



# 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. 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 Summary
  - b. Explain how this project is new and different from previous years on  Continuation/Research Progression Form (7)
7. This year's laboratory experiment/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. List name and address of all non-school work site(s):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_
10. **Complete a Research Plan/Project Summary following the Research Plan/Project Summary instructions and attach to this form.**
11. **An abstract is required for all projects after experimentation.**

# Research Plan/Project Summary Instructions

A complete Research Plan/Project Summary is required for ALL projects and must accompany Student Checklist (1A).

1. All projects must have a Research Plan/Project Summary written prior to experimentation following the instructions below to detail the rationale, research question(s), methodology, and risk assessment of the proposed research.
  - a. If changes are made during the research, such changes can be added to the original research plan as an addendum, recognizing that some changes may require returning to the IRB or SRC for appropriate review and approvals. If no additional approvals are required, this addendum serves as a project summary to explain research that was conducted.
  - b. If no changes are made from the original research plan, no project summary is required.
2. Some studies, such as an engineering design or mathematics projects, will be less detailed in the initial project plan and will change through the course of research. If such changes occur, a project summary that explains what was done is required and can be appended to the original research plan.
3. The Research Plan/Project Summary should include the following:
  - a. **RATIONALE:** Include a brief synopsis of the background that supports your research problem and explain why this research is important and if applicable, explain any societal impact of your research.
  - b. **RESEARCH QUESTION(S), HYPOTHESIS(ES), ENGINEERING GOAL(S), EXPECTED OUTCOMES:** How is this based on the rationale described above?
  - c. Describe the following in detail:
    - **Procedures:** Detail all procedures and experimental design including methods for data collection. Describe only your project. Do not include work done by mentor or others.
    - **Risk and Safety:** Identify any potential risks and safety precautions needed.
    - **Data Analysis:** Describe the procedures you will use to analyze the data/results.
  - d. **BIBLIOGRAPHY:** List 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.

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

## 1. Human participants research:

- a. **Participants:** Describe age range, gender, racial/ethnic composition of participants. Identify vulnerable populations (minors, pregnant women, prisoners, mentally disabled or economically disadvantaged).
- b. **Recruitment:** Where will you find your participants? How will they be invited to participate?
- c. **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?
- d. **Risk Assessment:** What are the risks or potential discomforts (physical, psychological, time involved, social, legal, etc.) to participants? How will you minimize risks? List any benefits to society or participants.
- e. **Protection of Privacy:** Will identifiable information (e.g., names, telephone numbers, birth dates, email addresses) be collected? Will data be confidential/anonymous? If anonymous, describe how the data will be collected. If not anonymous, what procedures are in place for safeguarding confidentiality? Where will data be stored? Who will have access to the data? What will you do with the data after the study?
- f. **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:

- a. Discuss potential ALTERNATIVES to vertebrate animal use and present justification for use of vertebrates.
- b. Explain potential impact or contribution of this research.
- c. Detail all procedures to be used, including methods used to minimize potential discomfort, distress, pain and injury to the animals and detailed chemical concentrations and drug dosages.
- d. Detail animal numbers, species, strain, sex, age, source, etc., include justification of the numbers planned.
- e. Describe housing and oversight of daily care
- f. Discuss disposition of the animals at the termination of the study.

## 3. Potentially hazardous biological agents research:

- a. Give source of the organism and describe BSL assessment process and BSL determination.
- b. Detail safety precautions and discuss methods of disposal.

## 4. Hazardous chemicals, activities & devices:

- Describe Risk Assessment process, supervision, safety precautions and 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 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 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/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 Intel ISEF Rules. **Attach (1C) and any 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/Project Summary** 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.

**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:

1. Did you or your proxy (e.g. graduate student, postdoc, employee) mentor or provide substantial guidance to the student researcher?  Yes  No
  - a. If no, describe your and/or your institution's role with the student researcher and his/her project (e.g. supervised use of equipment on site without ongoing mentorship and sign below.
  - b. If yes, complete questions 2–5.
2. Is the student's research project a subset of your ongoing research or work?  Yes  No  
Use questions 3, 4 and 5 to detail how the student's project was similar and/or different from ongoing research or work at your site.
3. Describe the independence and creativity with which the student:
  - a. developed the hypotheses or engineering goals for her/her research project
  - b. designed the methodology for his/her research project
  - c. analyzed and interpreted data
4. Detail the student's role in conducting the research (e.g. data collection, specific procedures performed). Differentiate what the student observed and what the student actually did.
5. Did the student(s) work on the project as part of a group?  Yes  No  
If yes, how many individuals were in the group and who were they (e.g. high school students, graduate students, faculty, professional researchers)?

I attest that the student has conducted the work as indicated above and that any required review and approval by institutional regulatory board (IRB/IACUC/IBC) has been obtained. Copies are attached if applicable.  
I further acknowledge that the student will be presenting this work publicly in competition and I have communicated with the student research regarding any requirements for my review and/or restrictions of what is publicized.

\_\_\_\_\_  
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/Project Summary 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/Project Summary. 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/Project Summary 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 (5B)

**Required for all research involving vertebrate animals that is conducted in at a Regulated Research Institution. (IACUC approval required before experimentation. Form must be completed and signed after 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. Did the student's project also involve the use of tissues?

- No
- Yes; 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 \_\_\_\_\_