

REQUIRED FORMS GUIDE & CHECKLIST



For ALL Grade 6-12 Science Research Eligibility at Regional- and State-Level Fairs

The following required forms and guidelines help students ensure that their proposed research is safe, ethical, and approved by a parent, teacher, and field experts. Students and mentors are encouraged to use the [ISEF Rules Wizard](https://ruleswizard.societyforscience.org) tool to help determine what forms are required for the project (<https://ruleswizard.societyforscience.org>).

All projects must obtain proper approvals and follow the ISEF Rules & Guidelines.

www.societyforscience.org
[/isef/international-rules](https://www.societyforscience.org/isef/international-rules)

It is the responsibility of the student and the Adult Sponsor to evaluate the study to determine which forms are required and whether the research must be approved prior to experimentation, as does most projects using human participants, vertebrate animals, or potentially hazardous biological agents. Students are encouraged to consult with the local SRC/IRB to ensure they have followed all rules and completed all required forms. **Failure to adhere to ISEF Rules & Guidelines may result in disqualification at any stage of the GSEF competition, including revocation of awards.**

See [ISEF Rules & Guidelines](https://www.societyforscience.org/isef/international-rules) for clarification of terms, including Qualified Scientist (QS), Designated Supervisor (DS), Regulated Research Institution (RRI), Scientific Review Committee (SRC), and Institutional Review Board (IRB).

Forms required for EVERY project:	
<input type="checkbox"/> GSEF Registration Form (available online mid-January)	All students participating in GSEF must REGISTER for GSEF within 3 DAYS after qualifying at your Regional Fair. The online registration link will be posted at www.georgiacenter.uga.edu/gsef mid-January. Register once <i>per project</i> . Registration is required; qualifying for GSEF does not mean you are automatically registered.
<input type="checkbox"/> GSEF Participation Agreement	(Required for state fair [GSEF]; regional or local fairs may have different Participation Agreement requirements.) Required for <u>every student</u> participating in GSEF (not just one per project).
<input type="checkbox"/> Official GSEF Abstract Form	(Required for state fair [GSEF]; regional or local fairs may have different Abstract requirements.)
<input type="checkbox"/> Checklist for Adult Sponsor [1]	BEFORE EXPERIMENTATION Adult Sponsor (with Student Researcher) reviews what forms and approvals are required to ensure project's compliance with ISEF rules, as well as local, state, and federal laws.
<input type="checkbox"/> Student Checklist [1A]	BEFORE EXPERIMENTATION Student Researcher provides basic details about research and experimentation. Must be accompanied by Research Plan/Project Summary (see below).
<input type="checkbox"/> Research Plan/Project Summary Free-typed document, not a form.	BEFORE EXPERIMENTATION The Research Plan/Project Summary is written before experimentation to detail rationale, research question, methodology, and risk assessment. Any changes made during research can be added to the original Plan as an addendum, recognizing that some changes may require returning to SRC/IRB for review and approval. If no additional approvals are required, the addendum serves as a Project Summary to explain the research that was conducted. If no changes are made from original Research Plan, no Project Summary is required.
<input type="checkbox"/> Approval Form [1B] One form <u>per student</u> (not per project).	BEFORE EXPERIMENTATION Student Researcher, parent/guardian, and SRC consent to and approve the project. Must be signed by student and parent/guardian BEFORE EXPERIMENTATION . Must be signed by SRC in (2a) BEFORE EXPERIMENTATION if research involves human participants, vertebrate animals, or PHBAs and was <i>not</i> conducted at a RRI. For projects involving human participants, vertebrate animals, or PHBAs conducted at a RRI and preapproved by the institution, SRC signs in (2b) after experimentation confirming institutional preapproval and compliance with ISEF rules. Regional Fair SRC signs in section (3) after experimentation and prior to competition.
Additional forms required for specific types of research: (Use ISEF Rules Wizard)	
<input type="checkbox"/> Regulated Research Institution/Industrial Setting [1C]	Required for research conducted at a college/university, medical facility, industrial setting, or other lab or research setting other than home, school or field. Completed by supervising adult at RRI after experimentation.
<input type="checkbox"/> Qualified Scientist Form [2]	BEFORE EXPERIMENTATION Required for research with human participants, vertebrate animals, potentially hazardous biological agents, or DEA-controlled substances . Completed by QS/DS BEFORE EXPERIMENTATION .
<input type="checkbox"/> Risk Assessment Form [3]	BEFORE EXPERIMENTATION Required for research involving hazardous chemicals, activities or devices, or DEA-controlled substances , some human participants projects, and some PHBAs , 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 BEFORE EXPERIMENTATION .
<input type="checkbox"/> Human Participants Form [4] <i>(sample consent form)</i>	IRB APPROVAL BEFORE EXPERIMENTATION Required for research involving human participants , even if participants are only testing or providing feedback on invention/prototype/application. MUST BE APPROVED BY FULL IRB (ALL THREE SIGNATURES) BEFORE EXPERIMENTATION . IRB determines risk, supervision, and consent required.
<input type="checkbox"/> Vertebrate Animal Form [5A] or Vertebrate Animal Form [5B]	SRC APPROVAL BEFORE EXPERIMENTATION Required for research involving vertebrate animals . 5A is for research conducted at home, school, or field, which MUST BE APPROVED BY SRC BEFORE EXPERIMENTATION . 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 must be completed and signed by QS/PI after experimentation.
<input type="checkbox"/> Potentially Hazardous Biological Agents Form [6A]	SRC APPROVAL BEFORE EXPERIMENTATION Required for research involving 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 . QS/DS selects box describing research setting and required approvals. MUST BE APPROVED BY SRC/IACUC/IBC BEFORE EXPERIMENTATION . SRC indicates agreement either before experimentation (if <i>not</i> done at RRI) or after experimentation (if done at RRI).
<input type="checkbox"/> Human/Animal Tissue Form [6B]	BEFORE EXPERIMENTATION Required in addition to 6A for research involving fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures), blood, blood products, or body fluids . MUST BE COMPLETED BY QS/DS BEFORE EXPERIMENTATION .
<input type="checkbox"/> Continuation/Research Progression Project Form [7]	Required for projects that continue or expand upon a previous year's work . Must be accompanied by Abstract and Research Plan from previous year(s).