



## Shawnee District 14 Science Day Registration Guidelines / Checklist

### 1. District 14 Registration Form

Complete and submit your Registration Form ON-LINE at the District 14 website (<http://www.shawnee.edu/off/uos/ep/sci.html>) (You may register On-Line at any time **once you have QUALIFIED by receiving a SUPERIOR Rating at your School or County Science Fair. You MUST mail or bring your signed registration and other required paperwork to the District 14 office no later than MARCH 2, 2012**)

- Make sure you include your Name, Address, Phone Number, Email Address, School Name, Grade Level, and Gender and **double check to make sure all SPELLING is correct.** (If you are part of a **TEAM** project, **EACH Team member** must complete a Registration Form)
- Don't forget to indicate the **Project TITLE**
- Select a **CATEGORY** that best fits your research and choose a **SPONSORED AWARD** that you are interested in being considered for and that applies to your research project.
- **PRINT** a copy of your On-Line Registration Form and have your Teacher and Parent **SIGN** it (Each **TEAM** member must submit a completed and signed registration form)

**ALL STUDENTS** who participate in District or State Science Day are required to submit additional information and forms with their District 14 Registration as follows:

2. **Copy of Abstract** (refer to the District 14 website for Abstract guidelines)

3. **Consent and Release Form** (can be completed on-line at the District 14 Website and printed)

4. **RESEARCH FORMS** (All Research Forms can be completed on-line at the District 14 Website and printed)

a. **Checklist for Adult Sponsor (Form 1)** Required for ALL Students

b. **Student Checklist (Form 1A) and RESEARCH PLAN** Required for ALL Students  
( *Make sure your **Research Plan** is written according to the instructions listed on Form 1A* )

c. **Approval Form (Form 1B)** Required for ALL Students

**MAIL** your completed and signed **Registration Form, Consent and Release Form,** and **COPIES of Research Form 1, Form 1A, Form 1B, and Research Plan** to:

District 14 Science Day  
Shawnee State University  
940 Second Street  
Portsmouth, OH 45662

*Refer to page 2 for additional Research Guidelines for projects involving Human Subjects, Vertebrate Animals, Pathogenic Agents, Controlled Substances, Recombinant DNA, or Hazardous Substances or Devices*

**Additional RESEARCH Forms MAY be required** if your Science Research Project involves **Human Subjects** (including surveys with students or adults); **Vertebrate Animals**; **Pathogenic Agents**; **Controlled Substances**; **Recombinant DNA**; or **Hazardous Substances or Devices**. If you have a project that involves any of the research areas listed please refer to the following list to guide you in determining what additional forms you may need to complete:

Projects involving **Human Subjects**

- \_\_\_ Requires **IRB Committee Approval** and signatures on **Form 1B BEFORE** experimentation begin  
(all IRB members MUST sign Form A)
- \_\_\_ **Human Subjects (Form 4)**
- \_\_\_ **Qualified Scientist (Form 2) or Designated Supervisor (Form 3) if more than MINIMAL risk**

Projects involving **Vertebrate Animals**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Vertebrate Animal (Form 5A)** (if research is done at a Non-regulated Research Site) **OR**
- \_\_\_ **Vertebrate Animal (Form 5B)** (if research is done at a Regulated Research Site)
- \_\_\_ **Qualified Scientist (Form 2) or Designated Supervisor (Form 3) when applicable**

Projects involving **Human & Vertebrate Animal Tissue**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Human and Vertebrate Animal Tissue (Form 6)**
- \_\_\_ **Regulated Research Institution (Form 1C) when applicable**
- \_\_\_ **Designated Supervisor (Form 3)**

Projects involving **Pathogenic & Potentially Pathogenic Agents**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Regulated Research Institution (Form 1C) when applicable**
- \_\_\_ **Qualified Scientist (Form 2) or Designated Supervisor (Form 3) when applicable**

Projects involving **Controlled Substances**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Regulated Research Institution (Form 1C) when applicable**
- \_\_\_ **Qualified Scientist (Form 2) or Designated Supervisor (Form 3) when applicable**

Projects involving **Recombinant DNA (rDNA)**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Regulated Research Institution (Form 1C)** if applicable
- \_\_\_ **Qualified Scientist (Form 2)** – if non-exempt study
- \_\_\_ **Designated Supervisor (Form 3)** – if exempt study

Projects involving **Hazardous Substances or Devices**

- \_\_\_ Requires **SRC Committee Approval** and signatures on **Form 1B BEFORE** experimentation begins
- \_\_\_ **Regulated Research Institution (Form 1C)** if applicable
- \_\_\_ **Designated Supervisor (Form 3)**

*Please include completed/signed copies of any of the above "additional" forms with your District 14 Science Day Registration, Form 1, 1A, 1B (required for all projects), Consent Form, Abstract, and Research Plan.*