

## SENIOR DIVISION FORMS AND FILES Signatures Planning Sheet

\*\*\*the Project Research Plan will be attached to any e-mail requiring signatures, make sure that it is completely filled out and includes all additional information\*\*\*

| Form Name                                                       | Form | Who to Send to                                  | Email address(s) | Notes- all signatures must be dated before the start date on form 1A, unless otherwise noted                                                                                                                                                                        |
|-----------------------------------------------------------------|------|-------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Checklist for Adult Sponsor                                     | 1    | Adult Sponsor                                   |                  | Usually your teacher but can be another adult that will work with you throughout the entire project.                                                                                                                                                                |
| Student Checklist                                               | 1A   | None                                            |                  | Start date must be after approvals signatures dates.                                                                                                                                                                                                                |
| Approvals<br>(each member of a student team has their own form) | 1B   | Student Signature                               |                  |                                                                                                                                                                                                                                                                     |
|                                                                 |      | Parent/Guardian                                 |                  |                                                                                                                                                                                                                                                                     |
|                                                                 |      | Local SRC- <i>Pre-Approval only if needed</i>   |                  | Send 2a link for projects done at home, school or field site.<br>Send 2b link for projects done at a Regulated Research Institutional/Industrial Setting.                                                                                                           |
| Student Support Disclosure                                      | 2A   | Student Researcher(s)                           |                  | Signed AFTER project completion. Signed by team lead member but must include names of all team members.                                                                                                                                                             |
| Qualified Scientist                                             | 2B   | Qualified Scientist                             |                  | Needs to be someone that has a professional degree in the field of study.                                                                                                                                                                                           |
| Regulated Research Institutional/Industrial Setting             | 2C   | Supervising Adult at the RRI/Industrial Setting |                  | Signed AFTER project completion. Also make sure that form 1B has the local SRC signature in box 2b.                                                                                                                                                                 |
| Risk Assessment                                                 | 3    | Direct Supervisor                               |                  | This is the adult that will be present when the experimentation is taking place.                                                                                                                                                                                    |
| Human Participants- IRB Signatures                              | 4    | Teacher                                         |                  | This teacher <i>cannot</i> be the same as the Adult Sponsor, QS or DS                                                                                                                                                                                               |
|                                                                 |      | Medical Professional                            |                  | Depending on what the participant is asked to do, this may be a nurse, doctor, healthcare professional, psychologist, counselor.                                                                                                                                    |
|                                                                 |      | School Administrator                            |                  |                                                                                                                                                                                                                                                                     |
| Human Participants                                              | 4A   | None                                            |                  | Print out and have each human participant sign the filled in form. Under 18 requires participant's parent signature.<br>Research done at a facility will require written consent from the facility which needs to be uploaded to the Upload Primary Files button.   |
| Vertebrate Animals (School, home, or field site)                | 5A   | Veterinarian and Direct Supervisor              |                  | Requires veterinarian signature. Will require a Direct Supervisor signature if the veterinarian will not be directly supervising the experiment.<br>Also requires <b>SRC Pre-Approval</b> Signature.                                                                |
| Vertebrate Animals (Regulated Research Institution)             | 5B   | Qualified Scientist or Principal Investigator   |                  | IACUC Approval MUST be attached to the Upload Primary Files button.                                                                                                                                                                                                 |
| Potentially Hazardous Biological Agents                         | 6A   | Qualified Scientist or Direct Supervisor        |                  | Also requires <b>SRC Pre-Approval</b> Signature.<br>Research at a Regulated Research Institution should include IBC approval added to the Upload Primary Files button.<br>BSL-2 projects must have the BSL-2 checklist uploaded to the Upload Primary Files button. |
| Human or Animal Tissue                                          | 6B   | Qualified Scientist or Direct Supervisor        |                  | May need to attach IACUC Approval or IRB Approval from the Institute to the Upload Primary Files button.                                                                                                                                                            |
| Continuation Projects                                           | 7    | Student Signature                               |                  | MUST attach the previous year's Abstract and Research Plan(s) to the Upload Primary Files button.                                                                                                                                                                   |