

# Science Fair Paperwork – 5 Simple Steps

1. Have your student complete a [Research Plan & \\*Student Checklist \(1A\)](#)
  - The research plan includes the question or problem being addressed, hypothesis or engineering goals, a detailed procedure or methods, and a bibliography. Include all tests or surveys for human subjects.
  - The project start and end dates on the Student Checklist form are important.
  - The location of the experiment is also important. Example: Bacteria projects cannot be cultured at home.
2. Review the **Research Plan** and complete [\\*Checklist for Adult Sponsor Form \(1\)](#)
  - Assess all possible risks associated with the proposed research plan.
  - Does the project involve human subjects, vertebrate animals, potentially hazardous biological agents, controlled substances, or hazardous substances or devices? If the answer is yes to any of the above, additional forms will be necessary (see step 4).
  - The signature date on the Checklist for Adult Sponsor Form must be **PRIOR** to the project start date.
3. Review the experimental rules with your student.
4. Obtain the appropriate approval and signatures and complete [\\*Approval Form 1B](#).
  - Student, parent and SRC/IRB signatures must be dated **PRIOR** to the project start date on the Student Checklist Form.
  - Each team member will need to have their own copy of this form with signatures.
  - SRC/IRB signatures are required for projects dealing with human subjects, vertebrate animals or potentially hazardous substances or devices.
  - **Human Subject** projects must have a medical or mental health professional, a school administrator and a science teacher sign the [\\*Human Subjects Form \(4\)](#). Informed consent may be necessary for each human subject participant.
  - **Vertebrate Animal** projects must have the SRC chair, a veterinarian and a Designated Supervisor sign the [\\*Vertebrate Animal Form \(5\)](#). If the experiment is done at a research institution the Qualified Scientist and IACUC signatures are required on the [\\*Vertebrate Animal Form \(5B\)](#).

\*Intel ISEF Forms for students in grades 9–12.

- **Potentially Hazardous Biological Agents** projects must have signatures from the SRC chair and the Qualified Scientist or Designated Supervisor on the \*[Potentially Hazardous Biological Agents Form \(6A\)](#). If the project involves human or vertebrate animal tissues the Qualified Scientist or Designated supervisor will need to also sign the \*[Human and Vertebrate Animal Tissue Form \(6B\)](#). If the project involves protists, archae and similar organisms or manure for composting, fuel production or other non-culturing experiments than the \*[Risk Assessment Form \(3\)](#) can be used in place of forms 6A and 6B.
- Projects involving hazardous substances or devices must have a Designated Supervisor and complete the \*[Risk Assessment Form \(3\)](#) PRIOR to the start of the experiment.
- If a Qualified Scientist assists with the project than the [Qualified Scientist Form \(2\)](#) will also need to be completed and signed PRIOR to experimentation.

## 5. Begin experimenting!

- Experiments performed at a research institution will need the \*[Registered Research Institution Form \(1C\)](#) signed by the supervising adult.
- Complete a 250 word abstract summarizing the project's question, methods and results.