

# Instructions for Completing Forms 1C, 2, 3, 4A, 4B, 5, 6, and 7

## **Registered Research Institutional/Industrial Setting Form (1C):**

This form must be filled out fully **after** completion of research in an institutional/industrial setting by the scientist who supervised the student. The form **should not be submitted** to Science Horizons prior to the Fair. **Bring the completed form to the Fair, and display it as part of your project.**

## **Qualified Scientist Form (2):**

This form is to be completed by an individual who is familiar with the hazards or regulations which apply to the proposed research and who has a working knowledge of the techniques to be used by the student. He/she must possess an advanced degree (MS, PhD, MD, etc.). If appropriately qualified, the Adult Sponsor may also be the Qualified Scientist. All parts of the form are to be completed. **Submit this form along with your other registration forms.**

## **Designated Supervisor Form (3):**

All parts of the form are to be completed. If appropriately qualified, the Adult Sponsor may also be the Designated Supervisor. **Submit this form along with your other registration forms.**

## **Human Subjects Form (4A):**

Complete top two lines (name and title) and also items 1 through 6. **Do not complete any items in the bottom section of the form.** This area is for IRB use. Items 2, 3, and 4 are particularly important. For item 2, be conservative when assessing potential risk. **If the issue of potential risk is addressed in a trivial manner, the registration will not be accepted.** As an example, the IRB considers testing which may embarrass a test subject as potentially having a social risk for the individual (probably an acceptable risk). Other obvious risks relate to the potential for physical injury or health risks. For certain testing involving foods, be aware of food allergies and risks to diabetics. For item 3, the consent procedure will be to use Form 4B (see Form 4B instructions below). Permission slips are not to be used in place of Form 4B. For item 4, a very useful and important procedure for minimizing some risks is to assure that the test subject's confidentiality is maintained. Simply consider what the risks are, and think of how those risks can be minimized. **Submit this form along with your other registration forms.**

## **Informed Consent Form (4B):**

First, complete the form down through and including the Adult Sponsor's name/signature. Information on a Qualified Scientist only needs to be provided if there is some risk to the human subject (see below). Item 1 on Form 4B should give some of the information from your research plan. **In addition, if the research involves any type of survey or questionnaire, the survey or questionnaire must be submitted as part of Form 4B.** Item 2 on Form 4B should be similar to item 2 on Form 4A. Item 3 on Form 4B should be similar to item 4 on Form 4A. If the IRB review determines that there are risks (i.e. acceptable risks) involved with the project, a Qualified Scientist will be required. If the Qualified Scientist information on Form 4B is not provided or if a Form 2 (Qualified Scientist Form) was not included with your original registration, the IRB will ask you to resubmit these items. If you wish to avoid delays in starting your project, you may wish to find a Qualified Scientist to sign Form 4B and to complete Form 2 (Qualified Scientist Form) prior to your initial registration.

## (continued on reverse)

Instructions for completing the Qualified Scientist Form are given on the preceding page. Note that in cases in which a Qualified Scientist is required, if the Qualified Scientist cannot directly supervise the experimentation, a Designated Supervisor is required, and the appropriate form must also be submitted. Finally, the Adult Sponsor must complete the appropriate line.

Once your completed Form 4B is approved by the IRB, you will make as many copies as you need, one for each test subject. Therefore, **copies** of the IRB-approved version of your Form 4B will be used instead of permission slips.

**Do not complete the bottom section of this form now. It will be filled out later by your test subjects (and parents if applicable).**

The next step is to **submit this form (i.e. Form 4B) along with your other registration forms.** The IRB will then review your registration materials. If your research plan and other forms are adequate, you will receive written approval from the IRB after which you may begin the experimental part of your project. If it is determined that there are unacceptable risks, your project will not be accepted, and you will be ineligible for the Fair. In some cases, the IRB may be able to suggest changes to such a research plan to make it acceptable. You will be told if that is the case.

Finally, once you receive approval from the IRB, make copies of Form 4B (Informed Consent Form), and obtain consent from the test subjects (and parents if applicable) by having them complete the bottom section of a copy of the form. **Keep all completed consent forms, and bring them to the Fair in an envelope for inspection by the IRB. These forms should be kept separate from your data binder or report.**

### **Nonhuman Vertebrate Animal Form (5):**

If this form is required for your project, you must complete the entire form. For item 1, you may use the common name of the animal. For item 2, your own pets may be used for some very simple types of experiments. However, during the period of time during which the animals are being tested, the Animal Care Supervisor (see bottom section of Form 5) must monitor the care and handling of the animals. The Qualified Scientist or Designated Supervisor usually serves as the Animal Care Supervisor. For item 9, you may specify a local veterinarian (D.V.M.), or if you are conducting the research in an institutional/industrial setting, that facility should have a veterinarian who could assist in an emergency. If the research is conducted in an institutional/industrial setting, the research plan must be approved by that facility's Animal Care and Use Committee prior to the start of experimentation. After all other items are completed, the Animal Care Supervisor or Qualified Scientist completes the bottom section of the form, including printed name and signature. **Submit this form along with your other registration forms.**

### **Human and Animal Tissue Form (6):**

This form is not required if the only types of tissues being used are plant tissue, established cell and tissue cultures (in which case identify strain source and strain number on Form 1A), or meat or meat by-products obtained from food stores or restaurants. The form is to be completed fully, with the following exceptions: (1) if human blood, blood products, or teeth were obtained from a commercial source, statement (a) in the middle section of the form does not need to be signed, and (2) leave the section for SRC Chairperson's signature blank. Information on and a signature(s) by the person(s) providing tissue for the research are required in the lower section of the form. **Submit this form with your other registration forms.**

### **Continuation Projects Form (7):**

This form is required for projects that are a continuation from a previous year's project.