

# 2010 Teacher Checklist

## How To Participate in the Beal Bank Dallas Regional Science & Engineering Fair

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### Step 1 Find a Topic

June to Nov. 2009: Encourage students to identify a topic, start their research, and formulate a hypothesis.

### Step 2 Complete ISEF Forms

June to Nov. 2009: **Before they begin experiments**, assist students in using the ISEF Forms Wizard (linked from [DallasScienceFair.org](http://DallasScienceFair.org)) to fill out the required forms. This ensures that your students are following the necessary safety procedures and will not be disqualified later.

### Step 3 SRC/IRB Approval

June to Nov. 2009: Certain potentially hazardous experiments will need additional approval. (See *reverse side for details*). **Before they begin the experiments** forward a copy of any student forms that require Scientific Review Committee (SRC) approval to your district SRC representative or Southern Methodist University. **Before they begin the experiments** have your school's Institutional Review Board (IRB) approve copies of any student forms under their jurisdiction.

### Step 4 Schedule Local Fair

Sep 2009 to Feb 2010: Schedule your local school Science & Engineering Fair so you can choose which students may enter before the deadline. A school may send a maximum of 2% of its enrollment in a given division (junior 7-8, senior 9-12). A student must be a winner in a local/school Fair to be eligible for the DRSEF.

### Step 5 Students Register

Strict Deadline: Midnight Feb. 12, 2010: Have your students register **themselves** online; late registration will not be accepted. Most errors or omissions occur when teachers do the student registration for the student. This student registration is **essential** as it will be used as the source of all data needed to organize the fair.

### Step 6 Pay Fees / Confirm

Deadline: Feb. 12, 2010: To confirm your students' eligibility, complete the School Fee form online by the same student registration deadline. The complete list of registered/confirmed students will be displayed online soon afterward – it is **your and your students' responsibility** to check this and contact DRSEF in case of problems. Print the School Fee form and send a copy with payment of the fees, to arrive **before fair weekend**, to:

DRSEF  
 SMU Physics Dept.  
 P.O. Box 0175  
 Dallas, TX 75275-0175

**Fees:** Individual: \$10  
 Team: \$20

Make checks payable to DRSEF. To compete, students must have registered online **and** be confirmed by listing on your fee form.

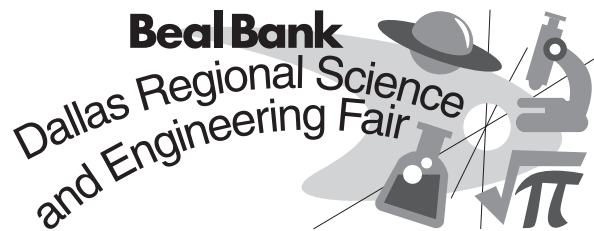
### Step 7 Participate in Fair

Saturday, February 27, 2010: Be sure your eligible students participate in the DRSEF. There are no refunds for no-show students. Refer to the website for the day-of-fair student schedule.

### Step 9 Awards Banquet

March 24, 2010: Students who win an award at the DRSEF and the teacher designated when the student registered are invited to attend the awards banquet at no charge. After the Fair, go to [DallasScienceFair.org](http://DallasScienceFair.org) to check whether any of your students won and then register yourself online for the banquet. (*Early registration is strongly recommended due to space limitations.*)

- Note: Honorable Mentions (Science Category or Special Award) receive a ribbon on Fair day, but are **not** eligible for the awards banquet due to space limitations.
- Teachers are eligible to win Toyota Teacher Awards that will be announced at the banquet.



# 2010 Teacher

## Scientific Review Committee (SRC) Institutional Review Board (IRB)

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Fall 2009

- Familiarize yourself with the ISEF rules – consult the handbook or follow the links at DallasScienceFair.org. All students must complete a basic set of paperwork consisting of: Official ISEF Abstract, ISEF forms 1, 1A, 1B, and a Research Plan. Additional forms may be needed, for example, if the project is a continuation from last year, is performed in a regulated lab, or needs a scientist's supervision. Students should turn in **copies** of all forms to their teacher **before** experimentation. *Students always retain the originals.*
- Consult the guide at DallasScienceFair.org if you think one or more potentially hazardous projects require special approval by the SRC (for example, if bacteria are involved). This approval must be obtained **before the student begins the experiment**. The teacher should send copies of all the required forms to their District Representative or SMU (see opposite).
- If human subjects are involved, the project **must** be approved in advance by an IRB (not SRC) on ISEF form 4. You should form an IRB at your school; see the link on our website for what constitutes an IRB.
- Once the SRC/IRB has approved paperwork, it is returned to the teacher so that the student can begin the project. The returned forms 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, returned to the teacher, who will then send the revised forms 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, before November 13, 2009.

Spring 2010

- When the experiment is completed and the student is selected to enter the Regional Fair, collect a **copy** of **all** paperwork and submit it to your district coordinator, who will double check it and give students an Approval Form to submit at Fair check-in.
- If there is no district Fair coordinator, you must ensure that your students bring a **copy** of **all** their paperwork to Fair check-in.

**IMPORTANT: To compete in the Fair, at check-in students must submit either a district Approval Form or copies of their paperwork**

### Districts with SRC Coordinators:

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

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

### Other Districts:

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All those not on the above list  
(including all other private schools).

Please send forms to:

Dallas Regional Science  
& Engineering Fair (DRSEF)  
SMU Physics Dept.  
P.O. Box 0175  
Dallas, TX 75275-0175

Note: The student should always retain the **original** forms; only send copies! This is essential to prove that proper safety procedures were followed should any paperwork get lost.