

## Guidelines to online Registration, Completing online Application Forms, e-signatures and making changes to your Dashboard information/application

**FYI – All Application Forms can now be completed online in the dashboard. Including those in need of input/filling out and e-signed by adult sponsors, qualified scientists, designated supervisors, and parents. Follow the directions for EACH Form**

### Table of Contents

- \*Registration Instructions **pages 2-6**
- \*Understanding the Dashboard & Instructions **page 7**
- \*General Information Form for application & info. on forming Teams **page 8**
- \*Form 1 (Adult Sponsor) instructions **page 9**
- \*Form 1A (Including section to input Research Plan and Materials) Instructions **page 9**
- \*\*Guidelines to writing Science Project Research Plan Link: <https://goo.gl/ygwP4p>
- \*\*Guidelines to writing Engineering Project Research Plan Link:  
<https://acsef.zfairs.com/Files/Client10018/2016%20Engineering%20Project%20Proposal%20Guidelines%20and%20Format.pdf>
- \*Form 1B (required of each participant) Instructions **page 10**
- \*Form 1C (use only if working at University or Professional labs) Instructions **page 10**
- \*Form 2 (Qualified scientist/designated supervisor) Instructions **page 11**
- \*Form 3 (Risk assessment) Instructions **pages 11-12**
- \*Form 4 (Human subjects) Instructions **page 12**
- \*Form Informed Human Consent Instructions **page 13**
- \*Form 5A (Vertebrate animals) Instructions **page 14**
- \*Form 5B (Vertebrate animals in a professional lab) Instructions **page 14**
- \*Form 6A (Microbes/potentially hazardous biological materials) Instructions **page 15**
- \*Form 6B (Tissues, bodily fluids of Vertebrate Animal/Humans) Instructions **page 16**
- \*Form 7 (Continuation of a project from earlier year) Instructions **pages 16-17**
- \*Instructions on obtaining application approval & requesting e-signatures **pages 17-18**
- \*TEAM instructions for application approval and requesting e-signatures **page 17**
- \*Instructions for e-signers (Parents, Adult Supervisor, QS/DS, Mentors **pages 19-21**
- \*How to & Final Date for making changes to online information and application **page 22**

## Steps To Register to Bring a Project to SYNOPSIS ACSEF

1. Log in to <https://acsef.zfairs.com>.
2. Go to main online registration site. **READ** the information on this page!!
3. Click Student in menu bar above. **READ** the information on this student page!!
4. Go to **Register** and follow the prompts.

\*The system will create your username and don't forget it: (username is generally your first and last name all lower case - blended such as: PattiCarothers  
You will create a password. Copy and save so you don't forget.

\*If you forget UN or PW however, it can be retrieved using your email and the link to "forgot username or password"

**CLICK SAVE and Continue**  
**EACH MEMBER of a TEAM must register.**

If you are working alone click Create a new Project.

5. Next you'll come to a page that looks like this below:

Fair Registration: Project

Create A New Project      Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Project ID or team key

If you are on a team and one of your partners has already registered and clicked Create a New Project - make sure you know the Project ID. Click Link or join and you'll be prompted for the ID.



**Pay close attention!** Before Clicking Create A New Project read information at letters A,B,C below and on next page. If you are working alone on the project then simply click **Create A New Project**. Everyone should read the category choices carefully. If you are **working as a TEAM** then be sure you and team members have discussed these items below **before** proceeding to register a Project:

**A. What is the title of the project**

**B. Which category does the project belong in (see list of 10 possibilities below before making selection)**

**1. Animal/Human Biomedical Sciences** - Including - Animal genetics, ornithology, entomology, animal ecology, paleontology, cytology, histology, animal physiology, invertebrates. The study of disease and health of humans and animals, Dentistry, pharmacology, pathology, **Ophthalmology, nutrition, sanitation, dermatology, allergies, speech and hearing etc..**

**2. Biochemistry, Microbiology, Molecular Biology** - Including - Biology of microorganisms - bacteriology, virology, fungi, bacteria, yeast, etc. The study of Biochemistry including the chemical properties and processes of biological substances made by living organisms. The study of Molecular Biology including the organization and molecular basis of inheritance and protein synthesis (includes bioinformatics, DNA, RNA, proteins, etc.)

**3. Energy, Environmental and Earth Sciences** - Including - The study of energy and transportation. Aerodynamics, Alternative Fuels, fossil Fuel Energy, Vehicle Development, Renewable Energies, etc. The study of Geology, mineralogy, physiographic, oceanography, meteorology, seismology, geography and the study of pollution sources and their control Ecology, recycling, acid rain etc.

**4. Human and Animal Behavioral Science** - Including - The study of human & animal behavior and relationships. Psychology, sociology, anthropology, archaeology, linguistics, learning, perception, public opinion surveys, effects of stress, condition responses, etc.

**5. Mathematics and Computer Sciences -Including – Including** - Development and application of numerical computations, theories, principles and laws governing energy, calculus, geometry, abstract algebra, number theories, statistics, complex analysis and probability. Includes computer programming, computers in general etc.

**6. Mechanical Engineering and Instruments** - Including - Technology projects that directly apply scientific principles and/or practical uses. Civil, mechanical, manufacturing, aeronautical, chemical, electrical, sound, automotive, heating and refrigerating, transportation, environmental engineering, etc. Includes circuits, internet of things, microcontrollers, networking and data communication, optic sensors, signals, etc.

**7. Physics and Astronomy** – Including - studies dealing with matter and energy and the way they act on each other in heat, light, electricity, and sound. Includes solid state, optics, acoustics, superconductivity, fluid and gas dynamics, thermodynamics, magnetism, quantum mechanics, biophysics and states of matter.

**8. Plant Sciences** - Includes - The study of plant life. Agriculture, agronomy, horticulture, forestry, plant taxonomy, plant physiology, plant pathology, plant genetics, hydroponics, algae, etc.

**9. Reaction and Solution Chemistry** - Includes - The study of the composition of matter and laws governing it. Physical chemistry, organic chemistry, inorganic chemistry, materials, plastics, fuels, metallurgy, soil chemistry, etc.

**10. Robotics and Intelligent Machines** - Includes - Biomechanics, Cognitive Systems, Control theory, Robot Kinematics, Machine Learning etc.

**C. How in a few words can we describe our project** – Example “This project will determine if Dandelion leaf extract has anti-microbial effects on fungi such as mushrooms growing wild in a lawn or garden area? Will it kill them?”

**\*\*Note:** You can log in later (**up until February 15<sup>th</sup>**) and make changes to the title, category and description as well as other sections of the application (see page 22).

**6.** Next you will come to this section. **This is very important** because when you check these boxes that are appropriate for your type of project – the system will create an application packet especially for your project. **Failure to mark the correct boxes will delay your project application approval.** So pre-view the selections below so you’ll have the appropriate application forms:

ISEF Forms Questionnaire

- This project is a continuation or progression from a previous years project.
- This project includes the use of humans.  
[Rules for projects using humans.](#)
- This project includes the use of vertebrate animals.
- This project is conducted at a Regulated Research Institution. (Such as a university, college, medical center, government lab, or correctional institution.)
- This project includes the use of potentially hazardous biological agents.  
(rDNA, microbes: bacteria, virus, fungi)
- This project includes human subjects and/or vertebrate animal tissue.  
(saliva, tears, urine, feces, skin, muscle etc.)
- This project includes the use of frozen tissue, primary cell cultures, blood, blood products, and/or body fluids.  
Note: student blood research allowed only if a medical professional handles the blood and provides you with the data.
- This project includes the use of hazardous chemicals, activities, and/or devices.  
(electrical equipment 120 volts, 20 amps, lab grade chemicals, activities beyond those of normal everyday life such as climbing upon the roof of a house, launching rockets etc.)
- This project includes DEA-controlled substances.  
(alcohol, tobacco, all drugs including prescription)

Save & Continue

This includes asking people to take any type of survey or tests of any type mental or physical.

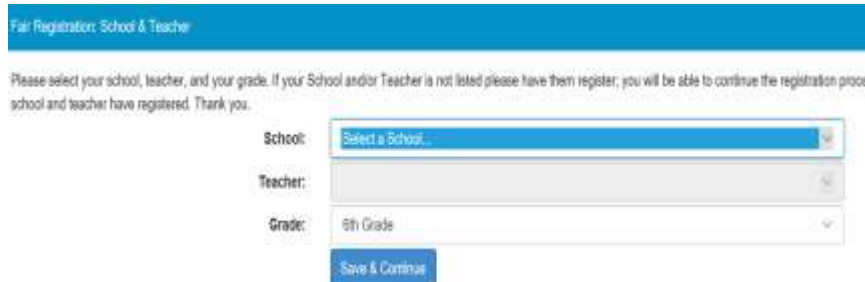
Only check this if the project uses the listed items that COME FROM vertebrate animals or humans. **This is not the same as human subjects!**

If you are continuing work on last year's project with a new twist or 2<sup>nd</sup> year study.

Animals with a backbone.

Continue to next page...

7. Next you'll be asked to select your school, grade from a drop down menu. **If your school is not listed then scroll all the way to the bottom and you can add your school name.** Please **do not** abbreviate – and please **do** spell the FULL name correctly. Ex: YES- William Howard Johnson Middle School **NO-** WHJ middle school



Fair Registration: School & Teacher

Please select your school, teacher, and your grade. If your School and/or Teacher is not listed please have them register; you will be able to continue the registration process once your school and teacher have registered. Thank you.

School: Select a School...

Teacher:

Grade: 6th Grade

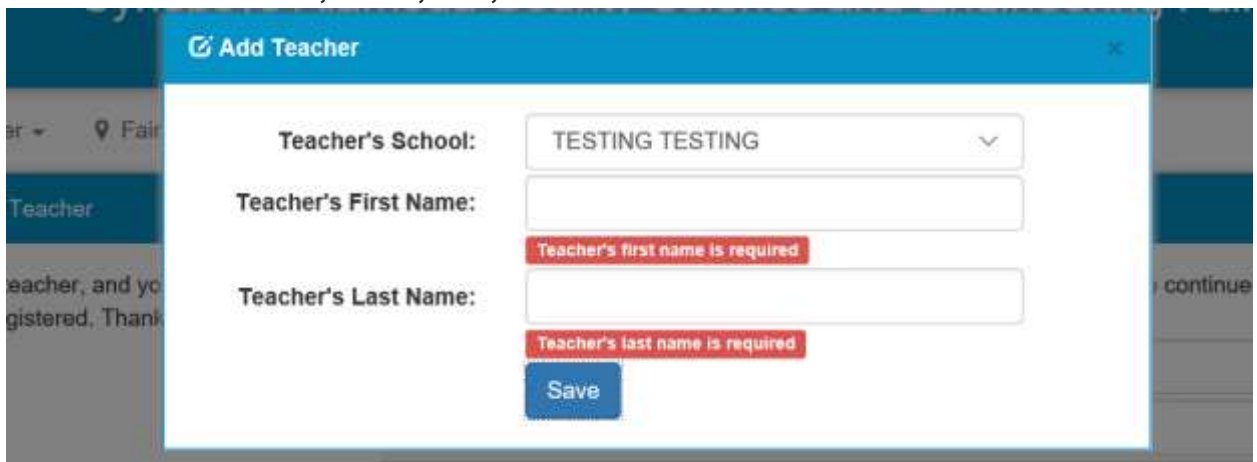
Save & Continue

\*\*Note you'll need the following before you are able to complete the registration.

\*\* Teacher first and last name and CORRECT email address.

**STOP: If you do not know this information as well as the teacher email then STOP and finish registering after you obtain this information! You can return to the site with your User Name and Password at any time.**

When asked to select your teacher – scroll down the drop down menu to select. **If your teacher is not registered then you can input the name. Be sure to spell the first and last name correctly. DO NOT PUT MR., MRS., DR., ETC.!!**



Add Teacher

Teacher's School: TESTING TESTING

Teacher's First Name:

Teacher's Last Name:

Teacher's first name is required

Teacher's last name is required

Save

Once you input your school, grade and teacher you'll be asked to verify MY INFORMATION IS CORRECT or EDIT if it is not then you can proceed.

Continue to next page...

8. Next you'll come to the registration information. This will require you to have read the science fair rules for middle or high school at links provided on the screen. It is **REQUIRED** that you do so!

\*\* Note you'll need the following payment information before you are able to complete the registration. There is a \$15 registration processing fee **FOR EVERYONE** (each member of a team must individually register and make payment).

\*\* Parent's credit card. Or if your parent will pay by check. Or if your school is paying (ask your teacher or principal). Or if your school is a Government sanctioned **Title 1 School or you are on Free or reduced cost lunch program at school** (ask your parent, teacher or principal).

**STOP: If you do not know this information then STOP and finish registering after you obtain this information!**

**You can return to the site with your User Name and Password at any time.**

Our treasurer will follow up with you if paying by check or are in a Government sanctioned school/program.

The screenshot shows a registration form titled "Fair Guidelines". It contains three checkboxes, each followed by a statement of agreement or fee information. A callout box on the left points to the checkboxes with the text: "Check EACH box and options for payment will pop up in another window. You can log in another time and input the payment via credit card if you are not paying by check". Below the checkboxes is a "Continue" button.

Fair Guidelines

- I have read the project and participant rules for either middle or high school at this link on the fair website for: middle school <http://acsef.org/subpages/middleschoolrules.html> or high school <https://member.societyforscience.org/document.doc?id=396> I understand that falsifying information provided for my registration or project paperwork and/or plagiarism will result in my project being denied for competition this fair year and one year following.
- I have read the above statement and agree; I will follow the rules of this fair.
- Registration Fee: 15.00  
Late Fee: 20.00 (if registering after 12/20/2015 12:00:00 AM)

Title 1 students are exempt from registration fees. All other hardships please contact the fair director, please put "registration fee" in subject line of email to [alamedacountysef@gmail.com](mailto:alamedacountysef@gmail.com)

Continue

**Continue to next page** for specific directions on using the payment window...

Fair Payment

Registration fees must be paid prior to the fair. Please note that there are no refunds on registration fees.

Payment Method: Pay Now - Credit or Debit Card

Card Information

Name On Card: Card Holder's Name

Card Number: Debit/Credit Card Number

Expiration Date: Month Year

Card CCV: Security Code

Zip Code: Card Holder's Zip Code

Total: \$15.00

Pay Now

Drop down menu

The dropdown window options:

- Pay Now - Credit or Debit Card
- Pay by check
- My School Is Paying Registration Fee
- Fee Waiver - Government Assistance

You'll need your parent's help

**9. You are now REGISTERED!**

**10. The Hold Harmless and Media Release Forms** will need to be signed by your parent/guardian. Now that you are registered and have input your parent/guardian email address – they will receive emails asking them to e-sign the forms. **Please share the information on pages 19-22 of this user’s manual with them so they will know how to e-sign.**

**11.** You can log out or go on to complete the application forms following the steps on the next pages.

**\*NOTE** – registering just temporarily holds a spot for you – if you do not complete the application forms within 3 weeks of registration your registration will be marked for deletion – we will contact you before deleting.

**Now you MUST complete the APPLICATION PACKET online !**

**Go on to the next few pages for Directions on how to complete the Application Forms.**

**Helpful Hints: To complete your ONLINE application paperwork read the information below!**

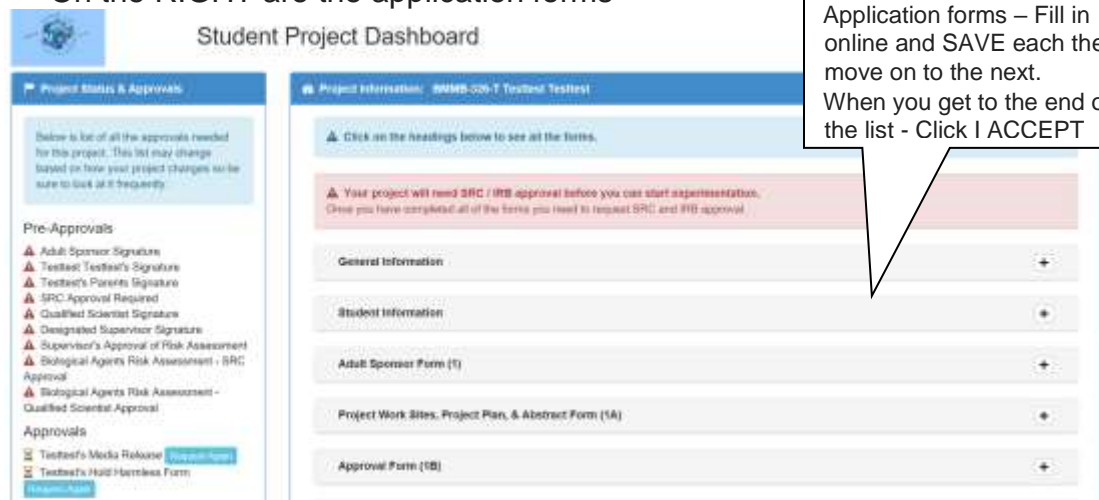
1. You'll need to be logged in with your user name and password. If you've forgotten, then they can be retrieved using your email.
2. Go to your **PROJECT DASHBOARD**. See the clip below



**UNDERSTANDING THE DASHBOARD:** The DASHBOARD (see below) is divided into two sections:

3. On the LEFT there is a list of items. Each has a symbol indicating the work in progress. Scroll down for the **KEY to the symbols meanings**.
4. On the RIGHT are the application forms

Consider this a To Do List of Forms and signatures you need get completed



Continue to next page...

Symbol Key

If needed You can upload PDF saved documents. The system only accepts pdf format

Forms your project requires to be completed

Key:

- you have work to do before you can request this item.
- you are ready to request this approval/signature.
- you have requested this approval/signature.
- you have this approval/signature.

Supporting Documents & Files

Upload / Add Document

ISEP Required Forms:

- 1 - Adult Sponsor / Safety Assessment
- 1A - Checklist / Research Plan
- 1B - Approval
- 2 - Qualified Scientist
- 3 - Risk Assessment
- 6A - Biological Agents

Qualified Scientist Form (2) -- Complete BEFORE experimentation!

Risk Assessment Form (3) -- Complete BEFORE experimentation!

Potentially Hazardous Biological Agents Risk Assessment Form (6A) -- Complete BEFORE experimentation!

Review Comments

There are no comments to view at this time.

Actions

**Application Forms:** Open each form on the right side of the dashboard and type the requested information into it. When done click **SAVE** after each one.

5. **FORM: GENERAL information** - Required of all projects. (see below). This reviews the boxes you checked before when registering BUT now you need to input the Start and expected End date of the experiment.
  - a. If your project needs pre-experimental approval (Humans, Vertebrate Animals, Vertebrate or Human tissues, Microbes then the start date must be **reasonably 1-2 weeks AFTER the date you complete the application** because the FAIR SRC/IRB must review the project application FOR SAFETY before you start experimenting and they cannot do so until your To Do list is complete!
  - b. Your application won't show up on the SRC/IRB review list until everything in the application forms is complete and this includes all signatures for individuals and team members.

Project Information: ISEP, EHS, Training

Click on the dashboard button to see all the forms.

Your project will need SRC/IRB approval before you can start experimentation. When you have completed all of the items you need to request SRC and IRB approval.

General Information

Title: Fall Camp

Category: Bacteriology Microbiology

Project Start Date: 12/20/16

Project End Date: 2/28/17

This project is a continuation or progression from a previous year's project.

This project includes the use of humans. Please read the links for rules regarding projects using human subjects. Please contact your director via email if you have any further questions. <http://www.hawaii.edu/ehs/ehs/ehs/ehs/participant.htm>

This project includes the use of vertebrate animals.

This project is conducted at a Registered Research Institution. (Such as a university, college, medical center, government lab, or environmental institution.)

This project includes the use of potentially hazardous biological agents. (GMO, infectious bacteria, virus, fungi)

This project includes human subjects and/or vertebrate animal tissues. (DNA, hair, urine, feces, blood, muscle etc.)

This project involves the use of human tissue, primary cell cultures, blood, breast products, or other body fluids. Note: student blood research allowed only if a medical professional handles the blood and provides you with the form.

This project involves the use of hazardous chemicals, asbestos, or/and devices. (Electrical equipment like volts, 50 amps, hot grade chemicals, activities beyond those of normal everyday life such as climbing upon the roof of a house, launching rockets etc.)

This project involves DEA-controlled substances. (Heroin, tobacco, all drugs including prescription)

Scroll down to the bottom of this page to see all the forms which are needed for your type of project. SRC and IRB - you will need the form. You can type directly into the form and click save when you are done. If any forms need a signature from you, your parent and a project mentor then an email will be sent to the email you provide for each person. They will be able to sign the forms with their email. NOTE: If you sign an e-signature in Blue and will result in a warning. Please call them from the computer.

Save

This says: If your project requires SRC/IRB pre-approval before experimentation ALL OF YOUR FORMS MUST BE COMPLETE BEFORE YOU CAN REQUEST APPROVAL to proceed.

THINK – and read letter 5a. above

Click Save



6. **Special instructions follow** for each form you may encounter on your application packet.

**IF at any time in these directions you come to the end of the list of forms found on your dashboard then skip to pages 17-22 of the user manual.**

7. **Adult sponsor Form 1.** Required for ALL projects. The adult sponsor generally is your science teacher who will oversee your project – but it can be any adult (parent/guardian, neighbor) who has expertise in the area of your research. **Once you’ve finished all of your forms you’ll be able to REQUEST an email be sent to this person for e-signing.\*see pg. 17-22**

**You will need the adults First and Last name and correct email!!  
STOP if you don’t know this information and return when you have it!**

The screenshot shows the 'Adult Sponsor Form (1)' with the following fields: First Name, Last Name, Phone Number (with a placeholder '000-000-0000'), and Email (with a placeholder 'john@example.com'). There is a checkbox labeled 'This adult sponsor is your parent or a parent of one of the team members.' and a 'Save' button. Two callout boxes are present: one pointing to the Email field with the text 'Email Must be correct' and another pointing to the 'Save' button with the text 'SAVE!'.

8. **Approval Form 1A** Required for all Projects. Work site, Research Plan, Materials List and Abstract

The screenshot shows the 'Project Work Sites, Project Plan, & Abstract Form (SA)'. It includes a section for 'Where will you conduct your experimentation?' with checkboxes for Research Institution, School, Field, Home, and Other. Below this is a section for 'List all Non-School work sites:' with an 'Add New Work Site' button. The 'Project / Research Plan:' section contains an 'Abstract:' text area and a 'Save' button. Three callout boxes provide instructions: 1) 'Worksite – where will you perform the experiment\*\* Note microbes MUST BE GROWN AT SCHOOL or a research lab/college!! Or your project may be disqualified.' 2) 'Type a word document then Copy/Cut/Paste it here. There is no word limit. If it is several pages, then type in the words “Up Loaded” and then SAVE AS A PDF and then upload it to the dashboard. \*\*Format for Research Plan for Science Project link http://acsef.org/subpages/2016\_archive/2016\_researchplan.html \*\*Format for Research Plan for Engineering Project link http://acsef.org/subpages/engineeringplan.html' 3) 'The abstract is written AFTER experimentation! For now, if your project is not completed yet then just type in the following: “To be completed” This will satisfy the form police! Not having anything here will prevent you from getting project approval! THE ABSTRACT is due in this spot no later than March 6, 2016. Guidelines for how to write a GREAT Abstract with samples can be found at this link when you are ready to write it. http://acsef.org/subpages/abstracthelp.htm !' A 'SAVE' callout box points to the 'Save' button.

9. **Form 1B** required for all Projects and EACH person \* required from **EACH PERSON including EACH member of a team**. Read the prompts and click “**I APPROVE**” - this will automatically input your signature into the signature line. Parent/guardians will receive an email to e-sign. **TEAMS-** – after 1 team member alone or all working together completes all application forms – additional team members only need to use their own login, go to the dashboard and scroll through to Form 1B – click “I APPROVE” to e-sign the form.

Must be clicked

e-signature will go here after you click I Approve

Parents will get an email to e-sign – When they do so – the signature will end up here. See directions page 19-22

**10. Form 1C Regulated Research Institute**

- This form is required **ONLY** if your project was done at a **University lab, or professional lab**. It is completed **AFTER your research is completed. It is completed by the mentor from the Professional Laboratory (College, University, or Research Lab), Qualified Scientist or his/her Designated Supervisor. THIS FORM MUST BE COMPLETED BY THE QS and if applicable the DS too.**  
**Fill in the information on lines 1-7** input the correct email address for the qualified scientist
- **The person you've indicated will receive an email to go online, complete the form and e-sign.**

Fill in the information on lines 1-7

Leave remainder of form blank. The Qualified Scientist from the Research Institute will get an email requesting they complete the form and e-sign. Please share pages 19-22 with him/her so they will know what to expect.

Click SAVE. YOU WON'T BE able to compete at Synopsys ACSEF UNTIL THE Form is completed by the QS or DS.

Continued next page...

**11. Qualified Scientist (QS) /Designated Supervisor (DS) Form 2.** This form is required of all projects using the following: Human Subjects, Vertebrate Animals, Vertebrate or Human tissues/body fluids, Microbes or DEA controlled chemicals.

- Your Science teacher or College, University, or Research Lab mentor is the QS. He/she may designate another **trained** person (another scientist, teacher, parent, neighbor) to oversee the project who becomes the DS.
- **THIS FORM MUST BE COMPLETED BY THE QS and if applicable the DS too.** \*\*As of 12/22/15 the form was made active for QS or DS to complete online.
- **Input the email for this person and he/she will receive an email to go online and fill in his/her comments as well as e-sign. Please share pages 19-22 of this user manual with him/her so they know what to expect.**

Fill in the information on lines 1-3

Leave lines 4-7 and all of the boxes Blank for the QS or DS to fill in online and SAVE

Leave this section blank for the QS or DS to fill in. Click SAVE. YOU WON'T BE APPROVED BY SRC/IRB UNTIL THE Form is completed by the QS or DS.

**12. Risk Assessment Form 3.** Required of Projects that use: DEA controlled chemicals, chemicals used in microbe projects related to the growing, handling and disposal of microbes, also for use of all Lab grade chemicals, potentially hazardous equipment or activities that could cause physical harm (class 2 and higher lasers, electric saws, tall ladders, fire, etc.).

**13.** Your Science teacher or College, University, or Research Lab mentor is the QS. He/she may designate another **trained** person (another scientist, teacher, parent, neighbor) to oversee the project who becomes the DS.

**14. THIS FORM MUST BE COMPLETED BY THE QS and if applicable the DS too.**

- **Input the email for this person and he/she will receive an email to go online and fill in his/her comments as well as e-sign. Please share pages 19-22 of this user manual with him/her so they know what to expect. Screen shot of form and call out directions on next page.**

## Form 3 Risk Assessment continued.

If you've worked with the adult and they have trained you what to input then YOU may complete all but the last 3 lines of this form. Otherwise, input only the name and email of your adult supervisor and click SAVE.

An email will be sent to the adult to complete the last 3 lines, e-sign & check that the input information is correct and safety issues have been addressed and complete the last 3 lines. Click SAVE

The screenshot shows the 'Form 3 Risk Assessment' form. It includes sections for identifying safety hazards, describing safety procedures, listing safety equipment, and providing supervisor information. A callout box on the right points to the 'Supervisor's Email' field, stating 'REQUIRED for email to be sent.' Another callout box on the left points to the 'Supervisor's Email' field, stating 'Required by adult supervising project.'

## 15. Human Subjects Form 4 – Required for all projects using Humans.

Check each of these boxes that apply. **Upload any pdf formatted surveys, copies of tests you'll use for data collection.** Click SAVE.

IRB only

The screenshot shows the 'Human Subjects Form 4' form. It includes sections for identifying safety hazards, describing safety procedures, listing safety equipment, and providing supervisor information. A callout box on the right points to the 'Upload any pdf formatted surveys, copies of tests you'll use for data collection' section, stating 'All human projects require Human Consent UNLESS the student researcher(s) is/are the only human subject(s)'. Another callout box on the right points to the 'Upload any pdf formatted surveys, copies of tests you'll use for data collection' section, stating 'Directions on completing the Human Consent form on next page'.

Continue next page for Human consent Form etc...

**16. Human Consent Form – Required of all human studies except those in which the Researchers themselves are the ONLY subjects being studied.**

Read each prompt carefully: Your audience for this form is your human volunteers. Be specific and detailed when answering EACH prompt!

Input your adult project supervisors Name/Phone and email

**STOP!** Do not put anything below here! –This section is for your human subjects. You must **WAIT** to receive **IRB** safety pre approval of the procedure, materials etc. to start the experiment **THEN** you can copy and distribute this

**Human Informed Consent Form**

**Instructions to the Student Researcher(s):** An informed consent/assent/permission form should be developed in consultation with the Adult Sponsor, Designated Supervisor or Qualified Scientist. This form is used to provide information to the research participant (or parent/guardian) and to document written informed consent, minor assent, and/or parental permission.

- When written documentation is required, the researcher keeps the original, signed form.
- Students may use this sample form or may copy ALL elements of it into a new document.

If the form is serving to document parental permission, a copy of any survey or questionnaire must be attached.

Student Researcher(s): \_\_\_\_\_  
Title of Project: \_\_\_\_\_

I am asking for your voluntary participation in my science fair project. Please read the following information about the project. If you would like to participate, please sign in the appropriate box below.

Purpose of the project:

If you participate, you will be asked to:

Time required for participation:

Potential Risks of Study:

Benefits:

How confidentiality will be maintained:

If you have any questions about this study, feel free to contact:

Adult Sponsor/QS/DS: \_\_\_\_\_ Phone/email: \_\_\_\_\_

**Voluntary Participation:**

Participation in this study is completely voluntary. If you decide not to participate there will not be any negative consequences. Please be aware that if you decide to participate, you may stop participating at any time and you may decide not to answer any specific question.

By signing this form I am attesting that I have read and understand the information above and I freely give my consent/assent to participate or permission for my child to participate.

Adult Informed Consent or Minor Assent      Date Reviewed & Signed: \_\_\_\_\_

Printed Name of Research Participant: \_\_\_\_\_ Signature: \_\_\_\_\_

Parental/Guardian Permission (if applicable)      Date Reviewed & Signed: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Continue next page

**17. Vertebrate Animal Research Form 5A.** Required of all projects using **Vertebrate Animals**. This project needs pre-experimental approval by the fairs SRC. **THIS FORM MUST BE COMPLETED BY YOUR VETERINARIAN, QS and if applicable the DS too.**

- **Input the email for these people and he/she will receive an email to go online and fill in his/her comments as well as e-sign. Please share pages 19-22 of this user manual with him/her so they know what to expect.**

A **veterinarian** is required to look over your procedure **BEFORE** you can be approved. Input his/her information and email. He/She will receive an email to fill in this form and e-sign. **He/she must sign this form**

Without details on this form and in the research plan **most vertebrate animal projects fail to get approved.**

SRC ONLY

**19. Vertebrate Form 5B.** Use **ONLY** if the project was conducted at a University or professional lab. \*Note IACUC approval is required – this is obtained from the university/lab mentor. **This form needs to be completed AFTER experimentation is completed. It is filled in by the University/Professional Lab scientist/mentor.** By inputting his/her email you will insure he/she will receive an email to complete and e-sign. **Please share directions on pages 19-22 with him/her.**

Input the Veterinarian and your lab mentor's information and email..  
These people will receive an email to fill in this form and e-sign. **He/she must e-sign this form**

**Notify your lab mentor that he/she needs to provide YOU with copies of the IACUC via email. You then need to upload these! \*This is paperwork authorizing the university lab to safely and humanely do the research. Click SAVE.**

Continue next page

## 20. Form 6A Potentially Hazardous Biological Agents Risk Assessment.

This form is required for all microbial research including rDNA.

**If using** fresh/frozen tissues, primary cell lines, human and other primate cell lines and tissues such as blood and blood products body fluids **then forms 6A and 6B are required.**

**\*\* Note** Synopsys ACSEF for the safety of the student, **does not allow** students to directly handle the obtaining, testing or disposal of any blood or blood products.

**\*\*\* A doctor,** nurse or other health professional must do all of the handling of the blood/products and provide the student researcher with the raw data to analyze. Pre-experimental safety approval by the fairs SRC of this form and the research plan and materials is required.

There are numerous links to open on this form in the dashboard which will enable you to correctly complete each prompt. We suggest you do that BEFORE starting to fill in the form

The QS or DS must go online and complete. By inputting his/her email you will insure he/she will receive an email to complete and e-sign.

If you've worked with the adult and they have trained you to know what to input then YOU may complete all but the last 3 lines of this form.

An email will be sent to the adult to complete the last 3 lines, e-sign & check that the input information is correct and safety issues have been addressed. Click SAVE

This section for the Adult only

SRC only

Identify potentially hazardous biological agents to be used in this assessment, include the source, identify and the taxonomy level (the genus of most microorganisms)

Describe the site of experimentation including the level of biocontainment.

Describe the procedures that will be used to maintain the genetic/antibiotic agents, host cells, etc.

Describe the method of disposal of any cultured isolates and other genetically modified biological agents.

Describe the training and the student received for this project.

Do you consent with the bioethics information and responsibility provided by the student researcher above?

Supervisor/Parent/Guardian/Signatory of an adult to the student's work of research or activities

The SRC has carefully studied this project's Research Plan and the risk level assessment above prior to experimentation and approves this study as a BSL-1 study, which must be conducted at a BSL-1 or above facility.

This project was conducted at a Research Institution and was reviewed and approved by the responsible institutional board (i.e., IACUC, IRB) before experimentation at a BSL-1 or BSL-2 facility and complies with the NIH 1989 Guidelines. The required form was completed.

The research institution where this study was conducted does not require approval for this type of study, otherwise a notification document(s) reflecting the above. If the student has received proper training and the project complies with NIH 1989 Guidelines.

- **Input the email for these people and he/she will receive an email to go online and fill in his/her comments as well as e-sign. Please share pages 19-22 of this user manual with him/her so they know what to expect.**

Continue next page

## 21. Form 6B Vertebrate & Animal tissue/bodily fluids .

Required for research using fresh/frozen tissues, primary cell lines, human and other primate cell lines and tissues such as blood, blood products and body fluids. **Form 6A is also required if using these above listed items.**

**\*\* Note** Synopsys ACSEF for the safety of the student, **does not allow** students to directly handle the obtaining, testing or disposal of any blood or blood products.

**\*\*\* A doctor,** nurse or other health professional must do all of the handling of the blood/products and provide the student researcher with the raw data to analyze.

Check the appropriate box(es). Then Answer the prompt below.

**Work with your lab scientist to properly answer the prompts in the student section.**

**The Lab scientist who oversees your work must complete and sign this form. Input his/her email – he/she will receive an email to do so. – **Please share directions on pages 19-22 with him/her.****

This section for the lab scientist at the research institute where the work was completed. **Ask the Lab Scientist to click SAVE when completed so your application can be approved.**

## 22. Continuation/Research Progression Projects Form 7. This is required if your project continues one you started the previous year and relies upon data which you collected at that time.

**Your previous year's Research Plan and also the Abstract must be saved in pdf format and uploaded to your dashboard.**

Type a brief description to answer each prompt.

If the project covers more than 1 past research year then complete the matching sections for 2 year, 3 year etc.

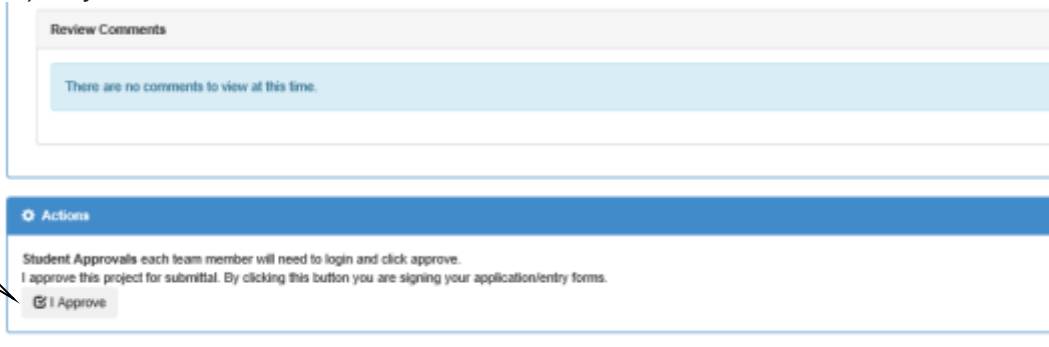
Click Save. **Remember to upload the previous year's Research Plan and Abstract**



**23. THIS IS REALLY IMPORTANT:** Once you get to the bottom of the list of forms you've completed and saved - you'll see a section where **YOU need to APPROVE the application.**

**This will ONLY Appear AFTER you've CORRECTLY finished all of the forms & SAVED them** - Once you click I approve – the application is submitted to us and the items will appear ready to be signed in the Progress section (upper left) of your dashboard.

**MUST  
CLICK**



**24. TEAMS – this is for you (If you are not on a team, then skip to step 23)** If one of your team members has completed each of the application pages for your project (or you all sat down together and completed them) then NOW EACH team member must now log into his/her dashboard and scroll to the bottom of the **right side where all the application forms where the completed and saved forms are located.**

**25. TEAMS** - Do the following in this order:

- a). open **Form 1B** – Click Save
- b). scroll to the bottom of the entire set of application forms and locate the screen shown in step #20 above. **Click “I Approve”**. This will act as your signature for form 1B and will allow the application Request buttons to appear and be active in the progress section on the upper left of the dashboard.

**26. EVERYONE:** NOW scroll to the top of your dashboard to the section on the left showing Progress and status of your application forms.

**Continue next page**

27. Click on **EACH** blue Request button. This will cause an email to be sent to the person that needs to sign this form.  
The **button will change form saying Request to Request Again** –

Keep checking back - if the person does not e-sign within a day or two you can send them another email by clicking Request again until they do finally sign!

Request

Request Again

Once the form is e-signed the request button is removed and a green check mark shows up.

**Your Application is done!**  
**BUT** continue to the next page for Directions to the e-signers - which you need to share with them!

## Directions to the e-signers

- 28. Students – It is your responsibility to tell these people what must be done to correctly help you complete your application. Please copy cut and paste pages 19-22 into an email to each of your e-signers (parents, teachers, mentors, Qualified Scientist, Designated Supervisor, Veterinarian etc.**

### **TELL THEM:**

- a. They will receive separate emails for EACH form they need to sign - asking them to sign whichever documents they are required to sign.
- b. Tell them to expect an email from acsef.zfairs.com with this address -

[FairNoReply@zfairs.com](mailto:FairNoReply@zfairs.com)

- c. There is a chance it may go to their **spam folder** – so they should also look there.
- d. The emails are sent immediately (after the student researcher clicks the request button. The signers will be provided with a link in the email that they receive so they can open the link and “register” as an e-signer.

## 29. Parents, Teachers, Qualified Scientists/Designated Supervisors/Veterinarians/etc.

Below are the steps necessary and a screen shot of the various screens you will see once you open the link provided in the email from the science fair “FairNoReply@zfairs.com -

1. Click on the link provided in the email you will receive.

Dear Testing Testing,

I have been working hard on my project and need to get your approval/signature to continue moving forward with the project.

My project is entitled ~~Path Sample~~

Please click the link below to review my project and provide the necessary approvals and signatures.

Checklist for \_\_\_\_\_. Approval & signature needed.

~~<https://acsef.zfairs.com/ProjectReview.aspx?f=b28a8e65-46ba-4e03-b773-0d9797db1158&SignatureRequest=2597727e-ee82-4066-a24b>~~

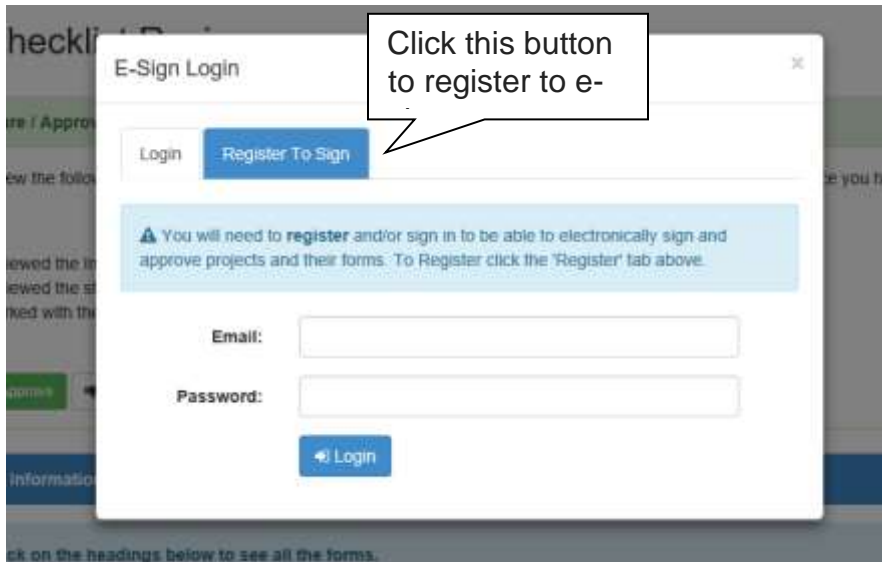
If you have questions about my project please contact me at:

Testtest Testtest

(555) 555-5555

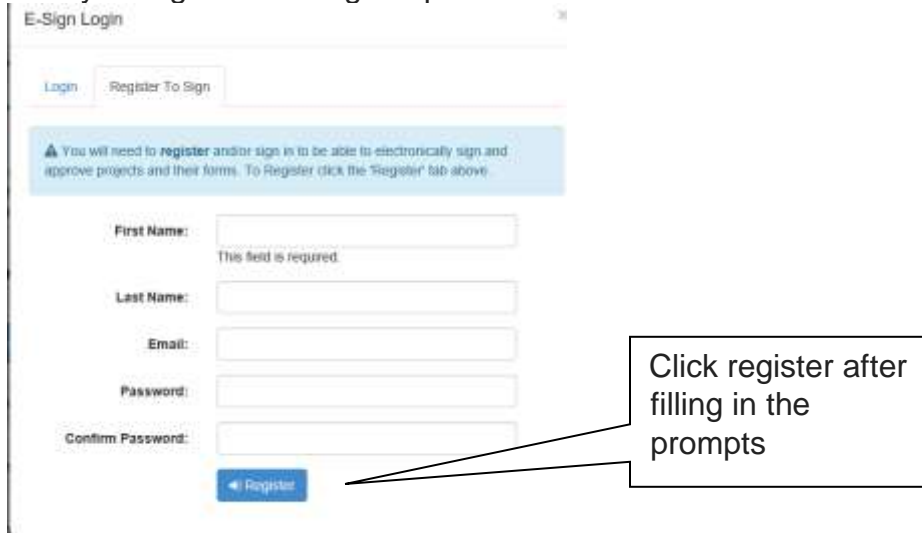
### Continue next page

2. The following window will pop up. Click the Register to Sign box.



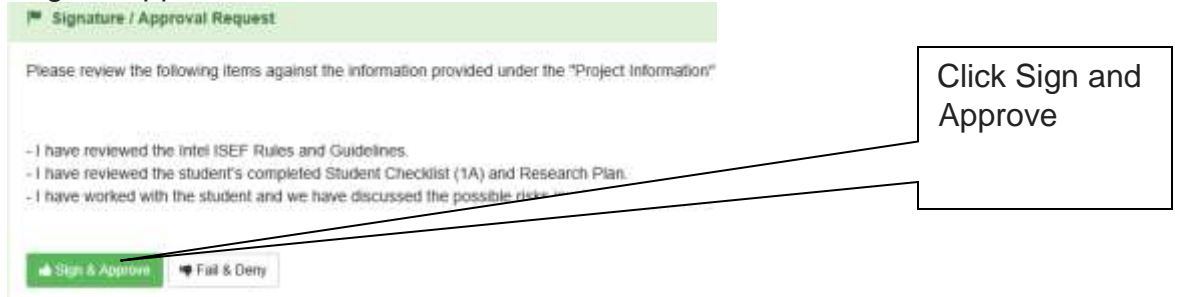
Go on to next page

3. Next you register to e-sign. Input the information and be sure to save your password.

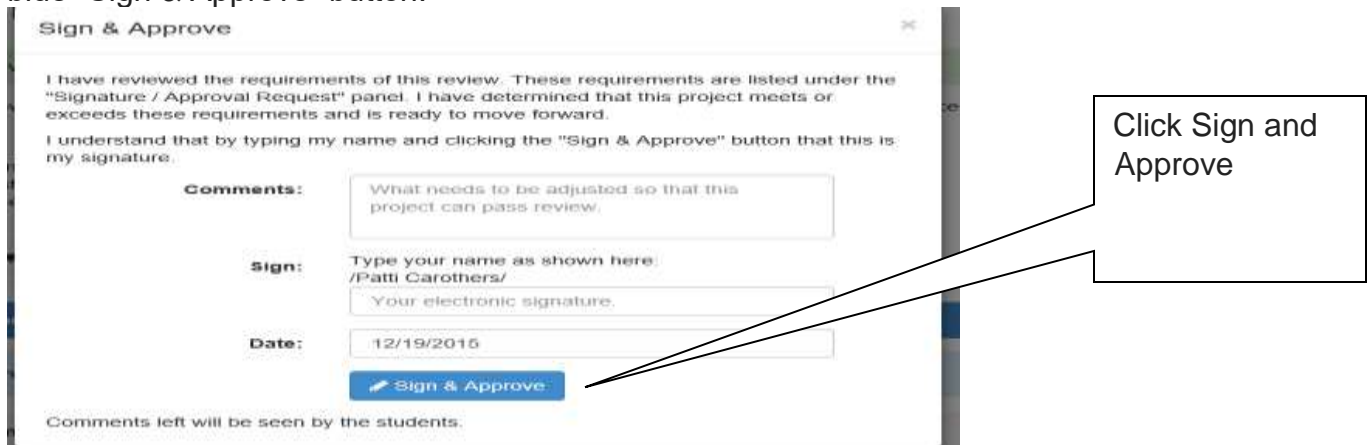


Continue next page...

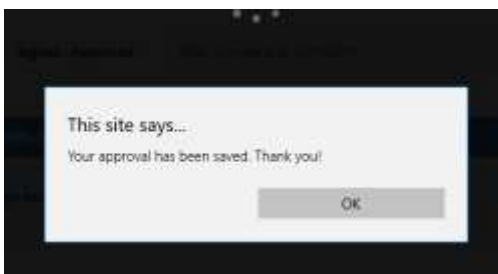
- The next window that pops up will allow you to prepare to e-sign. Click the green button "Sign & Approve"



- The next window will pop up. Copy, and Paste the provided signature including the two forward slashes before and after the provided signature into the signature line. Click the blue "Sign & Approve" button.



- Lastly a window will pop up saying your approval has been saved. Thank you. Click OK and you are done! Then a window will pop up showing your e-signature on the form; You are done!



- Some of you will receive multiple emails requesting e-signatures because each form link is sent separately.
- Once you've registered you WILL NOT need to go through the registration process again.**

- Once you click on the emailed link it brings you directly to the Sign & Approve section for the form

**STUDENTS Continue next page to learn...How to make changes to your Dashboard information**

## How to Make Changes to Your Dashboard Information....

**NOTE:** If you find you want/need to make any changes you must do so **BEFORE midnight February 15, 2016** - That is the deadline for any changes.

**HOWEVER** - you may NOT MAKE ANY CHANGES TO YOUR PROCEDURE until you've emailed the director [alamedacountysef@gmail.com](mailto:alamedacountysef@gmail.com) or assistant director [acsefastdir@gmail.com](mailto:acsefastdir@gmail.com) with this information:

1. **Your project ID**
2. Detailed procedural **changes you want to make including changes to materials**
3. **Attach a copy of your current online research plan or our reference.**

## How to make changes to your project - such as title, category, etc...:

1. Log into [acsef.zfairs.com](http://acsef.zfairs.com) with username and password
2. Hover over your name, which is **in the top right hand corner of the screen above the login button.**
3. Next, click on "My Profile," which is listed in the short pull-down menu that appears when you hover over your name.
4. From there, you'll be taken to another screen titled "My Profile Manager."
5. There, you'll see a box containing my project title etc.... Clicking on it, you're able to edit.
6. In order to save the changes, scroll down to the very bottom of the page. In the bottom left-hand corner is a **blue button "Save."**
7. After clicking this, a green rectangle pops up at the top of the page, stating "Your changes have been saved!"

2015 –

\*This user manual was prepared by **Synopsys Alameda County Science & Engineering Fair** Founding Director – Patti Carothers. If you have questions, comments, additions please email her at [alamedacountysef@gmail.com](mailto:alamedacountysef@gmail.com)