

How to fill out your “Registration Materials”

1. First fill out the Registration Cover Sheet with your project title, name and address, project category, etc.
2. Type up a two-page description of your project proposal. This is called a “Research Plan.”
3. Show the Registration Cover Sheet and the Research Plan to your Adult Sponsor (can be your teacher, a parent or guardian, a scientist, an adult working in that area, etc.)
4. With your Adult Sponsor, fill out Forms 1, 1A, and 1B.
5. With your parent or guardian, fill out the Liability and Publicity page.
6. Fill out the post card by putting your name and address on the front. This is how we will communicate with you.

A typical project consists of the following forms (7 pages and a postcard) submitted in the mail:

- Registration Cover Sheet
- Forms 1, 1A, and 1B
- Research Plan
- Liability and Publicity Form
- Postcard

Do not paper clip or staple the forms.

If your project involves **animals**, add Forms 2, 5A, and 5B. The Scientific Review Committee will review your proposal and let you know if you can perform the experiment.

If your project involves **humans**, add Forms 2 and 4. The Institutional Review Board will review your proposal and let you know if you can perform the experiment.

If your project involves **hazardous chemicals or devices**, add Forms 2 and 3. The Scientific Review Committee will review your proposal and let you know if you can perform the experiment.

If your project involves **hazardous biological agents**, add Forms 2, 6A, and 6B. The Scientific Review Committee will review your proposal and let you know if you can perform the experiment.

If your project is a **continuation from last year**, add Form 7 telling us how it is different.