

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): _____

Project Title: _____

- 1) I have reviewed the Intel ISEF Rules and Guidelines.
- 2) I have reviewed the student's completed Student Checklist (1A) and Research Plan.
- 3) I have worked with the student and we have discussed the possible risks involved in the project.
- 4) 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
- 5) 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 Form (7) (when applicable)
 - Research Plan
 - Approval Form (1B)

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

- Humans** (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 Institutional Biosafety Committee (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)
 - Risk Assessment Form (3) Required for projects involving protists, archae and similar microorganisms and for projects using manure for composting, fuel production or other non-culturing experiments (6A, 6B and 2 are not required)
- Hazardous Chemicals, Activities and Devices** (No 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)

Adult Sponsor's Printed Name

Signature

Date of Review

Phone

Email

**CONTRA COSTA SCIENCE & ENGINEERING FAIR
STUDENT PERMISSION AND HOLD HARMLESS AGREEMENT**

I _____, as the parent/guardian of _____, approve my child's participation in the Contra Costa Science & Engineering Fair (CCSEF), and assume all responsibility for the oversight and supervision of the scientific research conducted by my child in association with the CCSEF.

I understand that the CCSEF is affiliated with the Intel International Science & Engineering Fair (Intel ISEF), and that Intel ISEF rules, which are publicly available on the CCSEF web page, apply fully to the CCSEF competition. My child and I are fully responsible for reading, understanding and adhering to the Intel ISEF rules. Failure to comply will result in rejection of my child's science project application and/or disqualification of the child's project entry at the actual event even if the application was approved.

I understand that CCSEF senior sweepstakes winners are invited to compete at the Intel ISEF. Junior sweepstakes winners can compete, if they wish, in the California State Science Fair.

I give permission to CCSEF and any news media in attendance at the CCSEF and Intel ISEF to photograph, videotape, and interview my child during the fair(s) and agree that recordings may be used, reproduced, and distributed without restriction by the CCSEF, participating Contra Costa school districts, and news media in news stories, publications, and promotional activities.

I agree to hold harmless the Contra Costa Economic Partnership and their employees, agents and contractors against any liability and any claims resulting from my child's participation in the CCSEF; and the Intel ISEF, should my child be a senior sweepstakes winner.

Date

Parent/Guardian Signature

Note: Submission of this permission and hold harmless form, along with the required application package, does not connote acceptance of your child's project for the CCSEF. Your child will be officially notified by the CCSEF Director regarding his/her project acceptance upon review and approval of the child's application package.

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) Is this a continuation from a previous year? Yes No

If Yes:

a) Attach the previous year's **Abstract and** **Research Plan**

b) Explain how this project is new and different from previous years on **Continuation Form (7)**

6) **This year's** laboratory experiment/data collection: (must be stated (mm/dd/yy))

Start Date: _____ End Date: _____

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

Research Institution School Field Home Other: _____

8) List name and address of all non-school work site(s):

Name: _____

Address: _____

Phone: _____

9) **Complete a Research Plan following the Research Plan instructions and attach to this form.**

10) **An abstract is required for all projects after experimentation.**

Research Plan Instructions

A complete research plan is required and must accompany Checklist for Student (1A)

Provide a typed research plan and attach to Student Checklist (1A). Please include your name on each page.

The research plan for ALL projects is to include the following:

A. Question or Problem being addressed

B. Goals/Expected Outcomes/Hypotheses

C. Description in detail of method or procedures (The following are important and key items that should be included when formulating ANY AND ALL research plans.)

- **Procedures:** Detail all procedures and experimental design to be used for data collection
- **Data Analysis:** Describe the procedures you will use to analyze the data that answer research question or hypothesis

D. Bibliography: List at least five (5) 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.

- Choose one style and use it consistently to reference the literature used in the research plan
- Guidelines can be found in the Student Handbook

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

1. Human participants research:

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

- Briefly discuss potential **ALTERNATIVES** to vertebrate animal use and present a detailed justification for use of vertebrate animals
- Explain potential impact or contribution this research may have
- Detail all procedures to be used
 - Include methods used to minimize potential discomfort, distress, pain and injury to the animals during the course of experimentation
 - Detailed chemical concentrations and drug dosages
- Detail animal numbers, species, strain, sex, age, source, etc.
 - Include justification of the numbers planned for the research
- Describe housing and oversight of daily care
- Discuss disposition of the animals at the termination of the study

3. Potentially Hazardous Biological Agents:

- Describe Biosafety Level Assessment process and resultant BSL determination
- Give source of agent, source of specific cell line, etc.
- Detail safety precautions
- Discuss methods of disposal

4. Hazardous Chemicals, Activities & Devices:

- Describe Risk Assessment process and results
- Detail chemical concentrations and drug dosages
- Describe safety precautions and procedures to minimize risk
- Discuss 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 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
(Must be prior to experimentation.)

b) Parent/Guardian Approval: I have read and understand the risks and possible dangers involved in the **Research Plan**. I consent to my child participating in this research.

Parent/Guardian's Printed Name

Signature

Date of Approval
(Must be prior to experimentation.)

2) To be completed by the 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** and all the required forms are included. My signature indicates approval of the **Research Plan** before the student begins experimentation.

SRC/IRB Chair's Printed Name

Signature

Date of Approval
(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 required institutional approvals (e.g. IACUC, IRB)**

SRC Chair's Printed Name

Signature

Date of Approval

3) Final Intel ISEF Affiliated Fair SRC Approval (Required for ALL Projects)

SRC Approval After Experimentation and Shortly Before Competition at Regional/State/National Fair

I certify that this project adheres to the approved **Research Plan** and complies with all Intel ISEF Rules.

Regional SRC Chair's Printed Name

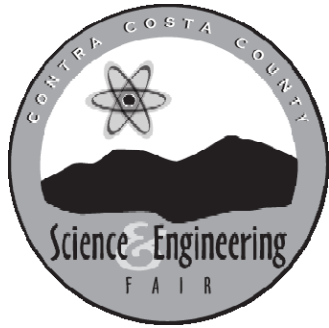
Signature

Date of Approval

State/National SRC Chair's Printed Name
(where applicable)

Signature

Date of Approval



Contra Costa Science & Engineering Fair

Photo/Video/Website Release Form

Dear Parent/Guardian:

On occasion, representatives from the media or the Contra Costa Science & Engineering Organizing Committee wish to photograph, videotape, and/or interview students in connection with the Science & Engineering Fair. Educating the public is one of our objectives. The entire community benefits from knowing about the needs and abilities of our students and about the program we offer to children and families.

In order to release student photos, video footage, comments and/or post on the Science Fair website or in materials about the Fair, we need written permission. To give your consent, please complete the form below and turn it in to your child's sponsoring teacher.

I, _____, parent/guardian of _____
give permission for my child to be photographed, videotaped, and/or interviewed by representatives from the media or the Contra Costa Science & Engineering Fair for the purpose of publicizing the Science & Engineering Fair. I authorize the use and reproduction by the Contra Costa Science & Engineering Fair or anyone authorized by the Fair of any and all photographs and/or videotapes taken of my child, without compensation to me/my child. All of these photographs/video recordings shall be the property, solely and completely, of the Contra Costa Science & Engineering Fair. I waive any right to inspect or approve the finished photographs/videotapes, and the sound track, script or printed matter that may be used in conjunction with them.

Signature of parent/guardian _____ Date _____

Address _____

OR I am 18 years of age or older and I give my consent without reservations to the foregoing on my own behalf.

Signature _____ Date _____

Address _____