

Doublecheck your forms before uploading – the items below are commonly missed:

- **Form 1 – Checklist for Adult Sponsor**

- The box next to “I attest to the information checked above ...” (towards the bottom of the form, just above the signature line) **MUST** be checked

- **Form 1A – Student Checklist**

- Question 8 – Must check the correct box for the location where student will conduct their experiment
- Question 9 – Must check the box next to who collected the data for the project

- **ALL forms**

- Make sure your scans/photos are not blurry
- Email [registration@midcolumbiasciencefair.org](mailto:registration@midcolumbiasciencefair.org) if you need any help uploading your forms

**See the following pages for example forms:**

# Checklist for Adult Sponsor (1)

This completed form is required for ALL projects

ALL projects must answer the questions highlighted in yellow. Answer Question 4 and the Additional Forms section IF they apply to your project. See the example Form 1 on the next page.

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

Student's Name(s): First and Last Name

Project Title: \_\_\_\_\_

- I have reviewed the ISEF Rules and Guidelines, including the science fair ethics statement.
- I have reviewed the student's completed Student Checklist (1A) and Research Plan/Project Summary.
- I have worked with the student and we have discussed the possible risks involved in the project.
- 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
- Items to be completed for **ALL PROJECTS**
  - Adult Sponsor Checklist (1)  Research Plan/Project Summary
  - 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)

Additional forms required if the project includes the use of one or more of the following (check all that apply):

- Humans**, including student designed inventions/prototypes. (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 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)
  - The following are exempt from prior review but require a Risk Assessment Form 3: projects involving protists, archae and similar microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, projects using color change coliform water test kits, microbial fuel cells, and projects involving decomposing vertebrate organisms.
- Hazardous Chemicals, Activities and Devices** (No SRC 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)
- Other**
  - Risk Assessment Form (3)
- I attest to the information checked above and that I have read and agree to abide by the science fair ethics statement.

Don't Forget this checkbox!

|                              |           |                               |
|------------------------------|-----------|-------------------------------|
| _____                        | _____     | before experimentation begins |
| Adult Sponsor's Printed Name | Signature | Date of Review (mm/dd/yy)     |
| _____                        | _____     | _____                         |
| Phone                        | Email     |                               |

# EXAMPLE

## 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): [REDACTED]

Project Title: How does exposure to different senses affect blackworm heart rate?

- I have reviewed the ISEF Rules and Guidelines, including the science fair ethics statement.
- I have reviewed the student's completed Student Checklist (1A) and Research Plan/Project Summary.
- I have worked with the student and we have discussed the possible risks involved in the project.
- The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC:
  - Humans
  - Vertebrate Animals
  - Potentially Hazardous Biological Agents
    - Microorganisms
    - rDNA
    - Tissues
- Items to be completed for ALL PROJECTS
  - Adult Sponsor Checklist (1)
  - Student Checklist (1A)
  - Regulated Research Institutional/Industrial Setting Form (1C) (when applicable; after completed experiment)
  - Continuation/Research Progression Form (7) (when applicable)
  - Research Plan/Project Summary
  - Approval Form (1B)

- Additional forms required if the project includes the use of one or more of the following (check all that apply):
- Humans, including student designed inventions/prototypes. (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 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)
    - The following are exempt from prior review but require a Risk Assessment Form 3: projects involving protists, archae and similar microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, projects using color change coliform water test kits, microbial fuel cells, and projects involving decomposing vertebrate organisms.
  - Hazardous Chemicals, Activities and Devices (No SRC 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)
  - Other
    - Risk Assessment Form (3)

I attest to the information checked above and that I have read and agree to abide by the science fair ethics statement.

Terri Alvarez-Ziegler      [Signature]      2/7/24  
Sponsor's Printed Name      Signature      Date of Review (mm/dd/yy)  
(609) 837-2601      theresa.alvarezziegler@sunnyside-schools.org  
ext 6206      Email

# Student Checklist (1A)

This form is required for ALL projects.

**ALL** projects must answer the questions highlighted in yellow. See the example Form 1A on the next page.

1. a. Student/Team Leader: \_\_\_\_\_ Grade: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

b. Team Member: \_\_\_\_\_ c. Team Member: \_\_\_\_\_

2. Title of Project: \_\_\_\_\_

3. School: \_\_\_\_\_ School Phone: \_\_\_\_\_

(if multiple schools, list of the team leader or list all schools).

School Address: \_\_\_\_\_

4. Adult Sponsor: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

5. Does this project need SRC/IRB/IACUC or other pre-approval?  Yes  No Tentative start date: \_\_\_\_\_

6. Is this a continuation/progression from a previous year?  Yes  No

If Yes:

a. Attach the previous year's  Abstract **and**  Research Plan/Project

b. Explain how this project is new and different from previous years on

Continuation/Research Progression Form (7)

7. This year's experimentation/data collection: \_\_\_\_\_

Actual Start Date: (mm/dd/yy) \_\_\_\_\_

End Date: (mm/dd/yy) \_\_\_\_\_

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

Research Institution  School  Field  Home  Other: \_\_\_\_\_

9. Source of Data:

Collected self/mentor  Other Describe/url: \_\_\_\_\_

10. List the name and address of all non-home and non-school work site(s), whether you worked there virtually or on-site:

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email \_\_\_\_\_

11. **Complete a Research Plan/Project Summary following the Research Plan/Project Summary instructions and attach to this form.**

12. **An abstract is required for all projects after experimentation.**

Question 6: Answer "yes" if this project continues work on the same topic as the student's project from previous science fair. Continuation projects also need ISEF Form 7.

Check the correct boxes in Questions 8 and 9

# EXAMPLE

## Student Checklist (1A)

This form is required for ALL projects.

1. a. Student/Team Leader: [redacted] Grade: 9<sup>th</sup>  
Email: [redacted] Phone: [redacted]

b. Team Member: N/A c. Team Member: N/A

2. Title of Project: How does exposure to different senses affect blackworm heart rate?

3. School: Sunnyside HS School Phone: (509) 837-2601  
School Address: 1801 E. Edison Sunnyside, WA 98944

4. Adult Sponsor: Teri Alvarez-Ziegler Phone/Email: (509) 837-2601  
theresa.alvarezziegler@sunnysideschools.org EXT. 6206

5. Does this project need SRC/IRB/IACUC or other pre-approval?  Yes  No Tentative start date: 2/14/24

6. Is this a continuation/progression from a previous year?  Yes  No  
If Yes:  
a. Attach the previous year's  Abstract and  Research Plan/Project Summary  
b. Explain how this project is new and different from previous years on  Continuation/Research Progression Form (7)

7. This year's experimentation/data collection:  
2/13/24 3/7/24  
Actual Start Date: (mm/dd/yy) End Date: (mm/dd/yy)

8. Where will you conduct your experimentation? (check all that apply)  
 Research Institution  School  Field  Home  Other: \_\_\_\_\_

9. Source of Data:  
 Collected self/mentor  Other Describe/url: \_\_\_\_\_

10. List the name and address of all non-home and non-school work site(s), whether you worked there virtually or on-site:  
Name N/A  
Address: \_\_\_\_\_  
Phone/email: \_\_\_\_\_

11. Complete a Research Plan/Project Summary following the Research Plan/Project Summary instructions and attach to this form.

# Approval Form (1B)

Must be signed BEFORE experimentation starts!

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 ISEF Rules and Guidelines and will adhere to all International Rules when conducting this research.
- I have read and will abide by the science fair ethics statement.

Student researchers are expected to maintain the highest standards of honesty and integrity. Scientific fraud and misconduct are not condoned at any level of research or competition. Such practices include but are not limited to 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 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/Project Summary**. 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/Project Summary** and all the required forms are included. My signature indicates approval of the **Research Plan/Project Summary** 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 ISEF Rules. **Attach (1C) and any required institutional approvals (e.g. IACUC, IRB).**

\_\_\_\_\_  
SRC Chair's Printed Name  
  
Signature                      Date of Signature (mm/dd/yy)  
(May be after experimentation)

## 3. Final 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/Project Summary** and complies with all ISEF Rules.

\_\_\_\_\_  
Regional SRC Chair's Printed Name                      Signature                      Date of Approval (mm/dd/yy)  
  
\_\_\_\_\_  
State/National SRC Chair's Printed Name                      Signature                      Date of Approval (mm/dd/yy)  
(where applicable)