

GREATER SAN DIEGO SCIENCE & ENGINEERING FAIR (GSDSEF)

2012 GSDSEF TEACHER CHECKLIST

TEACHER PRE-APPROVAL OF PROJECTS

GSDSEF Forms 1 – 5, 2012 (refer to **RULES & REGULATIONS** at gsdsef.org) 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, phil@gsdsef.org -- 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 considered in violation of GSDSEF, California Education Code, or Intel International Science and Engineering Fair (Intel ISEF) rules – or otherwise considered to be 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.

PRELIMINARY FORMS — REQUIRED FOR ALL PROJECTS:

PROJECT PROPOSAL AND DESCRIPTION (GSDSEF-1,2012)

Before Starting Project:

The student must complete and sign GSDSEF-1, 2012. The form must also be approved and signed by both a teacher/advisor and a parent/guardian.

At Screening -- This form **MUST be at front of the project notebook.**

FORM REQUIRED FOR PROJECTS INVOLVING LIVE VERTEBRATE ANIMALS:

CERTIFICATION OF HUMANE TREATMENT OF LIVE VERTEBRATE ANIMALS (GSDSEF-2, 2012)

Before Starting Project

The student must complete and sign GSDSEF-2, 2012. The form must also be approved and signed by both a teacher/advisor and a parent/guardian. The signature of an animal care supervisor/biomedical scientist must be obtained if required by the GSDSEF Rules and Regulations, and requested on the form.

At Screening -- This form, if required, MUST be at front of the project notebook.

FORM REQUIRED FOR PROJECTS INVOLVING HUMAN SUBJECTS AND/OR INTERVIEWEES:

CERTIFICATION OF COMPLIANCE OF RESEARCH INVOLVING HUMANS (GSDSEF- 3, 2012)

Before Starting Project

The student must complete and sign GSDSEF-3, 2012. The form must also be approved and signed by both a teacher/advisor and a parent/guardian.

At Screening -- This form, if required, MUST be at front of the project notebook.

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. A sample copy
must be included in notebook.

A sample copy of one (1) permission slip must be included. **Student should retain originals slips 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 screeners. A sample permission slip should be included in the report. If there are any question, as to the appropriateness of the project, the student/teacher must contact Phil Gay, 619-697-2024, or phil@gsdsef.org

FORM REQUIRED FOR PROJECTS INVOLVING THE USE OF HAZARDOUS MATERIALS:

CERTIFICATION OF CONTROL OF HAZARDS (GSDSEF - 4, 2012)

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:**

STUDENTS MAY NOT LOAD OR RELOAD ANY AMMUNITION.

Before Starting Project

The student must complete and sign GSDSEF-4, 2012. The form must also be approved and signed by both a teacher/advisor and a parent/guardian. The signature of a supervising scientist must be obtained if required by the GSDSEF Rules and Regulations, as requested on the form..

At Screening -- This form, if required, MUST be at front of the project notebook.

FORM 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, 2012)

Before Starting Project

The student must complete and sign GSDSEF-5, 2012. The form must also be approved and signed by both a teacher/advisor and a parent/guardian. The signature of a supervising scientist, if required by the GSDSEF Rules and Regulations, is also needed.

At Screening -- This form, if required, MUST be at front of the project notebook.

SCREENING CHECKLIST FOR TEACHERS

Teachers sending projects to a screening fair should take the following steps:

Submit a lists of all entries containing:

- student name and grade
- project title
- proposed category
- sponsoring teacher name

In advance of the screening fair date please double check student projects. Make sure that all forms have been completed and all required signatures are in place.

CHECKLIST -- ENTRANCE APPLICATIONS AND PROCEDURES

If invited to apply to the GSDSEF from the screening fair, the student and their teacher will receive instructions on how to complete and submit the *Application for Entrance* form. Teachers must ensure that the students complete and submit these materials by the deadline date – no later than 10 days after the screening fair date.

Please notify Mary Domb Mikkelson (mary@gsdsef.org) if a student withdraws from the competition

Forms with correctable problems will be returned and must be amended and resubmitted immediately for the student to be eligible for the GSDSEF.