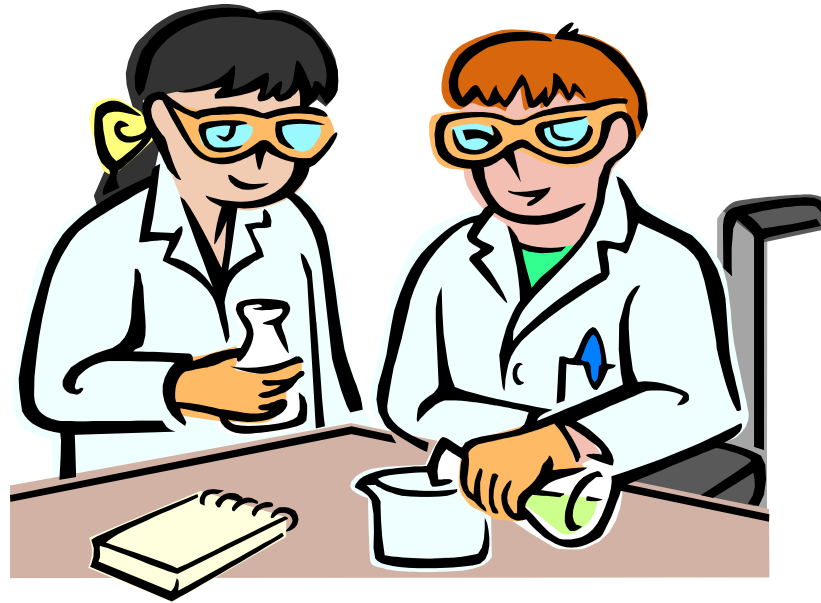


Science Fair Paper Work

~ a few “little” things to remember ☺

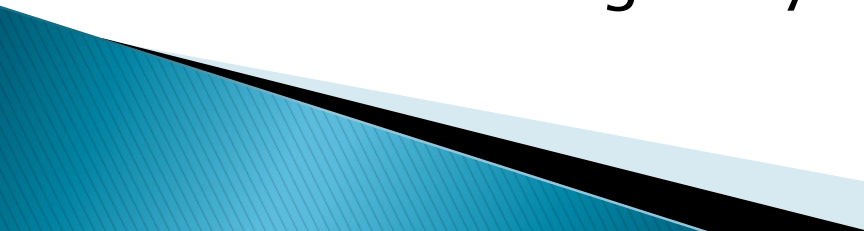


Use the website: www.sefmd.org

General Info → Forms

- ▶ [Overview of Forms and Dates \(from ISEF\)](#)
- ▶ Complete Regeneron ISEF Rules Book (46 pp)
“International Rules for Pre-College Science Research: Guidelines for Science and Engineering Fairs 2023–2024”

The purpose of these rules is to...

- ▶ protect the rights and welfare of the student researcher
 - ▶ protect the rights and welfare of human participants
 - ▶ protect the health and welfare of vertebrate animal subjects
 - ▶ protect and promote good stewardship of the environment
 - ▶ ensure adherence to federal regulations
 - ▶ ensure use of safe laboratory practices
 - ▶ determine eligibility for competition in ISEF
- 

Do before starting the project...

- ▶ Checklist for Adult Sponsor (1) p. 31
 - ▶ Student Checklist (1A) p. 32
 - ▶ Research Plan (instructions) p. 33
 - ▶ Approval Form (1B) p. 34
 - ▶ *Risk Assessment Form (3) p. 38
-
- ▶ Required for grades 9–12
 - ▶ Highly recommended for grades 3–8



Completing Forms....

- ▶ Whether you need one form or many forms, remember:
 - Fill in ALL parts of the form; don't leave questions blank
 - Answer questions accurately and thoroughly
 - Make sure all necessary signatures are obtained
 - Pay attention to dates
 - Ex: “date acknowledged” (must be prior to experimentation)

What projects need additional forms? If your projects include...

- ▶ **Human participants** – students participating in activities; surveys; behavioral observations



- ▶ **Vertebrate animals** – live, nonhuman vertebrate mammalian embryos or fetuses, tadpoles, bird and reptile eggs within three days of hatching, and all other nonhuman vertebrates at hatching or birth

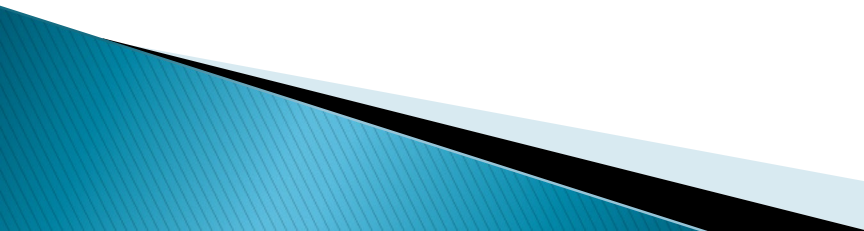


What projects need additional forms? If your projects include...

- ▶ **Potentially hazardous biological agents** microorganisms (including bacteria, viruses, fungi, etc.), recombinant DNA, human or animal fresh/frozen tissues, body, or body fluids
- ▶ **Hazardous chemicals, activities, and devices** – DEA–controlled substances, prescription drugs, alcohol & tobacco, firearms and explosives, radiation, lasers, etc.



IF your project does require additional forms.....

- ▶ **Senior Division students** (grades 9–12) must submit all forms for review by our SRC (Scientific Review Committee) by **Dec. 1st**.
 - ▶ **Junior Division students** (grades 6–8) must complete the forms and upload them online by **March 8, 2024**.
 - ▶ **Elementary Division students** (grades 3–5) should not carry out projects in the fields that would require SRC paperwork!
- 



Sooooooooooooo.....

What forms are needed?

If your project uses humans...

- ▶ It must receive approval from your school's IRB (Institutional Review Board) before the project is begun. (“exempt”, “expedited”, “full review”)
- ▶ Forms must be submitted to our SRC (Scientific Review Committee) by Dec. 1st.
- ▶ Additional forms required:
 - ~ Human Participants Form (4) p. 39
 - ~ Human Informed Consent Form p. 40
 - ~ Qualified Scientist Form (2) if applicable p. 37

If your project uses Vertebrate Animals...

- ▶ Forms must be submitted to our SRC (Scientific Review Committee) by Dec. 1st.
- ▶ Additional forms required:
 - ~ Vertebrate Animal Form (5A) – for projects conducted in a non-regulated research site
p. 41
 - ~ Vertebrate Animal Form (5B) – for projects conducted at a Regulated Research Institution
p. 42
 - ~ Qualified Scientist Form (2) p. 37
 - ~ IACUC approval form from institution

If your project uses Potentially Hazardous Biological Agents ...

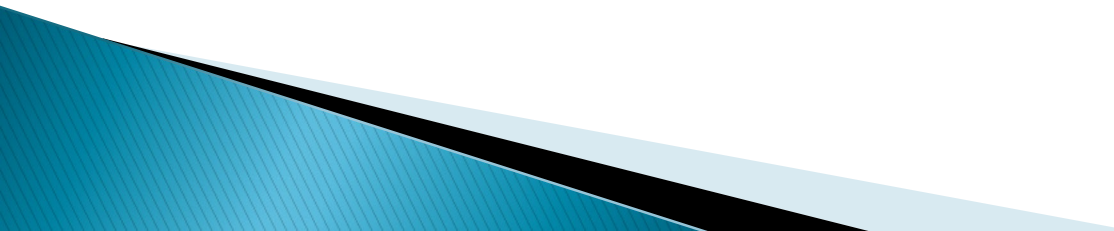
- ▶ Forms must be submitted to our SRC (Scientific Review Committee) by Dec. 1st.
- ▶ **Additional Forms required:**
 - ~ Potentially Hazardous Biological Agents Risk Assessment Form (6A) p. 43
 - ~ **Human and Vertebrate Animal Tissue Form (6B) – if tissues, primary cell cultures, blood, etc. are used** p. 44
 - ~ Qualified Scientist Form (2) p. 37

If your project uses Hazardous Chemicals, Activities, & Devices...

- ▶ Forms DO NOT need to be submitted to our SRC before the project is started.
- ▶ Additional forms required:
 - ~ Risk Assessment Form (3) p. 38
 - ~ Qualified Scientist Form (2) p. 37

There is also a 12–page “Risk Assessment Guide” on the science fair website.

Engineering & Inventions

- ▶ Projects Guide p. 22
 - ▶ Some projects may require pre-approval and/or extra safety precautions
 - ▶ Ex: Are you going to test your project (device, app, invention, etc.) on persons other than yourself or adult sponsor?
- 

Some projects also require....



- ▶ Regulated Research Institutional/Industrial
Setting Form (1C) pp. 35–36
- ▶ Continuation/Research Progression
Projects Form (7) p. 45

Are you totally confused?



The main thing to remember...

- ▶ Go to www.sefmd.org
- ▶ Link on resources page: Prior SRC Approval Needed Flow Chart
- ▶ Go to General Info → Forms → ISEF Rules Wizard
- ▶ The “wizard” will ask you questions about your project so you can determine whether you need additional forms! There is also an ISEF Rules FAQ Link.

