

GSDSEF TEACHER CHECKLIST

PRELIMINARY FORMS — REQUIRED FOR ALL PROJECTS

PROJECT PROPOSAL AND DESCRIPTION (GSDSEF-1,2010)

Before Starting Project

- Student must complete and sign.
- Must be approved and signed by:
 - teacher/advisor
 - parent/guardian
 - appropriate supervisor, as required

At Screening -- MUST be at front of project report at screening.

If Invited to Apply to the GSDSEF -- DO NOT SEND IN.

*Please note that GSDSEF forms are re-written annually to conform to changing rules and regulations. With the exception of the 2010 *Application for Entrance*, they are to be downloaded from www.gsdsef.org. All forms are subject to Scientific Review Committee Approval at Screening and/or when Application to the GSDSEF is received.

REQUIRED FOR PROJECTS INVOLVING LIVE VERTEBRATE ANIMALS

CERTIFICATION OF HUMANE TREATMENT OF LIVE VERTEBRATE ANIMALS (GSDSEF-2, 2010)

Before Starting Project

- Student must complete and sign.
 - Must be approved and signed by:
 - teacher/advisor
 - parent/guardian
 - animal care supervisor
 - biomedical scientist, if required

At Screening Fair — MUST be at front of project report.

If Invited to Apply to GSDSEF — MUST be included with 2010 *Application for Entrance*

REQUIRED FOR PROJECTS INVOLVING HUMAN SUBJECTS AND/OR INTERVIEWEES

CERTIFICATION OF COMPLIANCE OF RESEARCH INVOLVING HUMANS
(GSDSEF- 3, 2010)

Before Starting Project

- Student must complete and sign.
- Must be approved and signed by:
 - teacher/advisor
 - parent/guardian

At Screening Fair — MUST be at front of project report

- All permission slips **MUST** be available to screeners (in a sealed envelope) and:
 - signed by subjects, if adult, or
 - signed by parents or guardians, if subjects are minors, or
 - signed by teachers involved if done in class with permission.
 - Sample copy must be included in notebook.

If Invited to Apply to GSDSEF — MUST be included with 2010 *Application for Entrance*

- **A sample copy of one (1) permission slip must be included. Student should retain originals for possible use in applying to State and/or International Science Fairs.**

THE HEALTH Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, REGULATIONS REGARDING PATIENT RECORDS AND CONFIDENTIALITY MAY WELL AFFECT WHETHER A PROJECT IS SUITABLE FOR STUDENT DEVELOPMENT. NO IDENTIFIABLE PERSONAL INFORMATION MAY APPEAR IN YOUR RECORDS OR PROJECT NOTEBOOK OR ON YOUR DISPLAY. ALL SUBJECTS MUST SIGN A PERMISSION SLIP ALLOWING THE STUDENT TO USE DATA COLLECTED AND THESE SLIPS MUST BE KEPT IN A SEALED ENVELOPE AND MADE AVAILABLE TO SCREENER. A SAMPLE PERMISSION SLIP SHOULD BE INCLUDED IN THE REPORT. IF ANY QUESTION EXISTS AS TO THE PROPRIETY OF THE PROPOSED PROJECT, THE STUDENT/TEACHER MUST CONTACT PHIL GAY, 619-697-2024, phlwen@pacbell.net.

CERTIFICATION OF CONTROL OF HAZARDS (GSDSEF - 4, 2010) SEE RULES AND REGULATIONS, GREATER SAN DIEGO SCIENCE AND ENGINEERING FAIR 2008-2010 FOR ADDITIONAL INFORMATION.

Projects involving tobacco; tobacco products; smokeless powder; black powder; explosives; the manufacture of rocket fuel and/or alcohol/other intoxicants or gasohol (or the production of these), are prohibited. PLEASE NOTE, IN ADDITION, THAT STUDENTS MAY NOT LOAD OR RELOAD ANY AMMUNITION WITH GUNPOWDER, ETC.

Before Starting Project

- Student must complete and sign.
- Must be approved and signed by:
 - teacher/advisor
 - parent/guardian
 - supervising scientist

At Screening Fair -- MUST be at front of project report

If Invited to Apply to GSDSEF -- MUST be included with 2010 *Application for Entrance*

REQUIRED FOR PROJECTS INVOLVING HUMAN/OTHER VERTEBRATE TISSUE (e.g. BLOOD, BLOOD PRODUCTS, OTHER BODY FLUIDS, TEETH, HAIR ROOTS)

CERTIFICATION OF VERTEBRATE TISSUE SOURCE AND SAFETY -- (GSDSEF-5, 2010)

Before Starting Project

- Student must complete and sign.
- Must be approved and signed by:
 - teacher/advisor
 - parent/guardian
 - Supervising scientist

At Screening -- MUST be at front of project report at screening

If Invited to Apply to GSDSEF -- MUST be included with 2010 *Application for Entrance*

TEACHER PRE-APPROVAL OF PROJECTS

GSDSEF Forms 1 – 5, 2010 have been revised to conform to current standards and laws. Please review them carefully before approving student projects. ANY QUESTIONS REGARDING PROJECT SUITABILITY SHOULD BE ADDRESSED TO PHILIP D GAY – (619) 697-2024, phlwen@pacbell.net -- PRIOR TO THE STUDENT STARTING EXPERIMENTATION.

- Science, math and computer teachers/advisors are responsible for determining project suitability.
- All projects are subject to Scientific Review Committee (SRC) approval at screening and/or when applications to the GSDSEF are reviewed.
- Applications deemed in violation of GSDSEF, CA Education Code or Intel International Science and Engineering Fair (Intel ISEF) rules – or otherwise inappropriate – **WILL BE REJECTED.**
- Projects must be approved by the teacher/advisor **BEFORE** students begin experimentation
- All required forms must be completed and signed **BEFORE** students begin experimentation.

Must be Completed for All Projects

GSDSEF-1, 2010 (*Project Proposal and Description Form*)

Must be Completed for Projects Involving Vertebrate Animals

GSDSEF-2, 2010 (*Certification of Humane Treatment of Live Vertebrate Animals*)

Must be Completed for Projects Involving Human Subjects or Interviewees

GSDSEF- 3, 2010 (*Certification of Compliance of Research Involving Humans*)

Must be Completed for Projects Involving

- Bacteria
 - Molds or Fungi
 - Protozoa
 - Chemicals
 - Toxic, Corrosive, Mutagenic, Carcinogenic, Teratogenic or Infectious Agents
 - Venomous Animals
- Potentially Hazardous Substances or Devices (anything so labeled or which, if not handled properly, can cause injury)**

GSDSEF- 4, 2010 (<i>Certification of Hazards Control</i>)
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Must be Completed for Projects Involving Human or Other Vertebrate Tissue (including Teeth and Hair Roots), Body Fluids, Blood and Blood Products

GSDSEF– 5, 2010 (<i>Certification of Vertebrate Tissue Source and Safety</i>)
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SCREENING CHECKLIST FOR TEACHERS

In preparation for screening, the following steps should be taken by the teacher sending projects to the screening fair:

- **Submit lists of entries by project number and containing students'**
 - **names**
 - **grades**
 - **project titles**
 - **proposed categories**
 - **sponsoring teachers**
- **A day in advance of the screening fair date have students set up projects, including display boards and**
 - **project notebooks**
 - **daily logs**
 - **necessary equipment**
 - **all required forms**
 - **Ensure that all forms have been completed and all required signatures are in place**

CHECKLIST -- ENTRANCE APPLICATIONS AND PROCEDURES

Application forms are given to teachers at conclusion of screening. Teachers must:

- **set a deadline for students to return these materials to them**
- **deliver application forms to:**

Mary Domb Mikkelson
4558 Aragon Drive
San Diego, CA 92115-4115
Telephone – (619) 265-2698
FAX – (619) 265-1439
E-Mail – gsdsef_mary@pacbell.net
- **BY THE DEADLINE DATE -- 10 DAYS AFTER THE SCREENING DATE OR FEBRUARY 15, 2010 -- WHICHEVER COMES FIRST**
- **Notify Mary Mikkelson if a student withdraws from competition**

Forms with CORRECTABLE deficiencies will be returned to you and must be AMENDED⁵ and resubmitted immediately.