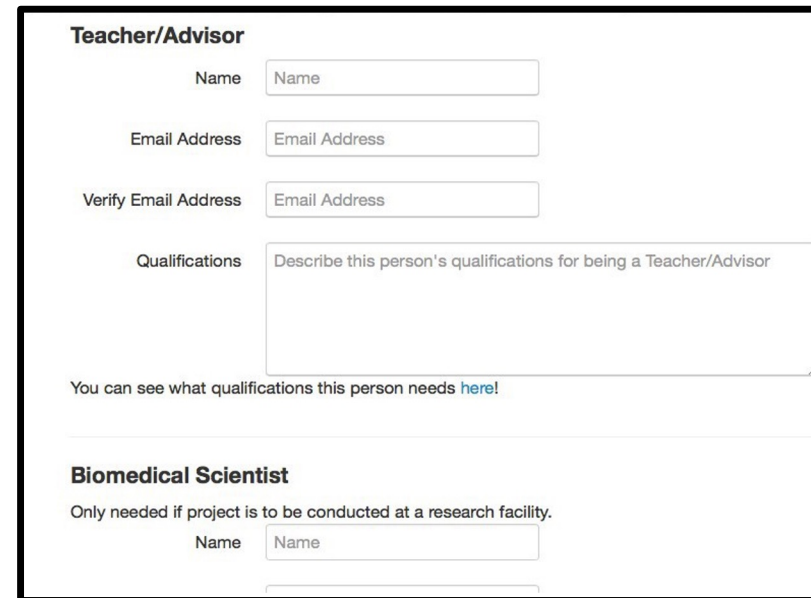
Obtaining Pre-Approval: Step 4, cont'd

- At the **bottom of the form**, there are fields for the adult supervisor, biomedical scientist, animal care supervisor, etc.

Teacher/Advisor

Name	Name
Email Address	Email Address
Verify Email Address	Email Address
Qualifications	Describe this person's qualifications for being a Teacher/Advisor

You can see what qualifications this person needs here!

Biomedical Scientist
Only needed if project is to be conducted at a research facility.

Name	Name

- Students MUST enter the **correct email** for each of the individuals as the system will send a email to all listed, asking that person to verify his/her role in the project. *The SRC will not receive the proposal until* ***ALL*** *the verifications are complete.*

Obtaining Pre-Approval: Step 4, cont'd

- It is **strongly recommended** that Site Coordinators require their students to download and fill in the template(s) matching their project and get teacher approval before completing the same form online.

- **Fillable PDF templates are available on Padlet**; coming soon to out website.

  - *tissue/cell lines*
  - *human subjects*
  - *live vertebrate animals*
  - *hazardous materials* and/or
  - *microbes*
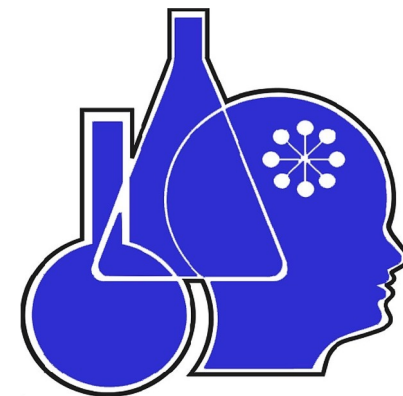
Obtaining Pre-Approval: Step 4, cont'd

- Once the proposal is submitted online, the student is done!

- Please allow the SRC time to review the proposal. We have a [Google Slide presentation](#) on our that explains what happens when the SRC reviews a project.

Important Reminders

All Projects

- Student **clearly explains** what he or she is going to do in the experiment.

- The student **clearly describes** all safety precautions and whether goggles, gloves, etc. will be worn during the experiment.

- The student makes it clear when he or she will have **adult supervision** during the experiment and what the adult will physically do.

- The **References** section includes 1 source that is not simply a website.

- References are properly **API formatted.**

Important Reminders, cont'd

Human Subjects

- All risks (both physical and psychological) are assessed for projects involving human subjects.

- Allergies and other medical conditions such as diabetes are considered in projects involving human subjects and food, drink, gum, etc.

- The student discusses how **confidentiality** of human subjects will be maintained.

Important Reminders, cont'd

Vertebrates & Microbes

- A detailed description of the care of a vertebrate animal before, during, and after the experiment is present. Student states what will happen to the animal after the experiment ends.

- The student clearly states <u>where</u> microbes will be cultured *(they cannot be cultured at home)*.

- The student describes how microbes / the Petri dish will be disposed of after the experiment.

ThankYou!

- Thank you for taking the time to understand the general pre-approval process.

- You are strongly encouraged to view the webinar on the type of project you are considering to further understand what needs pre-approval.

- Our website has Frequently Asked Questions about projects requiring pre-approval as well.

- If you have any questions, please do not hesitate to contact the SRC Committee at [mailto: Pre-approval@lascifair.org](mailto:Pre-approval@lascifair.org)