

Please reference the information below as you fill out the forms for the 2009 University of Cincinnati Science and Engineering Expo.

If you have questions when filling out any of the required forms, please call the Science Fair Hotline at (513) 556-4433 or contact us by email at ucsciencefair@uc.edu.

Please be ready to provide your Social Security Number after the award ceremony if you are selected for an award or scholarship. The University of Cincinnati requires Social Security Numbers as a prerequisite for distributing checks. You do not need to bring your social security card.

Form 1 Checklist for Adult Sponsor

This form should be completed by the adult sponsor. If boxes are checked on this form then the accompanying forms must be provided with the student's registration. The date in the lower right hand corner must be prior to the start of experimentation.

Form 1A – Student Checklist

Item #6 – Projected and Actual Start Dates.

1. Dates must be supplied for the *Actual Start Date* and *Actual End Date*. Only those projects which require SRC/IRB approval are required to supply projected dates. If you are unsure if your project required SRC/IRB approval, please consult your science teacher.
2. Please look at Form 1B. Notice on the right, that the *Date Acknowledged* must be prior to experimentation. These types of date requirements are found on several of the forms (read them carefully!). The dates that these date requirements are referring to are the *Actual Start Date* and *Actual End Date* on Form 1A.
3. The *Actual Start Date* and *Actual End Date* are the dates that mark the start and end of the actual experiment (as recorded in the log notebook). They do not refer to the start of planning, etc.

Items #9 and #10 – Research Plan and Abstract

1. Be sure to attach copies of the research plan and abstract.

Form 1B – Approval Form

Item #2 – To be completed by the local Fair SRC

1. This section must be completed if the project requires SRC/IRB approval.
2. It is ok if this section was completed on a project that does not require SRC/IRB approval.

Item #3 – Final ISEF Affiliated Fair SRC Approval

1. Do not complete this section.

Form 2 – Qualified Scientist Form

This form must be completed and dated before the start of experimentation as indicated in the log notebook and on Form 1A.

Form 3 – Risk Assessment Form

This form must be completed and dated before the start of experimentation as indicated in the log notebook and on Form 1A.

Form 4 – Human Subjects Form

This form is required for any project involving human subjects (including surveys). This form must also be used for consent of those individuals appearing in visual images (photos, videos, etc.).

- Step 1. The Institution Review Board (usually composed of the science teacher, school principal, and school health professional) must determine the level of risk and indicate it on the form before the start of experimentation.

All 3 signatures and dates are required (the dates must be before the start of experimentation as indicated in the log notebook and on Form 1A).

- Step 2. If the level of risk is determined as *Minimal Risk where informed consent is recommended, but not required*, you are done. Be sure to include a single copy of Form 4 as proof of the determined risk level.
- Step 3. If the level of risk requires informed consent, you must provide a signed Form 4 for every individual in the study. If the individual is a minor, a parent/guardian must sign and give consent. Be sure that every Form 4 includes the risk level and review board's signatures.

Form 5 (A and B) – Vertebrate Animal Form

This form must be completed and dated before the start of experimentation as indicated in the log notebook and on Form 1A.

Form 6A – Potentially Hazardous Biological Agents Form

This form must be completed and dated before the start of experimentation as indicated in the log notebook and on Form 1A.

Form 6B – Human and Vertebrate Animal Tissue Form

This form must be completed and dated before the start of experimentation as indicated in the log notebook and on Form 1A.

Form 7 Continuation Projects Form

This form is used for projects which are a further extension of a prior science project. The form must be completed and attached to it should be the previous year's abstract, Form 1A and Research Plan in order to certify that this is a continuation project.

The way to determine if this is a new project or a continuation is to ask the question, Did I use information from the previous year's project to undertake this project? If the answer is yes, then this is a continuation project.