

As with any scientific investigation, for International Science & Engineering Fair (ISEF) competitions there are strict safety and liability protocols that must be followed. These will protect you, your students, and the fair.

Fall/Winter

All students must complete a straightforward set of **ISEF forms 1, 1A, 1B, and a Research Plan** before experimentation begins. These are available with examples from drsef.org

Additional ISEF forms may be needed to go with the project, for example, if the project is a continuation from last year, is performed in a regulated lab, or needs a scientist's supervision.

Potentially hazardous projects **must** be approved before experimentation begins by either the SRC or IRB.

- If human subjects are involved, the risk must be assessed by an IRB before experimentation begins and ISEF form 4 completed. You should form an IRB at your school; see the link at drsef.org for what constitutes an IRB.
- Every other type of hazardous experiment must be approved by the SRC before experimentation begins. You can determine if SRC approval is necessary for a project by using the Forms Wizard and SRC guide linked at drsef.org. To request SRC approval, complete any extra required ISEF forms and send **copies** of all forms and the Research Proposal to your District Science Coordinator. If your school has no coordinator, mail or email forms to:

Physics Dept. (DRSEF)
Southern Methodist University
P.O. Box 750175
Dallas, TX 75275-0175

scifair@physics.smu.edu

You do not need to send anything if SRC/IRB approval is not required.

Once the SRC/IRB has approved a hazardous experiment, the paperwork is returned to the teacher so that the student can begin experimentation. The returned forms with signatures become the *new originals*.

In some cases, the student may be required by the SRC/IRB to make revisions to the experimental procedures. In this case, the forms must be revised by the student, and copies returned by the teacher back to the SRC/IRB for approval.

*The SRC approval process takes **time**. Therefore, it is strongly recommended that you seek approval as soon as possible and, in any case, by end of November, 2011.*

Winter/Spring

When the experiment is completed and the student is selected to enter the Regional Fair, collect a **copy** of **all** paperwork (1, 1A, 1B, Research Plan, etc.) and submit it to your district coordinator, who will give students an Approval Form to submit at Fair check-in in lieu of all the forms (makes life easier).

If there is no district coordinator, you must ensure that your students bring a **copy** of **all** their paperwork to DRSEF check-in on fair day.

Districts with Coordinators:

(Those districts where the local ISD Science Coordinator processes the ISEF forms.)

Allen	Lancaster
Carrollton-Farmers Branch	McKinney
Cedar Hill	Mesquite
Dallas	Plano
Garland	

Note: The student or teacher should always retain the **original** forms; only copies or scans should be sent!