

To prevent projects from being disqualified for the state science fair if chosen to advance, it is important that all projects have the necessary forms completed and have received proper approval from an Institutional Review Board (IRB) or Scientific Review Committee (SRC) before experimentation, if applicable. Below are guidelines for elementary, middle, and high school projects to help determine what forms are needed for each research project and what projects would need approval from an IRB or the SRC. All projects requiring IRB/SRC approval must complete all necessary forms and receive IRB/SRC approval **BEFORE** the student begins their research.

All forms can be found here: <https://www.societyforscience.org/isef/forms/>

For SRC approval and signatures, please send all forms to Jim McLister ([jmcliste@iusb.edu](mailto:jmcliste@iusb.edu)) or Alexis Thornburg ([alexisthorn@gmail.com](mailto:alexisthorn@gmail.com))

### **Elementary and Middle School Research Guidelines**

- Research involving the following is PROHIBITED: lasers, radiation, hazardous chemicals or reagents, DEA controlled substances, tobacco, alcohol, prescription drugs, firearms, explosives, microorganisms (bacteria, viruses, prions, fungi, parasites)
- Grades K-5: Research involving bacteria is PROHIBITED (this means they cannot advance to the State fair regardless of how they are judged, but they are still eligible for awards)
- Grades 6-8: Research involving bacteria is allowed **if** research is being conducted at school that is certified as BSL-1 by the SRC (If the research is conducted NOT at a BSL-1 location this means they cannot advance to the State fair regardless of how they are judged, but they are still eligible for awards)

All elementary and middle school projects need to complete the Indiana Junior Division Project form: <http://www.sefi.org/register/JrDivForm.pdf>

If projects will use vertebrate animals, humans, or bacteria the following forms need to be completed in addition to the Indiana Junior Division Project form. Forms can be found here: <https://www.societyforscience.org/isef/forms/>

- Research involving vertebrate animals including pets, also needs to be reviewed and monitored by a veterinarian. The following forms need to be completed:
  - Form 1: Fill out the appropriate checkboxes for vertebrate animals
  - Form 1A
  - Research Plan/Project Summary, including the “Vertebrate animal research” specific guidelines
  - Form 1B (needs SRC signature)
  - Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
  - Form 2: Fill out if applicable

- Form 5A: Fill out this form if research with vertebrate animal will be conducted at school or home **AND** receive SRC approval
- Form 5B: Fill out this form if research with vertebrate animal will be conducted at a research institution **AND** provide a copy of the research institution's IACUC or IBC approval

Research involving humans, such as collecting data through surveys, having individuals participate in physical activities, observing human behaviors, using another human to test a prototype/computer program, etc., must complete the following forms:

- Form 1
- Form 1A
- Research Plan/Project Summary, including the "Human participants research" specific guidelines
- Form 1B (needs SRC signature)
- Form 4 **AND** receive IRB approval
- Human Informed Consent Form

Research involving bacteria (only allowed for grades 6-8 if conducted at a school certified as BSL-1) must complete the following forms:

- Form 1
- Form 1A
- Research Plan/Project Summary, including the "Potentially hazardous biological agents research" specific guidelines
- Form 1B (needs SRC signature)
- Form 3
- Form 6A: Fill out this form **AND** receive SRC approval

### **High School Guidelines**

All forms and guidelines for the Research Plan/Project Summary for High School students can be found here:

<https://www.societyforscience.org/isef/forms/>

All high school projects need to have the following forms:

- Form 1
- Form 1A
- Research Plan/Project Summary
- Form 1B

Projects involving humans, such as collecting data through surveys, having individuals participate in physical activities, observing human behaviors, using another human to test a prototype/computer program, etc., need to fill out the following forms:

- Form 1: Fill out the appropriate checkboxes for Human participants
- Form 1A

- Research Plan/Project Summary, including the “Human participants research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 3: Fill out if applicable
- Complete Form 4 **AND** receive IRB approval
- Human Informed Consent Form, if applicable

Projects involving vertebrate animals, including pets, need to fill out the following forms and receive proper approval:

- Form 1: Fill out the appropriate checkboxes for vertebrate animals
- Form 1A
- Research Plan/Project Summary, including the “Vertebrate animal research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 5A: Fill out this form if research with vertebrate animal will be conducted at school or home **AND** receive SRC approval
- Form 5B: Fill out this form if research with vertebrate animal will be conducted at a research institution **AND** provide a copy of the research institution’s IACUC or IBC approval

Projects involving potentially hazardous biological agents, such as bacteria, viruses, viroids, prions, rickettsia, fungi, parasites, recombinant DNA technologies, human or animal fresh/frozen tissues (including cell lines and tissue cultures), blood, or body fluid, need to fill out the following forms and receive the proper approval:

- Form 1: Fill out the appropriate checkboxes for potentially hazardous biological agents
- Form 1A
- Research Plan/Project Summary, including the “Potentially hazardous biological agents research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research involving any of the above agents will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 3
- Form 6A: Fill out this form **AND** receive SRC approval
- Form 6B: Fill out this form along with Form 6A if using human/vertebrate animal tissue, such as cell lines or tissue culture. If tissue comes from a vertebrate animal study

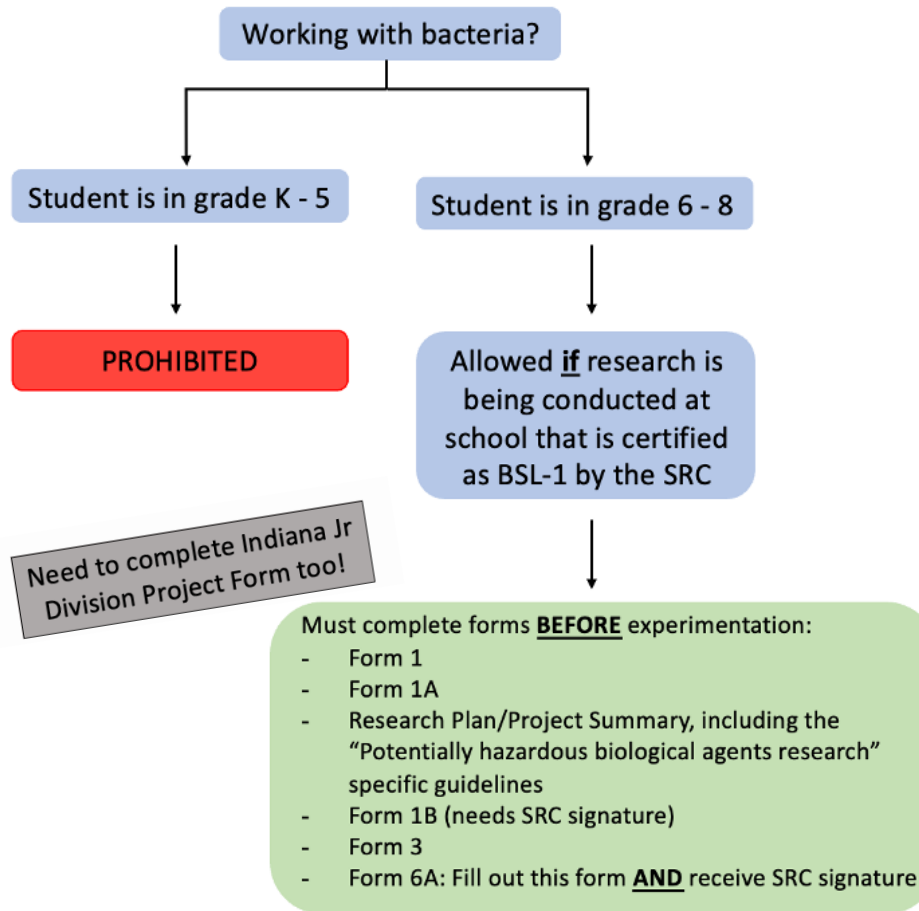
conducted at a research institution, a copy of the research institution's IACUC approval also needs to be provided.

Projects involving hazardous chemicals, activities, or devices, such as lasers, radiation, DEA-controlled substances, prescription drugs, etc. need to fill out the following forms and receive the proper approval:

- Form 1: Fill out the appropriate checkboxes for hazardous chemicals, activities, and devices
- Form 1A
- Research Plan/Project Summary, including the "Hazardous chemicals, activities, and devices" specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out if applicable after experimentation
- Form 2: Fill out if applicable
- Form 3

Flow charts summarizing this information are in the following pages.

# Elementary and Middle School Projects



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**Projects involving humans besides yourself**, such as collecting data through surveys, having individuals participate in physical activities, observing human behaviors, using another human to test a prototype/computer program, etc.

Need to complete Indiana Jr Division Project Form too!

Must complete forms BEFORE experimentation:

- Form 1
- Form 1A
- Research Plan/Project Summary, including the "Human participants research" specific guidelines
- Form 1B (needs SRC signature)
- Form 4 AND receive IRB approval
- Human Informed Consent Form

# Elementary and Middle School Projects

Projects involving vertebrate animals, including pets



Must complete forms **BEFORE** experimentation:

- Form 1: Fill out the appropriate checkboxes for vertebrate animals
- Form 1A
- Research Plan/Project Summary, including the “Vertebrate animal research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 5A: Fill out this form if research with vertebrate animal will be conducted at school or home **AND** receive SRC approval
- Form 5B: Fill out this form if research with vertebrate animal will be conducted at a research institution **AND** provide a copy of the research institution’s IACUC or IBC approval

Need to complete Indiana Jr  
Division Project Form too!

# High School Projects

All high school projects need to have the following forms:

- Form 1
- Form 1A
- Research Plan/Project Summary
- Form 1B

If a project involves any of the following categories, additional paperwork and SRC signatures are needed **BEFORE** experimentation

- Humans
- Vertebrate Animals
- Potentially Hazardous Biological Agents
- Hazardous chemicals, activities, or devices

## Projects involving humans

**Projects involving humans**, such as collecting data through surveys, having individuals participate in physical activities, observing human behaviors, using another human to test a prototype/computer program, etc.,



Must complete forms **BEFORE** experimentation:

- Form 1: Fill out the appropriate checkboxes for Human participants
- Form 1A
- Research Plan/Project Summary, including the “Human participants research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 3: Fill out if applicable
- Complete Form 4 **AND** receive IRB approval
- Human Informed Consent Form, if applicable

## Projects involving vertebrate animals

### Projects involving vertebrate animals, including pets



Must complete forms **BEFORE** experimentation:

- Form 1: Fill out the appropriate checkboxes for vertebrate animals
- Form 1A
- Research Plan/Project Summary, including the “Vertebrate animal research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 5A: Fill out this form if research with vertebrate animal will be conducted at school or home **AND** receive SRC approval
- Form 5B: Fill out this form if research with vertebrate animal will be conducted at a research institution **AND** provide a copy of the research institution’s IACUC or IBC approval



## Projects involving potentially hazardous biological agents

**Projects involving potentially hazardous biological agents**, such as bacteria, viruses, viroids, prions, rickettsia, fungi, parasites, recombinant DNA technologies, human or animal fresh/frozen tissues (including cell lines and tissue cultures), blood, or body fluid



Must complete forms **BEFORE** experimentation:

- Form 1: Fill out the appropriate checkboxes for potentially hazardous biological agents
- Form 1A
- Research Plan/Project Summary, including the “Potentially hazardous biological agents research” specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out this form after experimentation if research involving any of the above agents will be conducted at a research institution
- Form 2: Fill out if applicable
- Form 3
- Form 6A: Fill out this form **AND** receive SRC approval
- Form 6B: Fill out this form along with Form 6A if using human/vertebrate animal tissue, such as cell lines or tissue culture. If tissue comes from a vertebrate animal study conducted at a research institution, a copy of the research institution’s IACUC approval also needs to be provided.

## Projects involving hazardous chemicals, activities, or devices

**Projects involving hazardous chemicals, activities, or devices,**  
such as lasers, radiation, DEA-controlled substances,  
prescription drugs, etc.



Must complete forms **BEFORE** experimentation:

- Form 1: Fill out the appropriate checkboxes for hazardous chemicals, activities, and devices
- Form 1A
- Research Plan/Project Summary, including the "Hazardous chemicals, activities, and devices" specific guidelines
- Form 1B (needs SRC signature)
- Form 1C: Fill out if applicable after experimentation
- Form 2: Fill out if applicable
- Form 3