

Instructions for Completing and Submitting Your Fair Registration Forms

- 1) Carefully remove staples from forms before submitting them.
- 2) Complete required forms legibly and in black ink. Do not write on the back of any forms; use extra pages if necessary. For team projects, submit only one set of registration forms. These forms **are** complicated. Have a parent, guardian, or teacher help you complete and/or check your forms.
- 3) Forms required for all projects (submit only one of each form unless noted otherwise):
 - Fair Registration Receipt Notification (postcard)**
 - Registration Form**
 - Liability for Exhibits and Publicity Release Form – (One for each team member)**
 - Checklist for Adult Sponsor/Safety Assessment Form (1)**
 - Research Plan (1A) or (1A) – TEAM**
 - Approval Form (1B) - (One for each team member)**
- 4) If your project is a continuation of a previous project, Form 7, which is located in the **WHITE ENVELOPE**, must be completed and submitted with Form 1A.
 - Continuation Projects Form (7)**
- 5) If your project will be conducted in an institutional/industrial setting, Form 1C, which is located in the **WHITE ENVELOPE**, must be completed **after you finish** your research.
 - Registered Research Institutional/Industrial Setting Form (1C)**
- 6) If your project involves hazardous substances or devices, you must complete the following form, which may be found in the **WHITE ENVELOPE**, and submit it with your registration:
 - Designated Supervisor Form (3)**
- 7) Carefully determine whether your project involves testing humans (including questionnaires, etc.), nonhuman vertebrate animals (including pets), recombinant DNA, pathogens (including all projects using agar/culture plates), controlled substances, or human/animal tissues. If so, **additional forms are required**, and **you must receive written approval** from the Science Horizons Scientific Review Committee (SRC) or Institutional Review Board (IRB) before beginning the experimental part of your project. **If the proper forms are not included, your registration may not be accepted.** See the **WHITE ENVELOPE** for further instructions. **Otherwise, skip to the next step.**
- 8) Instructions for completing **Fair Registration Receipt Notification (postcard)**:

Complete the name and address information on the front of the postcard as well as the line for student name on the back. For team projects, a team leader must be designated, and the name and address of the team leader must be used. Put a stamp on the postcard; this card will be mailed back to notify you that your registration forms were received. It will also indicate whether or not your project will require SRC/IRB approval and whether or not your registration forms were complete and accepted. **If you do not receive this postcard back by December 13, 2002, call Dr. MacGregor at (203) 798-5130 immediately.**
- 9) Instructions for completing the **Registration Form**:

Complete **ALL** requested information. A student's own parent or guardian must sign the liability statement. **If this form is not properly signed, the registration will not be accepted.** For team projects, **all information** must be provided **for both students on one form.** Future correspondence from Science Horizons regarding team projects will be mailed only to **the team leader.**

(continued on reverse)

10) Instructions for completing **Checklist for Adult Sponsor/Safety Assessment Form:**

This form is to be completed by the **person supervising the student** in the conduct of the research. Check all applicable boxes, then type/print adult sponsor's name, followed by his/her signature. **If this form is not properly signed, the registration will not be accepted.**

The adult sponsor is ultimately responsible not only for the health and safety of the student conducting the research, but also for the humans or animals used as subjects. The adult sponsor should be knowledgeable concerning the potential hazards and the regulations (state or federal) which may apply to the proposed research. If not familiar with the regulations, the adult sponsor should help the student enlist the aid of a Qualified Scientist. This will require submission of an additional form, (2) Qualified Scientist Form, which may be found in the **WHITE ENVELOPE**.

11) Instructions for completing the **Research Plan (1A) or (1A) - TEAM:**

Complete **ALL** items (1 through 9) except item 5. It is also not necessary to complete item 10. **Print** the name of the adult sponsor. **Item 9 must be completed in detail** so that a determination can be made as to whether or not SRC/IRB approval is required. **If these items are deficient, the registration will not be accepted. A research plan may not be changed** after initial submission if the change would require an additional review by the SRC/IRB. If SRC/IRB review is required, do not start experimentation until you receive written approval from the SRC/IRB.

12) Instructions for completing **Approval Form (1B):**

Complete items 1a through 1c. Items 2 and 3 will be completed by the SRC/IRB. **If this form is not properly signed, the registration will not be accepted. For a team project, one form must be submitted for each student.**

13) After completing all required forms, check that all requested signatures have been provided. **Make a photocopy of all forms for yourself. SUBMIT THE ORIGINAL FOR YOUR REGISTRATION.**

14) Do not submit instructions or unused forms. Assemble the original forms in the following order:

- Fair Registration Receipt Notification (postcard)**
- Registration Form**
- Checklist for Adult Sponsor/Safety Assessment Form**
- Research Plan (1A) or (1A) - TEAM**
- Approval Form (1B) - (Submit a separate form for each student if a team project.)**
- All additional required forms, in numerical order.

Save any unused forms in case the SRC/IRB instructs you to submit them later.

15) **Clip forms together using a paper clip, and mail (postmarked by November 6, 2002) to:**

Thomas MacGregor, Ph.D.
Science Horizons
P.O. Box 2328
Danbury, CT 06813-2328

16) **Science Horizons will not be responsible for items lost in the mail. Deadlines will be strictly observed.**