

Grade 1-5 Required Form

For Washington State and Regional Fairs



Student's Name: (Team Lead): _____

Contact Telephone: _____ Contact E-mail: _____

Is this a team project? Yes ☐ No ☐ If yes, then add team member name(s) below

2nd Team Member Name: _____

3rd Team Member Name: _____

Project Checklist: To Be Completed by the Adult Sponsor in conjunction with student(s)

Please indicate Yes or No if the projects involves any of the following items listed. If "Yes", then please refer to instructions on pages 3 and 4 of this form for information for additional required forms and rules. All additional forms must be submitted at the time of registration. Any required SRC / IRB approval must be obtained before experimentation.

- ☐ Yes ☐ No **Human Participation Projects**
Does this project involve human participation including surveys, observations or human testing of new inventions or designs?
- ☐ Yes ☐ No **Vertebrate Animal Projects**
Does this project involve vertebrate animals?
- ☐ Yes ☐ No **Potentially Hazardous Biological Agent Projects**
Does this project involve petri dishes, microorganisms, recombinant DNA, human or animal fresh / frozen tissues or body fluids?
- ☐ Yes ☐ No **Hazardous Chemical and Devices Projects**
Does this project involve unmanned drones, Drug Enforcement Agency (DEA) -controlled substances, prescription drugs, alcohol, tobacco, firearms, explosives, radiation, lasers, etc.

Adult Sponsor Checklist: To Be Completed by the Adult Sponsor

Check Mark the following items to verify the steps have been completed.

- ☐ I have reviewed this project with the student(s) prior to experimentation, including all risks and safety precautions.
- ☐ I have ensured that the student(s) were properly supervised during all experimentation.
- ☐ I agree to sponsor the student(s) named above, assume responsibility for compliance with all WSSEF and ISEF rules.
- ☐ If any boxes above were checked "Yes" in the Project Checklist section, additional required forms have been submitted and SRC/ IRB prior approval has been obtained, if required.
- ☐ Abstract and Research Plan have been submitted into the online registration software under the Abstract and Research Plan milestones.

Adult Sponsor Name (Please Print)

Adult Sponsor Signature

Telephone Number

Contact E-mail

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Form Instructions and General Information

Grade 1 – 5 Required Form Instructions and other general registration information

Adult Sponsor:

The Adult Sponsor is a person is familiar with the student's experiment and any hazards involved with the test procedures. The Adult Sponsor can be a parent, teacher or a mentor and is primarily responsible for evaluating possible risks to ensure the health and safety of the student(s). Adult sponsors are also responsible for making sure all forms, an abstract and a research plan are submitted as part of the online registration.

Abstract and Research Plan:

An abstract and research plan are required for every project including students in grades 1 – 5. The abstract and research plan are submitted as part of the online registration. There is an Abstract and Research Plan milestone as part of the online registration. Abstracts are not required to be present on the display board, but are allowed.

International Science and Engineering Fair (ISEF) Rules:

WSSEF and Affiliated Regional Fair follow International Science and Engineering Fair (ISEF) rules for all students in grades 1 - 12. Additional rules and requirements can be found on the WSSEF and Regional Fair's web sites. The complete set of ISEF rule <https://student.societyforscience.org/intel-isef-forms> .

Scientific Review Committee (SRC) Approval of forms:

When forms, abstract and research plan are submitted in the online registration software, the milestones turns orange with a "Waiting for Approval" message. The orange hourglass means you are **done** submitting forms and SRC will begin to review forms. Keep in mind that the approval process may take several weeks due to the large number of forms which are submitted right before the fair. Please be patient as SRC completes their process. SRC will contact you about any issues. Do not worry that your forms have not been approved. While the SRC may ask for additional information or clarification, it is only in cases of serious violations that projects have been disqualified and very few projects have been disqualified over the years.

Questions and Contacts

WSSEF

Registration Team
Scientific Review Committee
Treasurer

registration@wssef.org
src@wssef.org
sponsors@wssef.org

Questions about online registration including form upload
Questions about forms and prior approval
Questions about payment including school purchase orders

Discovery Fair

Fair Director

scifairdir@plu.edu

Questions about registering for Discovery Regional Science & Engineering Fair

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Form Instructions and General Information

Projects requiring additional forms:

- Projects (requiring additional forms) usually will require IRB or SRC approval prior to experimentation. Contact the SRC Chairman if you need guidance if prior approval is needed.
- Additional Required ISEF Forms can be downloaded at <https://student.societyforscience.org/intel-isef-forms>
- When reviewing rules on the ISEF web sites, it states Form 1, 1A and 1B are required in addition to any additional forms. For Students in grades 1 – 5, this form takes the place of ISEF Forms 1, 1A and 1B.
- There is a possibility that your project is defined as “Exempt Studies” by ISEF. If this is the case, student(s) should submit a statement why the project is exempt with their forms.
- When submitting additional required forms, please upload the forms under the “Additional Files” section at the bottom of the Files and Forms milestones in the online registration software.

Human Participation Projects:

Review the ISEF rules at <https://student.societyforscience.org/human-participants> for further instructions and to determine if any additional forms will be required. Note: Institutional Review Board (IRB) officials are at the local school/ institution level where the experiment is being performed and can be supervised. Form 4 must be signed before submitting forms to WSSEF. WSSEF **does not** have an IRB and cannot sign or approve Form 4. WSSEF SRC provides oversight to insure forms are completed only.

Additional Required Forms:

1. Human Participants Form (4)
2. Qualified Scientist Form (2) - when applicable
3. Risk Assessment Form (3) - when applicable
4. Regulated Research Institution Form (1C) - when applicable

Vertebrate Animal Projects:

Review the ISEF rules at <https://student.societyforscience.org/Vertebrate-Animals> for further instructions and to determine if any extra forms will be required. ISEF and WSSEF strongly endorses the use of non-animal research methods and encourages students to use alternatives to animal research. Vertebrate Animal projects must be pre-approved by WSSEF (or a Regional Fair SRC) and a veterinarian before experimentation.

Additional Required Forms

1. Vertebrate Animal Form (5A or 5B)
2. Qualified Scientist Form (2) – when applicable
3. Regulated Research Institution Form (1C) – when applicable

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Form Instructions and General Information

Potentially Hazardous Biological Agents Projects:

Review the ISEF rules at <https://student.societyforscience.org/Potentially-Hazardous-Biological-Agents> for further instructions and to determine if any extra forms will be required. Potentially Hazardous Biological projects must be pre-approved by WSSEF (or a Regional Fair SRC) before experimentation.

Experimentation involving the culturing of potentially hazardous biological agents is prohibited in a home environment including experiments with biological agents that pose low risk to personnel and the environment. (Note: This means no petri dish experiments in the home will be allowed at WSSEF or Regional Fairs.)

However, specimens may be collected at home as long as they are immediately transported to a laboratory with the appropriate Biosafety Containment Level (BSL 1 – 4) as determined by WSSEF (or Regional Fair) SRC. Classifications for BSL agents and labs are listed on the ISEF web site link listed above (near bottom of page).

Additional Required Forms

1. PHBA Risk Assessment Form (6A)
2. Qualified Scientist Form (2)
3. Risk Assessment Form (3)
4. Human and Vertebrate Animal Tissue Form (6B) – for all studies involving tissues and body fluids
5. Regulated Research Institution Form (1C) – when applicable

Hazard Chemicals and Devices Projects:

Review the ISEF rules at <https://student.societyforscience.org/hazardous-chemicals-activities-or-devices> for further instructions and to determine if any extra forms will be required. The use of hazardous chemicals or devices and involvement in hazardous activities require direct supervision by a Designated Supervisor, except those involving DEA-controlled substances, which require supervision by a Qualified Scientist.

Students must follow all local, state and federal regulations and are required to obtain all required local, state and federal permits before experimentation.

Additional Required Forms

1. Regulated Research Institution Form (1C) – when applicable
2. Qualified Scientist Form (2) – when applicable
3. Risk Assessment Form (3)