

## Frequently Asked Questions About Science Fair SRC Paperwork

Beal Bank Regional Science Fair URL: <http://www.dallassciencefair.org/>

All page numbers refer to the ISEF Rules and Regulations which can be found from the above science fair site or the ISEF site <http://www.sciserv.org/isef/document/index.asp>

The ISEF rules wizard can be found at: <http://www.sciserv.org/isef/teachers/rules.asp>

**All projects must be approved BEFORE the experimentation begins.**

1. When is the Designated Supervisor required? P. 11  
Projects requiring SRC forms beyond the required forms for all projects must have a Designated Supervisor or Qualified Scientist. (e.g. chemicals, vertebrate animals, microorganisms, controlled substances, hazardous devices).
2. Who qualifies as a Designated Supervisor? P. 11  
The Designated Supervisor must be thoroughly familiar with the student's project and trained in that area of research. An adult who supervises a student's experiment may qualify as a Designated Supervisor.
3. Can an Adult Sponsor act as the Designated Supervisor? P. 11  
Yes, if qualified according to the ISEF rule on p. 11.
4. Who is a Qualified Scientist? P. 11  
The Qualified Scientist has an earned doctoral/professional degree and is thoroughly familiar with the local, state and federal regulations. A Qualified Scientist may be required for projects with potentially hazardous biological agents, vertebrate animals, controlled substances and humans.
5. If the Qualified Scientist is in another city or state, what should the student then do? P. 11  
The student must ALSO have a Designated Supervisor.
6. Who is the Adult Sponsor? P. 11  
The Adult Sponsor is the teacher. Others may be involved in helping the student such as a parent, mentor, or veterinarian, etc. but the final decision of the project is with the teacher. The Check List for Adult Sponsor must be carefully read **and signed and dated by the adult sponsor**. The Adult Sponsor must also sign Research Plan 1A and Approval Form 1B.
7. What projects must have an IRB signature? P. 13  
**ALL** projects dealing with human subjects. **There are no exceptions.**
8. Should copies of Human Subject Form 4 be available to fair authorities? P. 6  
YES, Copies of these **must** be brought and/or sent to all fairs.
9. Should **original** forms be sent with competition registration?  
**Copies** only must be presented for registration at the **Regional** and **State Fairs**. All paperwork must be in order (see # 22) with all proper forms included and signed as required by the SRC and/or the IRB.
11. Can livestock/pets be used in behavioral studies? P. 18. Yes, animal behavior studies may be conducted at school, home, farm, ranch, and field.
12. Are abstracts required to be on the official form? p.6-7 and 28 **Yes**, See the rules and guidelines at the ISEF site for detailed information. <http://www.dallassciencefair.org/>

13. When is the best time to handout SRC paperwork to students? After the procedure has been written in its final form, and the teacher knows **exactly** what the student will be doing. Then the paperwork should be given to students for parent signatures. Only **AFTER** the paperwork is returned, should the teacher fill out the Adult Sponsor Check List Form 1. All paperwork, except the Abstract, should be sent to your district coordinator or SMU (see Regional Site), if pre-approval is required. The **abstract must be included** when final paperwork is submitted to the Regional Fair.
14. When should paperwork be sent for pre-approval by the district coordinator or SMU. **All projects must be approved BEFORE the experimentation begins in the fall.** See guidelines at the official fair website under teachers.
15. When should students begin their experiment? Only after ALL the paperwork is turned in, signed, dated, and pre-approved by the SRC committee, if required. Generally in the fall.
16. Where can I find the information regarding the display? pp. 6-8. The Regional Science Fair also has a site that will take you and students to the ISEF site for the SRC Wizard and gives all information about the regional fair.
17. Where is information on the various project categories that need further approval? In the ISEF rule book on the following pages. See p. 5 for a complete list of categories.
- A. Human subjects: pp. 13-16
  - B. Vertebrate Animals: pp. 17-20
  - C. Potentially Hazardous Biological Agents: pp. 21-24
  - D. Hazardous chemicals, activities or devices: pp. 25-27
18. In what form should the Research Plan be written?
- A. Lab format! This is NOT the review of literature. Students should list the materials (including amounts and concentrations of chemicals) and a 1, 2, 3, step procedure which is reproducible and easily understood.
  - B. SRC paperwork can be easily completed on the rules wizard (<http://www.dallasciencefair.org/>) and typed. **All signatures/dates must be in blue or black ink.**
19. Is a bibliography required? Research Plan Attachment. Yes, a formal bibliography with a minimum of 5 reference materials. Listing the library is not a bibliography.
20. How should dates be set up? All dates for approval and submission by parent, student, and adult sponsor, **MUST** be dated before the experimentation start date. The Adult Sponsor date on the Adult Check List for Adult Sponsor must be **AFTER** the dates on form 1B. **All must be completed in blue or black INK. NO PENCIL**
21. What procedure should be followed for a continuing project? p. 10 A continuation form (p. 41) must be included and completed. The previous year's 1A with all procedures, materials, bibliography and abstract must be attached.
22. In what order should the forms be compiled?
- A. Checklist for Adult Sponsor
  - B. Form1A for individual and teams p. 9
  - C. Research Plan including abstract
  - D. Approval Form 1B
  - E. All other forms as required
  - F. Continuation form
  - G. G Forms that must be displayed at project: Abstract, (1C and Form 7, form 4 available-- if applicable)
- A-D Required for ALL projects