**West Virginia Science & Engineering Fair 2020**

**Checklist for Adult Sponsor (1)**

**REQUIRED for ALL Middle School Projects**

To be completed by the Adult Sponsor in collaboration with the student researcher(s):

Student’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. I have reviewed the ISEF Rules and Guidelines.
* 2. I have reviewed the student’s completed Student Checklist (1A) and Research Plan/Project Summary.
* 3. I have worked with the student and we have discussed the possible risks involved in the project.
* 4. The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC:

|  |  |  |  |
| --- | --- | --- | --- |
| * Humans | Potentially Hazardous Biological Agents | | |
| * Vertebrate Animals | * Microorganisms | * rDNA | * Tissues |

* 5. Items to be completed for ALL PROJECTS

|  |  |
| --- | --- |
| * Adult Sponsor Checklist (1) | * Research Plan/Project Summary (1A2) |
| * Student Checklist (1A) | * Approval Form (1B) |

* + - Regulated Research Institutional/Industrial Setting Form (1C) (when applicable; after completed experiment)
    - Continuation/Research Progression Form (7) (when applicable)

Additional forms required if the project includes the use of one or more of the following (check all that apply):

* **Humans,** including student designed inventions/prototypes. (Requires prior approval by an Institutional Review Board (IRB); see full text of the rules.)
* Human Participants Form (4) or appropriate Institutional IRB documentation
* Sample of Informed Consent Form (when applicable and/or required by the IRB)
* Qualified Scientist Form (2) (when applicable and/or required by the IRB)
* **Vertebrate Animals** (Requires prior approval, see full text of the rules.)
* Vertebrate Animal Form (5A) ‑ for projects conducted in a school/home/field research site (SRC prior approval required.)
* Vertebrate Animal Form (5B) ‑ for projects conducted at a Regulated Research Institution. (Institutional Animal Care and Use Committee (IACUC) approval required prior experimentation.)
* Qualified Scientist Form (2) (Required for all vertebrate animal projects at a regulated research site or when applicable)
* **Potentially Hazardous Biological Agents** (Requires prior approval by SRC, IACUC or IBC, see full text of the rules.)
* Potentially Hazardous Biological Agents Risk Assessment Form (6A)
* Human and Vertebrate Animal Tissue Form (6B) ‑ to be completed in addition to Form 6A when project involves the use of fresh or frozen tissue, primary cell cultures, blood, blood products and body fluids.
* Qualified Scientist Form (2) (when applicable)
* The following are exempt from prior review but require a Risk Assessment Form 3: projects involving protists, archae and similar
* microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, projects using color change coliform water test kits, microbial fuel cells, and projects involving decomposing vertebrate organisms.
* **Hazardous Chemicals, Activities and Devices** (No SRC prior approval required, see full text of the rules.)
* Risk Assessment Form (3)
* Qualified Scientist Form (2) (required for projects involving DEA-controlled substances or when applicable)
* **Other**
  + Risk Assessment Form (3)

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2. Adult Sponsor’s Printed Name Adult Sponsor’s Signature Date of Review (mm/dd/yy)

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1. Phone Email