

Student Checklist (1A)

This completed form is required for ALL individual projects.
Complete all sections by printing or typing all information requested.

1) Student's Name: _____ Grade: _____

Email: _____ Phone: _____

2) Title of Project: _____

3) School: _____ School Phone: _____

School Address: _____

4) Adult Sponsor: _____ Phone/Email: _____

5) Is this a continuation from a previous year? Yes No

If Yes:

a) Attach the previous year's Abstract Form 1A and Research Plan

b) Explain how this project is new and different from previous years on Continuation Form (7)

6) **This year's** laboratory experiment/data collection will begin: (must be stated (mm/dd/yy))

Projected Start Date: _____ Projected End Date: _____

ACTUAL Start Date: _____ ACTUAL End Date: _____

7) Where will you conduct your experimentation? (check all that apply)

Research Institution School Field Home Other: _____

8) List name and address of all non-school work site(s):

Name: _____

Address: _____

Phone: _____

9) **Complete a Research Plan (See page 32) and attach to this form.**

10) **An abstract is required for all projects after experimentation (see page 28).**

Student Checklist (1A) - TEAM

This completed form is required for ALL team projects.
Complete all sections by printing or typing all information requested.

1) a. Team Leader: _____ Grade: _____

b. Team Member: _____ c. Team Member _____

Email: _____ Phone: _____

2) Title of Project: _____

3) School: _____ School Phone: _____

School Address: _____

4) Adult Sponsor: _____ Phone/Email: _____

5) Is this a continuation from a previous year? Yes No

If Yes:

a) Attach the previous year's **Abstract** **Form 1A** and **Research Plan**

b) Explain how this project is new and different from previous years on **Continuation Form (7)**

6) **This year's** laboratory experiment/data collection will begin: (must be stated (mm/dd/yy))

Projected Start Date: _____ Projected End Date: _____

ACTUAL Start Date: _____ ACTUAL End Date: _____

7) Where will you conduct your experimentation? (check all that apply)

Research Institution School Field Home Other: _____

8) List name and address of all non-school work site(s):

Name: _____

Address: _____

Phone: _____

9) **Complete a Research Plan (See page 32) and attach to this form.**

10) **An abstract is required for all projects after experimentation (see page 28).**

Research Plan

REQUIRED for ALL Projects

A complete research plan must accompany Checklist for Student (1A)

Provide a typed research plan and attach to Checklist for Students (1A).

The research plan for all projects is to include the following:

A. Question being addressed

B. Hypothesis/Problem/Engineering Goals

C. Description in detail of method or procedures (The following are important and key items that should be included when formulating ANY AND ALL research plans. These are guidelines and should be followed where applicable. *Refer to Items 1-4 below.)

All Projects

- **Procedures:** Detail all procedures and experimental design to be used for data collection
 - **Data Analysis:** Describe the procedures you will use to analyze the data that answer research question or hypothesis
 - **Bibliography:** List at least five (5) major references (e.g. science journal articles, books, internet sites) from your library research. If you plan to use vertebrate animals, give an additional animal care reference.
 - Choose one style and use it consistently to reference the literature used in the research plan
 - Guidelines can be found in the Student Handbook and any Research Journal under the “Instructions to Authors”
1. **Human subjects research** (See instructions on p 13 of the International Rules):
 - Detail all procedures, include what the participants are asked to do (see p. 13)
 - Describe Risk Assessment process and how risks will be minimized
 - Describe Study Sample/Participants
 - Number of participants and estimated participants demographics (may include information such as: age, male/female, cultural background breakdown, Socio-economic status)
 - Recruitment procedures (where and how subjects are recruited)
 - Procedures for obtaining informed consent if applicable, include statement about informing potential participants about voluntary nature of participation and right to withdraw at any time
 - Strategies used to protect privacy and confidentiality
 - Include survey or questionnaires if used, and critically evaluate the risk
 - List and describe the measures (questionnaires, surveys) used and how you measure the variable of interest (behavioral observations, time, length). Attach the questionnaire/survey
 - Consider emotional stress and potential consequences
 - Describe any physical activities or procedures, if used, and critically evaluate the risks
 - Type, duration of exercise or physical activity
 - Ingestion method, amount, intervals, etc.
 2. **Vertebrate animal research** (See instructions on p.17 of the International Rules):
 - Briefly discuss **POTENTIAL ALTERNATIVES** and present a detailed justification for use of vertebrate animals
 - Explain potential impact or contribution this research may have
 - Detail all procedures to be used
 - Include methods used to minimize potential discomfort, distress, pain and injury to the animals during the course of experimentation
 - Detailed chemical concentrations and drug dosages
 - Detail animal numbers, species, strain, sex, age, etc.
 - Include justification of the numbers planned for the research
 - Describe housing and oversight of daily care
 - Discuss disposition of the animals at the termination of the study
 3. **Potentially Hazardous Biological Agents** (See instructions on p.21 of the International Rules):
 - Describe Biosafety Level Assessment process and resultant BSL determination
 - Give source of agent
 - Detail safety precautions
 - Discuss methods of disposal
 4. **Hazardous Chemicals, Activities & Devices** (See instructions on p.25 of the International Rules):
 - Describe Risk Assessment process and results
 - Detail chemical concentrations and drug dosages
 - Describe safety precautions and procedures to minimize risk
 - Discuss methods of disposal