Louisiana Region V
Science & Engineering Fair
McNeese State University
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A Guide to Navigate the ISEF Forms

Student thinks of a problem that addresses their experiment/design & writes a research plan

Before the experimentation begins, these three forms must be completed and signed.
All projects need all three of these forms.

Form 1
Checklist for Adult Sponsor (Teacher)

Things to Check Make sure the teacher signs and dates the bottom

Form 1A
Student Checklist

Things to Check Add the dates of experimentation. Add any non-home, non-schools addresses.

Form 1B
Approval Form

Things to Check
Box 1 signed by student and parent **before** experimentation

Box 2 needs to be signed IF the project contains the following:

1. Human subjects **(Even family and friends. Even surveys.)**
2. Vertebrate animals **(this includes pets).**
3. Potentially hazard biological agents (See list of included and excepted organisms and specimens below).

Who signs Box 2??

- 2A is signed by the teacher BEFORE Experimentation
- 2B is signed by the scientist or adult at an institution if that institution that already had approval for their work (like a university). Can be signed AFTER the experiment.

As soon as you begin your projects, we recommend you have these three forms ready to go for teachers, parents, and students to sign.

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Forms required for **SOME** projects

Check each student's project. They may not need any of these or they may need all three.

Form 3 Risk Assessment

Required for any project with human participants, hazardous chemicals, activities, or devices. This includes but is not limited to potentially hazardous or harmful chemicals, fire, powertools, firearms, or any other weapons or activities with ANY risk of injury.

Form 1C Regulated Research Institution

Required for any projects performed at institutions where laboratory activities are regulated by outside bodies such as the FDA or the NIH.

Form 2 Qualified Scientist

Required for some projects based on risk. Check the next page to see if this project qualifies.

None of these pertain to a student's project? You don't need them. Keep going through the flow chart.

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Human Subjects/Participants

(Exceptions are rare; see the ISEF Rulebook)

If the project does not involve human subjects skip this slide and forms.

Human taking surveys count. You need this form even if a family member took a survey for the project.

Form 3 Risk Assessment

Required for any project with human participants, hazardous chemicals, activities, or devices. This includes but is not limited to potentially hazardous or harmful chemicals, fire, powertools, firearms, or any other weapons or activities with ANY risk of injury.

Form 4

Human Subjects Form

Human Informed Consent Form

Remember, this pertains to family and friends, even if the student just asked them to take a survey.

Form 2

Qualified Scientist You need to check on your Form 4 to see if you need to complete this form.

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If the project does not involve vertebrate animals skip this slide and forms.

Vertebrate Animals

(There are separate special ruiles for embryo/egg studies; see ISEF rulebook.)

OR

Form 5A
Vertebrate Animal Form (For projects conducted at school/home/field)

Form 5B
Vertebrate Animal Form
(For projects conducted at a regulated research institution. Not very common.)

If you need to use this form, it must be accompanied by the institutio's IACUC protocol number and signature page.

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Potentilly Hazardous Biological Agents (PHBAs)

If the project does not involve PHBAs skip this slide and forms.

What are included as PHBAs?

Bacteria, viruses, viroids, prions, rickettsia, fungi, parasites, recombinant DNA, fresh/frozen tissues, blood, body fluids, primary cells, and human/primate cell lines

Form 3: Risk Assessment

All PHBA projects must submit this form.

OR

Pick from 6A or 6B

Is it living or tissue.

Form 6B (Tissue)

(IF your PHBA project used fresh/frozen tissue, including primary cells and human/primate cell lines)

Form 6A (Living)

(for all PHBA projects that do not fall under the exemptions shown to the right)

What types of organisms/tissues/speciments are excepted from review as PHBAs?

Protists, archaea, composting, microbial fuel and fuel cell production (as long as no culturing is involved), commercial coliform test kits that remain sealed, decomposition studies, baker's/brewer's yeast, Lactobacillus, Bacillus thuringiensis, nitrogen-fixing/algae eating bacteria (in the natural environment), water/soil microbe studies that do not involve culturing, mold growth (if terminated at the first evidence of visible mold), slime mold, edible mushrooms, *Escherichia coli* strain K-12 (must be specified) if performed in a school environment, plant tissue (unless toxic), non-primate cell lines, fresh/frozen meat or animal products if acquired commercially (i.e., from a grocer or butcher), hair/hooves/nails/feathers, fossilized specimens, prepared/fixed tissue.

If your project has items in this list. Stop here after you complete Form 3.

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You have had your fair and picked your winners to move on to the Region V Fair.... You need one more form for ALL projects and Students.

Form 2A: Student Support Disclosure Form
This form is where the student will state who helped them, if they paid for any support for the project, and new to the list, an AI Usage disclosure.

When you are ready to register your students for the Region V Fair, please bring all forms required for each project.
All projects and students will need four forms: 1, 1A, 1B, and 2A plus any other required forms based on the project and the flow chart above.

Have the student abstracts ready to drop into registration.
Two is the max number of students on a group project.
We are here to support you every step of the way. Please reach out!
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Examples of Forms for Projects*

Project involves food items and student asked family to take a survey. **1, 1A, 1B, 2A, 3, 4, & Human Consent form.**

Project involves the family pet and soap.
1, 1A, 1B, 2A, & 5A

Project only involves research and computer simulations.
1, 1A, 1B, & 2A

Project involves yeast, petri dishes, and solar heat.
1, 1A, 1B, 2A, & 3

Project involves animal tissues (fresh or preserved) & petri dishes.
1, 1A, 1B, 2A, 3, & 6B

Project involves steel, a welding machine, & tools
1, 1A, 1B, 2A, & 3



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*These are just examples. Please review the flow chart. If you have questions, please reach out.

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FAQs

I'm not sure if my organism/tissue/cell type needs a certain form or forms?
Please contact us at jrkat60@gmail.com.
This is one of our most problematic areas of compliance, so we encourage everyone working with a microorganism/tissue/cell line to contact us BEFORE you start your experiment to make sure you have all of the proper documentation!

Could a project just need forms 1, 1A, 1B, & 2A?
Yes! If a project does not items like human subjects (including surveys), animals, or hazardous materials, these four forms may be all that is needed.

What if the project was part of a continuation study?
This is a project that uses the results of the student's previous project and extends it to additional year(s). A continuation study is related to the previous work, but asks a different question or uses a different research strategy You need: Form 7, previous Abstract(s), previous year's Research Plan.

The project involves Vertebrate Animals or PHBAs. Do I need Form 1C and/or Form 2?
If your project was performed at a regulated research institution (RRI ? e.g., a university lab), you need a Form 1C. In most cases, if you have a Form 1C, you will also need a Form 2 (because you would have been supervised by a Qualified
Scientist or their proxy).
If you are performing your work at a location that is not an RRI, your local SRC will determine if your work involves sufficient risk to require a Form 2. If you have any questions about this requirement, please contact us at jrkat60@gmail.com

PLEASE CHECK YOUR FORMS!
Forms 1B, 4, 5A, 6A, and 6B MUST be dated PRIOR to the start of experimentation (specified on Form 1A)

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Questions? Please reach out!