

# REQUIRED FORMS

## GUIDE & CHECKLIST



Forms required for all grade 6-12 Georgia STEM research projects to be eligible for regional and state level fairs

All projects (grades 6-12) competing in regional fairs in Georgia and the [Georgia Science & Engineering Fair \(GSEF\)](#) must follow the [ISEF Rules & Guidelines](#) to be eligible, including the completion of research forms and approvals. The rules help ensure that proposed student research is safe, ethical, and approved by a parent, teacher, and field professionals.

Most forms must be completed **BEFORE EXPERIMENTATION/SURVEYING BEGINS**. Many projects also require official SRC/IRB approval **BEFORE EXPERIMENTATION/SURVEYING BEGINS** (see page 2). Students are encouraged to use the [Rules Wizard](#) and consult with the local SRC/IRB to ensure they have followed all rules and completed all forms. Failure to adhere to rules may result in disqualification at any stage, including revocation of honors and awards.

**ACRONYM KEY:**  
(see [ISEF Rules](#) for definitions) **QS** = Qualified Scientist **SRC** = Scientific Review Committee **RRI** = Regulated Research Institution  
**DS** = Direct Supervisor **IRB** = Institutional Review Board

It is the responsibility of the student and supporting adults to know the rules and evaluate the project before it begins to determine which forms and approvals it requires.

Forms required for EVERY project:		<a href="#">DOWNLOAD ALL</a>
Complete one form <i>per project</i> , unless otherwise indicated.		
<input type="checkbox"/> <a href="#">Forms Cover Sheet</a>	The <i>Forms Cover Sheet</i> and <i>GSEF Participation Agreement</i> are required for projects selected to advance from a regional fair to the <b>state-level fair (GSEF) in March</b> ; school/regional fairs may not require them or may use different versions.	
<input type="checkbox"/> <a href="#">GSEF Participation Agreement</a>	The <i>GSEF Participation Agreement</i> is required for <b>every student attending GSEF</b> , including team members.	
<input type="checkbox"/> <a href="#">Official Abstract Form</a>	Summarizes the most important ideas about your project and allows judges to quickly determine its nature and scope. (School/regional fairs may use a different Abstract form or format.)	
<input type="checkbox"/> <a href="#">Form 1: Checklist for Adult Sponsor</a>	<b>⌚ BEFORE EXPERIMENTATION</b> Adult Sponsor - with student - reviews what forms and approvals are required for compliance with ISEF rules and local, state, and federal laws. <b>The Adult Sponsor may not serve on, or sign on behalf of, the SRC/IRB that reviews the project before and/or after experimentation.</b>	
<input type="checkbox"/> <a href="#">Form 1A: Student Checklist</a>	<b>⌚ BEFORE EXPERIMENTATION</b> Student provides details about research and experimentation. Must be accompanied by Research Plan / Project Summary (see below).	
<input type="checkbox"/> <a href="#">Research Plan / Project Summary</a> <i>free-typed; not a form</i>	<b>⌚ BEFORE EXPERIMENTATION</b> The Research Plan/Project Summary is written before experimentation to detail rationale, research question, methodology, and risk assessment. Changes made during research can be added to the original plan as an addendum. Note: Some changes may require returning to SRC/IRB for new review/approval before proceeding.	
<input type="checkbox"/> <a href="#">Form 1B: Approval Form</a> <i>one per student (not per project)</i>	<b>⌚ BEFORE EXPERIMENTATION</b> Student, parent/guardian, and SRC (if required) consent to and approve the project. Must be signed by student and parent/guardian <b>BEFORE EXPERIMENTATION</b> . Must be signed by SRC in <b>section 2a BEFORE EXPERIMENTATION</b> if research involves human participants, vertebrate animals, or PHBAs and was not conducted at a RRI. For projects involving human participants, vertebrate animals, or PHBAs conducted at a RRI, SRC signs in <b>section 2b</b> after experimentation confirming institutional pre-approval and compliance with ISEF rules. Must be signed by Regional Fair SRC in <b>section 3</b> after experimentation and prior to competition at Regional Fair/GSEF. <b>No Adult Sponsor, QS, DS, or relative of the student may serve on, or sign for, the SRC/IRB reviewing the project.</b>	
<b>Additional forms required for specific types of research:</b> <i>Some projects require SRC/IRB approval prior to experimentation. See <a href="#">Rules Wizard</a> and info on page 2 for guidance. →</i>		
<input type="checkbox"/> <a href="#">Form 1C: Regulated Research Institution/Industrial Setting</a>	Required for research conducted at a <b>college/university, medical facility, industrial setting</b> , or other <b>lab/research setting</b> other than home, school or in the field. Completed by supervising adult at RRI after experimentation.	
<input type="checkbox"/> <a href="#">Form 2: Qualified Scientist</a>	<b>⌚ BEFORE EXPERIMENTATION</b> Required for research using <b>human participants, vertebrate animals, potentially hazardous biological agents</b> , or <b>DEA-controlled substances</b> . Completed by QS/DS <b>BEFORE EXPERIMENTATION</b> .	
<input type="checkbox"/> <a href="#">Form 3: Risk Assessment</a>	<b>⌚ BEFORE EXPERIMENTATION</b> Required for projects involving <b>hazardous chemicals, activities, devices</b> , or <b>DEA-controlled substances</b> , some <b>human participants</b> projects, and some <b>PHBA</b> projects, including protists, composting, coliform test kits, decomposition of vertebrate organisms, and microbial fuel cells. Recommended for student-designed inventions/prototypes. Completed by student and signed by QS/DS <b>BEFORE EXPERIMENTATION</b> .	
<input type="checkbox"/> <a href="#">Form 4: Human Participants</a> <i>(sample consent form)</i>	<b>⌚ NEED IRB APPROVAL BEFORE EXPERIMENTATION</b> Required for research involving <b>human participants</b> , which includes surveys, testing/providing feedback on invention/prototype/application, and cases where the researcher is the subject of the research. <b>MUST BE APPROVED BY FULL IRB* (ALL 3 SIGNATURES) BEFORE EXPERIMENTATION/SURVEYING/DATA COLLECTION</b> . IRB determines risk, supervision, and consent required.	
<input type="checkbox"/> <a href="#">Form 5A: Vertebrate Animal</a> or <a href="#">Form 5B: Vertebrate Animal (RRI)</a>	<b>⌚ NEED SRC APPROVAL BEFORE EXPERIMENTATION</b> Required for research involving <b>vertebrate animals</b> . 5A is for research conducted at home/school/field, which <b>MUST BE APPROVED BY SRC* BEFORE EXPERIMENTATION/DATA COLLECTION</b> . SRC determines level of supervision required (DS, QS, and/or veterinarian). 5B is for research conducted at a RRI, which must be approved by institution's IACUC. 5B is completed and signed by QS/PI after experimentation.	
<input type="checkbox"/> <a href="#">Form 6A: Potentially Hazardous Biological Agents (PHBAs)</a>	<b>⌚ NEED SRC APPROVAL BEFORE EXPERIMENTATION</b> Required for research involving <b>microorganisms, rDNA, fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures), blood, blood products, or body fluids</b> . QS/DS selects box describing research setting and required approvals. <b>MUST BE APPROVED BY SRC*/IACUC/IBC BEFORE EXPERIMENTATION/DATA COLLECTION</b> . SRC indicates agreement/approval before experimentation if <i>not</i> done at RRI or after experimentation if done at RRI.	
<input type="checkbox"/> <a href="#">Form 6B: Human/Animal Tissue</a>	<b>⌚ BEFORE EXPERIMENTATION</b> Required in addition to 6A for research involving <b>fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures), blood, blood products, or body fluids</b> . <b>MUST BE COMPLETED BY QS/DS BEFORE EXPERIMENTATION/DATA COLLECTION</b> .	
<input type="checkbox"/> <a href="#">Form 7: Continuation/Research Progression Project</a>	Required for projects that <b>continue or expand upon a previous year's work</b> . Must be accompanied by Abstract and Research Plan from previous year(s).	

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# Projects Requiring Approval Prior to Experimentation / Survey / Data Collection

Projects involving **human participants** (including surveys), **vertebrate animals** (including household pets), or **potentially hazardous biological agents** (including samples swabbed from common surfaces) must receive **official approval** from a **Scientific Review Committee (SRC)** or **Institutional Review Board (IRB)** **before** any experimentation / surveying / data collection begins.

Review the [ISEF Rules & Guidelines](#) **before** beginning project.

Projects conducted at a **Regulated Research Institution (RRI)** may have different requirements than those conducted at home, school, or in the field. RRIs include laboratories (government, college/university, commercial), medical facilities, hospitals, and industrial settings such as manufacturing facilities.

This guide does not account for all situations and is not an exhaustive list of requirements. See [ISEF Rules & Guidelines](#) for complete rules and clarification of terms, including Qualified Scientist, Regulated Research Institution (**RRI**), Scientific Review Committee (**SRC**), Institutional Review Board (**IRB**), Institutional Animal Care and Use Committee (**IACUC**), and Institutional Biosafety Committee (**IBC**).

If the project involves:	These approvals and forms are required*:
 <b>HUMAN PARTICIPANT(S)</b> A human participants project is any project that involves observing or collecting data from or about any human. Human participant projects include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• Having a participant do <b>any activity, even if low-risk</b> (e.g., physical exertion, tasting a substance)</li> <li>• Psychological, educational, and opinion studies (<b>including surveys</b>)</li> <li>• Studies where <b>student is the subject</b> of their own research (e.g., measuring the effect of listening to music on their own heart rate)</li> <li>• <b>Testing of student-designed invention, prototype, computer application</b>, etc. by anyone other than student researcher</li> <li>• Data/record review projects that include data that are not de-identified/anonymous</li> <li>• Behavioral observation studies for which <b>any</b> of the following apply: <ol style="list-style-type: none"> <li>a) involve interaction with individuals or where the researcher has changed the environment (e.g., posted a sign, placed an object);</li> <li>b) occur in non-public or restricted access settings (e.g., day care, doctor's office);</li> <li>c) involve recording personally identifiable information</li> </ol> </li> </ul>	<div> <b>Must be approved by IRB <u>BEFORE</u> experiment / survey / data collection begins.</b> </div> <p>Required for research conducted at <b>home, school, or field</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 4: Human Participants</b></li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - as required by IRB*</li> <li><input checked="" type="checkbox"/> <b>Form 3: Risk Assessment</b> - as required by IRB*</li> </ul> <p>Required for research conducted at <b>RRI</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 1C: Regulated Research Institution</b></li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - as required by IRB*</li> <li><input checked="" type="checkbox"/> <b>Form 3: Risk Assessment</b> - as required by IRB*</li> </ul>
 <b>VERTEBRATE ANIMALS</b> A vertebrate animal project is any project that involves observing or collecting data from or about any vertebrate animal (including pets). Vertebrate animal studies involve any of the following: <ul style="list-style-type: none"> <li>• Live, nonhuman vertebrate mammalian embryos or fetuses</li> <li>• Tadpoles</li> <li>• Bird and reptile eggs starting 72 hours prior to hatching</li> <li>• All other nonhuman vertebrates (including fish) at hatching or birth</li> </ul> Research conducted at home/school/field must involve only agricultural, behavioral, observational or supplemental nutritional studies on animals AND only non-invasive and non-intrusive methods that do not negatively affect animal's health or well-being.	<div> <b>Must be approved by SRC (or RRI's IACUC) <u>BEFORE</u> experiment / data collection begins.</b> </div> <p>Required for research conducted at <b>home, school, or field</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 5A: Vertebrate Animal</b></li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - if required by SRC*</li> </ul> <p>Required for research conducted at <b>RRI</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 5B: Vertebrate Animal (RRI)</b></li> <li><input checked="" type="checkbox"/> <b>Form 1C: Regulated Research Institution</b></li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - if required by SRC*</li> </ul>
 <b>POTENTIALLY HAZARDOUS BIOLOGICAL AGENTS (PHBAs)</b> PHBA studies involve microorganisms (including bacteria, viruses, viroids, prions, rickettsia, fungi, and parasites), rDNA technologies or human or animal fresh/frozen tissues, blood, or body fluids. A project involving tissues is considered a PHBA tissue study (and not a vertebrate animal study) if the tissue is obtained from an animal that was euthanized for a purpose other than the student's project. Experimentation involving the <b>culturing of potentially hazardous biological agents</b> , even BSL-1 organisms, <b>is prohibited in a home environment</b> . Samples may be collected at home but must be immediately transported to a laboratory. The student researcher and supervising adults must conduct an initial risk assessment on Form 6A: PHBA Risk Assessment.	<div> <b>Must be approved by SRC (or RRI's IBC / IACUC) <u>BEFORE</u> experiment / data collection begins.</b> </div> <p>Required for research conducted at <b>home, school, or field</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 6A: PHBA Risk Assessment</b></li> <li><input checked="" type="checkbox"/> <b>Form 6B: Human &amp; Vertebrate Animal Tissue</b> - if applicable*</li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - if required by SRC*</li> </ul> <p>Required for research conducted at <b>RRI</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Form 6A: PHBA Risk Assessment</b></li> <li><input checked="" type="checkbox"/> <b>Form 6B: Human &amp; Vertebrate Animal Tissue</b> - if applicable*</li> <li><input checked="" type="checkbox"/> <b>Form 1C: Regulated Research Institution</b></li> <li><input checked="" type="checkbox"/> <b>Form 2: Qualified Scientist</b> - if required by SRC*</li> </ul>

\*See [ISEF Rules & Guidelines](#) for complete rules.