

STEM Wizard FAQ

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ISEF Forms

Who do I send my forms to for a signature?

Form 1 - Adult Sponsor (your teacher)

Form 1B - Parent (may also need to be sent to SRC/IRB Chairperson 2.A if you also have a form Form 4 or 6A)

Form 2 - Send this to your Qualified Scientist if you are working with a project that requires one

Form 3 - Direct Supervisor or Qualified Scientist - Person supervising your experimentation and making sure you are following proper safety protocols

Form 4 - IRB Committee - Includes a Human Risk Assessor, Administrator and an Educator who is not your Sponsor or Direct Supervisor. You will receive their email addresses after your teacher approves Form 1.

Form 6A - SRC Chair - a teacher qualified to review microbiology projects who is not your Sponsor or Direct Supervisor. You will also need to send it to your Qualified Scientist or Direct Supervisor. You will receive their email address after your teacher approves Form 1.

*****Always attach your Research Plan when requesting a signature.**

Sending Emails to Reviewers Using STEM Wizard

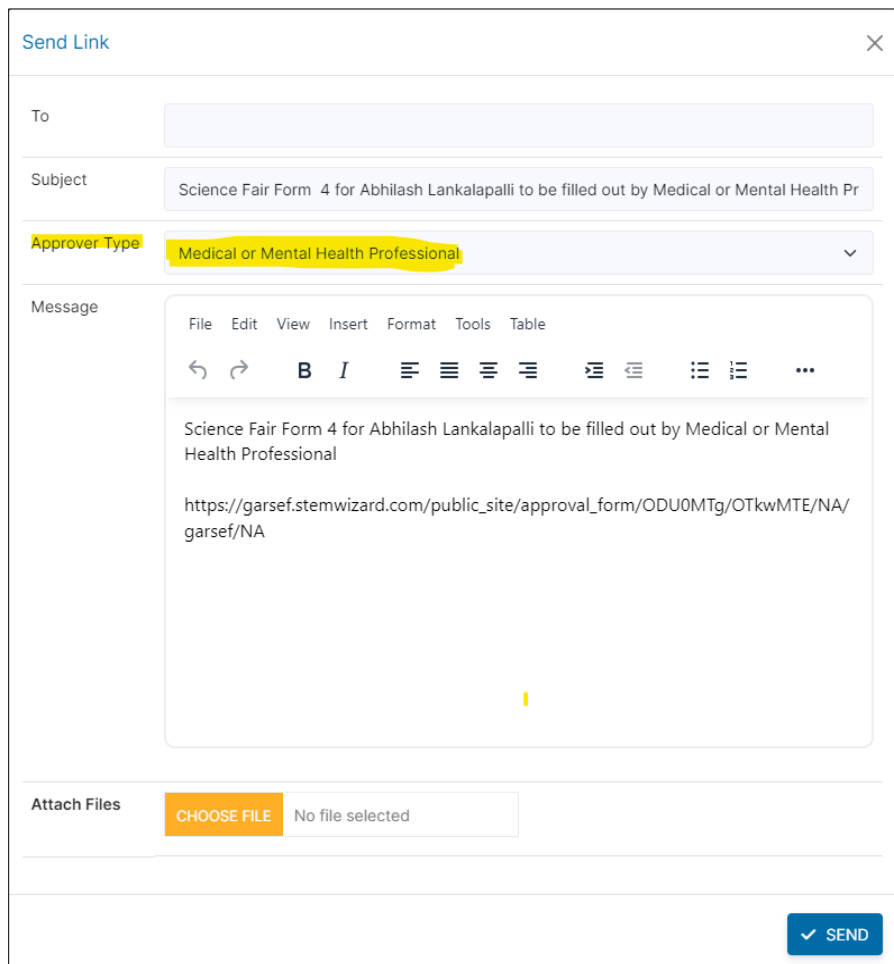
Each school/district is responsible for setting up their own SRC for project preapproval, if needed. If a project requires an IRB committee, the school/district must ensure appropriate members are on the committee for project review and approval.

Schools/Districts should create a list of emails to inform students for whom to send appropriate forms.

Homeschools or schools that are unable to form an SRC should contact the SEFH office at info@sefhouston.org.

Working with Human Participants (Form 4)

You will be sending this to the **IRB committee** who will be reviewing your project: Medical or Mental Health Professional, Administrator and SRC Chairman. Choose the reviewer using the drop-down menu in the email window that pops up.



The screenshot shows an email composition window titled "Send Link" with a close button (X) in the top right corner. The window contains the following fields and elements:

- To:** An empty text input field.
- Subject:** A text input field containing "Science Fair Form 4 for Abhilash Lankalapalli to be filled out by Medical or Mental Health Pr".
- Approver Type:** A dropdown menu with "Medical or Mental Health Professional" selected and highlighted in yellow.
- Message:** A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, and more options. The message body contains the text "Science Fair Form 4 for Abhilash Lankalapalli to be filled out by Medical or Mental Health Professional" and a URL: "https://garsef.stemwizard.com/public_site/approval_form/ODU0MTg/OTkwMTE/NA/garsef/NA".
- Attach Files:** A section with a "CHOOSE FILE" button and the text "No file selected".
- SEND:** A blue button with a checkmark icon and the text "SEND" in the bottom right corner.

If you do not know who's email to send the form to, speak with your adult sponsor.

Note: STEM Wizard will attach the form that you are asking them to sign so you do not have to include the Form 4 - Human Participants. However, you will need to attach any other necessary supporting documents, e.g. Research Plan, Consent Form, Survey.

Science with Hazardous Materials or Equipment (Form 3) - this includes algae

You will be sending this to the **person responsible for supervising your project** (Direct Supervisor) and making sure that you are working safely.

Note: STEM Wizard will attach the form that you are asking them to sign so you do not have to include the Form 3. However, you will need to attach any other necessary supporting documents, e.g. Research Plan, MSDS, etc.

Science with Bacteria or Fungus (Form 6A) - Must be done at school

You will be sending this to the **SRC AND your Direct Supervisor** (the person who will be supervising your data collection in the lab). If you do not know who's email to send the form to, speak with your adult sponsor.

Note: STEM Wizard will attach the form that you are asking them to sign so you do not have to include the Form 6A. However, you will need to attach any other necessary supporting documents, e.g. Research Plan, etc.