

Final Checklist

(WWW.sciserv.org to obtain Intel Rules and Guidelines)

The key to a successful science fair project is organization. Be sure to check the rules to see if your project requires prior approval. Before submitting the forms for a science fair project for prior approval, review the following points to be sure all information is complete. Remember the definition of prior approval means prior authorization must be given before starting the science project.

A note to teachers: Please check all forms carefully before sending them for prior approval.

All projects require the following:

1. Form 1
 2. Form 1A
 3. Form 1B
 4. Research Plan Attachment
 5. Form 3
- ✓ Dates:
 - Fill in all dates as instructed on the IRRSEF or ISF forms.
 - Dates listed on forms prior to the experiment and after the experiment must be just that. There must be documentation that prior approval was received before the experiment began *if prior approval was needed*.
 - Refer back to your log book if there is ever a question or a section on a form asking for a specific date. All dates must correspond
 - ✓ Procedures on Research Plan Attachments:
 - Form 1-A must be extremely detailed.
 - Form 1-A must contain the correct number of work cited: a minimum of 5 for most projects, a minimum of 6 for animal vertebrate projects and one must be a reference on animal care (ISEF rule book can be listed as a reference).
 - ✓ Continuation Projects: Must include a form 7 and last year's abstract and form 1A.
 - ✓ Designated Supervisor Form must be filled out for any junior (6th -8th grade) and any senior (9th -12th grade) projects in which the student uses potentially hazardous materials or equipment such as power tools and syringes. To be safe a junior project should have a Designated Supervisor.
 - ✓ Any fungus projects excluding yeast can only be done in a high school science lab or a biological laboratory. Middle school science labs are not an approved option according to state and international rules. *Bottom line – No junior projects may work with fungi except yeast.*
 - Mold must be in a sealed container and cannot be opened.
 - ✓ Any projects involving potentially hazardous materials must include the proper disposal method in their research plan attachment. Even if an adult disposes of the materials, the method must be noted.
 - ✓ Human Subject Forms:
 - When sending a human subject form, #4, for prior approval, fill out only the top and send one to be signed for prior approval. Then make copies of the approved form and distribute it to the test subjects for signatures.
 - ✓ A note to teachers: When submitting a project to the IRRSEF the cover sheet must include the name of the project.
 - ✓ Extra copy of 1C and 7 (if applicable) to display on project at regional , state and international fairs.
 - ?? If you still are not sure about something. Please visit the Rules Wizard at www.sciserv.org .