Guide to Filling in SSEF/ISEF Forms

For SSEF 2021

The tips provided in this guide aims to address common issues faced during SSEF/ISEF form-filling.

Click on the buttons/links to navigate through the guide.

All forms can be found on the **SSEF website**.



Select an SSEF category:

Main Category

Grantsmanship
Category
(To be confirmed)

Junior Scientist
Category

Click to select a form:

Form		Filled in by	Endorsed by	Dated before or after start of	
No.	Name	Compulsory	rilled iii by	Endorsed by	experimentation
-	SSEF Entry Form	✓	Student(s)	Teacher mentor	-
1	Checklist for Adult Sponsor	✓	Teacher mentor	Teacher mentor	Before
1A	Student Checklist	✓	Student(s)	-	Before
1B	Approval Form	✓	Student(s)	Parent & SRC/IRB	Before
1C	Regulated Research Institutional Setting Form	If applicable	Research mentor	Research mentor	After
2	Qualified Scientist Form	If applicable	Research mentor	Research mentor	Before
3	Risk Assessment Form	If applicable	Student(s)	Research mentor	Before
4	Human Participants Form	If applicable	Student(s)	IRB	Before
5A	Vertebrate Animal Form	If applicable	Student(s)	SRC & research mentor	Before
5B	Vertebrate Animal Form	If applicable	Research mentor	Research mentor	Before
6A	Potentially Hazardous Biological Agents Risk Assessment Form	If applicable	Research mentor	SRC & research mentor	Before
6B	Human and Vertebrate Animal Tissue Form	If applicable	Student(s)	Research mentor	Before
7	Continuation/Research Progression Projects Form	If applicable	Student(s)	Student(s)	After

Find out which forms (1C-7) are required by using the Rules Wizard.

FORM-FILLING TIMELINE

First day of experimentation/ data collection declared on Form 1A

PERIOD OF EXPERIMENTATION/ DATA COLLECTION:

MAXIMUM 365 DAYS

Last day of experimentation/ data collection declared on Form 1A

Date forms on or before first day of experimentation/ data collection:

- 1
- 4
- <u>1A</u>
- <u>5A</u>
- <u>1B</u>
- <u>5B</u>
- <u>2</u>
- <u>6A</u>
- 3
- <u>6B</u>

Date forms on or after last day of experimentation/ data collection:

- <u>1C</u>
- 7
- SSEF Entry Form

For all dates, use MM/DD/YYYY format

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SSEF Entry Form

Compulsory?	Filled in by	Endorsed by
✓	Student(s)	Teacher mentor

Project code format: **Project Code:** XX123, e.g. CH015 SINGAPORE SCIENCE & ENGINEERING FAIR 2021 **ENTRY FORM** Please refer to the SSEF 2021 website (http://www.science.edu.sg/ssef) for details on the application process and all the submission requirements. All documents must be received by Monday, 11 January 2021, 23:59. PROJECT INFORMATION Type of Participation: Project Category*: Project Sub-Category*: Individual Team Title of Research Project:

These should be the same as what was indicated during online registration. Please contact the SSEF organising committee if there are changes to be made.

Refer to **Annex A** of the form for the list of categories and subcategories.

Individual projects

Team projects

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SSEF Entry Form (continued)

Individual projects only need to fill in this section.

DECLARATION BY PARTICIPANT(S) [§]					
I / We hereby certify that all the information provided to SSEF organisers is correct. I / We did not plagiarise material, forge or fabricate data, use or present other researcher's work as our own in my / our research project. I / We consent to the use of the information / project I / we submit to the organisers for publicity purpose. I / We understand that all the materials I / we submit will not be returned to me / us.					
Individual / Team Leader (i.e. team member 1)					
Full name:		School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:			
For Team Projects:					
Team Member 2					
Full name:		School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:			
Team Member 3					
Full name:		School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:			



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SSEF Entry Form (continued)

For **individual** projects, only this section needs to be filled.

Feacher-in-charge's full name:	Teacher-in-charge's email address:	
Feacher-in-charge's signature:	Date:	
	erent schools	
For team projects with members from <u>diff</u> For team member 1		
For team projects with members from <u>diff</u> For team member 1	Teacher-in-charge's email address:	
SCHOOL'S ENDORSEMENT For team projects with members from diff For team member 1 Teacher-in-charge's full name:	Teacher-in-charge's email address:	
For team projects with members from <u>diff</u> For team member 1		

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SSEF Entry Form (continued)

For **team** projects, this section should be filled in by the team leader, who would be the main point of contact for SSEF.

Team projects need to fill in this section. 'Team Member 3' can be left blank if there are only two members in the team.

DECLARATION BY PARTICIPAN	NT(S) [§]				
I / We hereby certify that all the information provided to SSEF organisers is correct. I / We did not plagiarise material, forge or fabricate data, use or present other researcher's work as our own in my / our research project. I / We consent to the use of the information / project I / we submit to the organisers for publicity purpose. I / We understand that all the materials I / we submit will not be returned to me / us. Individual / Team Leader (i.e. team member 1)					
					Full name:
Signature:	School:	Date:			
For Team Projects:					
Team Member 2					
Full name:		School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:			
Team Member 3					
Full name:		School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:			





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Teacher-in-charge's email address:

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SSEF Entry Form (continued)

SCHOOL'S ENDORSEMENT For individual project / team projects with members from the same school For team projects with Teacher-in-charge's full name: Teacher-in-charge's email address: members from the same school, only this section needs to be filled. Teacher-in-charge's signature: Date: SCHOOL'S ENDORSEMENT For team projects with members from different schools For team projects with For team member 1 members from different Teacher-in-charge's full name: Teacher-in-charge's email address: schools, only this section needs to be filled. The Teacher-in-charge's signature: Date: teacher-in-charge from each school needs to sign on the same form. For team member 2

Teacher-in-charge's full name:



*Compulsory items

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Form 1: Checklist for Adult Sponsor

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
✓	Teacher mentor	Teacher mentor	Before

If project team members are from different schools, this form should be completed by the team leader's teacher mentor.

Checklist for Adult Sponsor (1) This completed form is required for ALL projects. To be completed by the Adult Sponsor in collaboration with the student researcher(s): *Student's Name(s): *Project Title: _____ *1. I have reviewed the ISEF Rules and Guidelines, including the science fair ethics statement. ☐ I have reviewed the student's completed Student Checklist (1A) and Research Plan/Project Summary. *3. I have worked with the student and we have discussed the possible risks involved in the project. 4. The project involves one or more of the following and requires prior approval by an SRC, IRB, IACUC or IBC: □ Humans Potentially Hazardous Biological Agents □ Vertebrate Animals ☐ Microorganisms ☐ rDNA ☐ Tissues *5. ☐ Items to be completed for **ALL PROJECTS** □ Adult Sponsor Checklist (1) □ Research Plan/Project Summary ☐ Student Checklist (1A) ☐ Approval Form (1B) ☐ Regulated Research Institutional/Industrial Setting Form (1C) (when applicable; after completed experiment) ☐ Continuation/Research Progression Form (7) (when applicable) Next

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Form 1: Checklist for Adult Sponsor (continued)

Teacher mentor to check that all relevant forms have been prepared by students. Find out which forms (1C-7) are required by using the **Rules Wizard**.

Addition □	 bnal forms required if the project includes the use of one or more of the following (check all that apply): Humans, including student designed inventions/prototypes. (Requires prior approval by an Institutional Review Board (IRB); see full text of the rules.) Human Participants Form (4) or appropriate Institutional IRB documentation Sample of Informed Consent Form (when applicable and/or required by the IRB) Qualified Scientist Form (2) (when applicable and/or required by the IRB)
	 Vertebrate Animals (Requires prior approval, see full text of the rules.) □ Vertebrate Animal Form (5A)-for projects conducted in a school/home/field research site (SRC prior approval required.) □ Vertebrate Animal Form (5B)-for projects conducted at a Regulated Research Institution. (Institutional Animal Care and Use Committee (IACUC) approval required prior experimentation.) □ Qualified Scientist Form (2) (Required for all vertebrate animal projects at a regulated research site or when applicable)
	 Potentially Hazardous Biological Agents (Requires prior approval by SRC, IACUC or IBC, see full text of the rules.) Potentially Hazardous Biological Agents Risk Assessment Form (6A) Human and Vertebrate Animal Tissue Form (6B)-to be completed in addition to Form 6A when project involves the use of fresh or frozen tissue, primary cell cultures, blood, blood products and body fluids. Qualified Scientist Form (2) (when applicable) The following are exempt from prior review but require a Risk Assessment Form 3: projects involving protists, archae and similar microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, projects using color change coliform water test kits, microbial fuel cells, and projects involving decomposing vertebrate organisms.
	Hazardous Chemicals, Activities and Devices (No SRC prior approval required, see full text of the rules.) ☐ Risk Assessment Form (3) ☐ Qualified Scientist Form (2) (required for projects involving DEA-controlled substances or when applicable)
	Other Risk Assessment Form (3)



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Form 1: Checklist for Adult Sponsor (continued)

*Compulsory items

		d agree to abide by the science fair ethics statement.
Adult Sponsor's Printed Name	*Signature	*Date of Review (mm/dd/yy)
Phone	*Email	
		must be on/before the 'Actual Start Date' indicated r to the form-filling timeline for more information.

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Form 1A: Student Checklist

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
✓	Student(s)	Parent and SRC/IRB	Before

All items are compulsory

For team projects with members from different schools, these should be based on the school that the **team leader** is from and who his or her teacher mentor is.

Student Checklist (1A)
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This form is required for ALL projects.

- 1. a. Student/Team Leader:
 Grade:

 Email:
 Phone:
 - b. Team Member: _____ c. Team Member: _____
- 2. Title of Project:
- 3. School:_____ School Phone:_____
 School Address:____
- 4. Adult Sponsor: ______ Phone/Email: _____

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Form 1A: Student Checklist (continued)

5. Does this project need SRC/IRB/IACUC or other pre-approval? ☐ Yes ☐ No Tentative start date:				
 'Yes' for projects that involve: humans (inclusive of the research participants involved in <u>surveys or interviews</u>), vertebrates, or PHBAs 				
Take note that additional forms are required for such projects.				
6. Is this a continuation/progression from a previous year? ☐ Yes ☐ No If Yes:				
a. Attach the previous year's ☐ Abstract and ☐ Research Plan/Project Summary b. Explain how this project is new and different from previous years on ☐ Continuation/Research Progression Form (7)				
'Yes' for projects that are a continuation from a previous year's project.				
Take note that Form 7 is required for such projects.				



Form 1A: Student Checklist (continued)

- 7. This year's laboratory experiment/data collection:

 Actual Start Date: (mm/dd/yy)

 End Date: (mm/dd/yy)
- Indication of project start and end dates required for **ALL** projects (<u>including computing-based</u> <u>projects</u>, even if there is no experimentation involved)
- Project must be conducted between 1 Jan 2020 21 Jan 2021 but total duration of research done must not exceed 365 days

Actual Start Date	Actual End Date	Eligible?
1 Jan 2020	21 Jan 2021	No
1 Jan 2020	31 Dec 2020	Yes
21 Jan 2020	21 Jan 2021	No
22 Jan 2020	21 Jan 2021	Yes

- 'Actual Start Date' must be **on/after** 'Date of Review' indicated on <u>Form 1</u>. Refer to the <u>form-filling</u> timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)





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Form 1A: Student Checklist (continued)

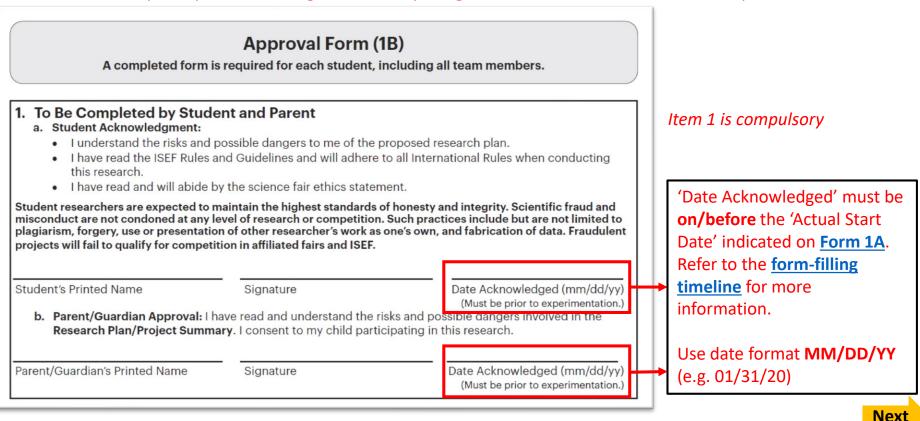
'Other' for projects that used publicly available data	4	8. Source of Data: □ Collected self/mentor □ Other Describe/url:
		9. List name and address of all non-home and non-school work site(s):
Only for projects that are <u>not</u> conducted in research institutions	•	Name:
		Phone/ email
		10. Complete a Research Plan/Project Summary following the Research Plan/Project Summary instructions and attach to this form.11. An abstract is required for all projects after experimentation.

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Form 1B: Approval Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
✓	Student(s)	Parent and SRC/IRB	Before

One form is required per student, e.g. a team comprising three students should have three copies of Form 1B.



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Form 1B: Approval Form (continued)

- 2. To be completed by the local or affiliated Fair SRC (Required for projects requiring prior SRC/IRB APPROVAL. Sign 2a or 2b as appropriate.) Required for projects that need prior SRC/IRB approval Required for research conducted at all Regulated BEFORE experimentation (humans, vertebrates or Research Institutions with no prior fair SRC/IRB potentially hazardous biological agents). approval. OR This project was conducted at a regulated research institution The SRC/IRB has carefully studied this project's Research Plan/ (not home or high school, etc.), was reviewed and approved Project Summary and all the required forms are included. My by the proper institutional board before experimentation and signature indicates approval of the Research Plan/Project complies with the ISEF Rules. Attach (1C) and any required Summary before the student begins experimentation. institutional approvals (e.g. IACUC, IRB). SRC/IRB Chair's Printed Name SRC Chair's Printed Name Signature Date of Approval (mm/dd/yy) (Must be prior to experimentation.) Signature Date of Signature (mm/dd/yy) (May be after experimentation)
- Projects conducted **outside of research institutions** and involve humans, vertebrates, or PHBAs need to complete item 2a. Please contact the SSEF organising committee for assistance if your school does not have its own SRC/IRB.
- 'Date of Approval' must be on/before the 'Actual Start Date' indicated on Form 1A. Refer to the form-filling timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)



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Form 1B: Approval Form (continued)

Leave item 3 blank. This will be filled up by the SSEF SRC upon receipt of forms.

3. Final ISEF Affiliated Fair SRC Approval (Required for ALL Projects)						
SRC Approval After Experimentation and Before Competition at Regional/State/National Fair I certify that this project adheres to the approved Research Plan/Project Summary and complies with all ISEF Rules.						
Regional SRC Chair's Printed Name	Signature	Date of Approval (mm/dd/yy)				
State/National SRC Chair's Printed Name (where applicable)	Signature	Date of Approval (mm/dd/yy)				

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Form 1C: Regulated Research Institutional Setting Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects conducted in	Research	Research	After
research institutions	mentor	mentor	Arter

*Compulsory items

Regulated Research Institutional/Industrial Setting Form (1C)

Stu	dent's Name(s)		
Title	e of Project		
	be completed by the Supervising Adult in the Setting (NOT the Student(s)) after esponses must be on the form as it is required to be displayed at student's project booth; pleased.)		
⁴ 1.	student(s) conducted research at my work site: Did you or your proxy (e.g. graduate student, postdoc, employee) mentor or provide substantial guidance to the student researcher? a. If no, describe your and/or your institution's role with the student researcher and his/her project (e.g. supervised use of equipment on site without ongoing mentorship and sign below.	□ Yes	□ No



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Form 1C: Regulated Research Institutional Setting Form (continued)

Items 2 to 5 need to be completed only if 'Yes' was selected in item 1.

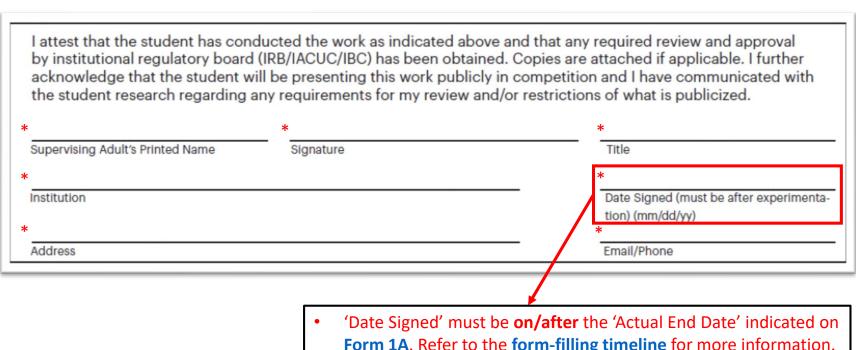
2.	Is the student's research project a subset of your ongoing research or work? Use questions 3, 4 and 5 to detail how the student's project was similar and/or different from ongoing research or work at your site. If this project is under a grant and needs to be acknowledged, please list the grant statement here.	□ Yes	□ No
3.	Describe the independence and creativity with which the student: a. developed the hypotheses or engineering goals for the research project		
b.	designed the methodology for his/her research project		
c.	analyzed and interpreted data		
4.	Detail the student's role in conducting the research (e.g. data collection, specific procedures performed). Differentiate what the student observed and what the student actually did.		
5.	Did the student(s) work on the project as part of a group? If yes, how many individuals were in the group and who were they (e.g. high school students, graduate students, faculty, professional researchers)?	□ Yes	□ No



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Form 1C: Regulated Research Institutional Setting Form (continued)

*Compulsory items



- **Form 1A**. Refer to the **form-filling timeline** for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

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Form 2: Qualified Scientist Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects involving human participants, vertebrate animals, PHBAs, and hazardous substances and devices.	Research mentor	Research mentor	Before

All items are compulsory	May be required for research involv	lified Scientist Form (2) sing human participants, vertebrate animals, potentially hazardous stances and devices. Must be completed and signed before the start of student experimentation.
	Student's Name(s) Title of Project	
	To be completed by the Qualified Scien Scientist Name: Educational Background:	
To be filled in by the research mentor	Experience/Training as relates to the stude	nt's area of research
	Position: Address:	Institution: Email/Phone:

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Form 2: Qualified Scientist Form (continued)

All items are compulsory

1.	Have you reviewed the ISEF rules relevant to this project and the science fair ethics statement relevant to this project?	☐ Yes	□No
2.	 Will any of the following be used? a. Human participants b. Vertebrate animals c. Potentially hazardous biological agents (microorganisms, rDNA and tissues, including blood and blood products) d. Hazardous substances and devices 	☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No
3	Will this study be a sub-set of a larger study? Will you directly supervise the student? a. If no, who will directly supervise and serve as the Designated Supervisor b. Experience/Training of the Designated Supervisor:	☐ Yes☐ Yes r?	□ No





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Form 2: Qualified Scientist Form (continued)

To be completed by the Qualified Scientist:

I certify that I have reviewed and approved the Research Plan/ Project Summary prior to the start of the experimentation. If the student or Designated Supervisor is not trained in the necessary procedures, I will ensure her/his training. I will provide advice and supervision during the research. I have a working knowledge of the techniques to be used by the student in the Research Plan/Project Summary. I understand that a Designated Supervisor is required when the student is not conducting experimentation under my direct supervision.

Qualified Scientist's Printed Name

Signature Date of Approval (mm/dd/yy)

To be completed by the Designated Supervisor when the Qualified Scientist cannot directly supervise.

I certify that I have reviewed the Research Plan/Project Summary and have been trained in the techniques to be used by this student, and I will provide direct supervision.

Designated Supervisor's Printed Name

Signature Date of Approval (mm/dd/yy)

Phone Email

- To be filled in by the research mentor
- 'Date of Approval' must be on/before the 'Actual Start Date' indicated on Form 1A.
 Refer to the form-filling timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

- If the research mentor is unable to directly supervise the research process, a designated supervisor can be appointed to oversee the student(s). The designated supervisor would need to complete this section.
- 'Date of Approval' must be on/before the 'Actual Start Date' indicated on <u>Form 1A</u>. Refer to the <u>form-filling timeline</u> for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

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Form 3: Risk Assessment Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects that involve experimentation (i.e. not required for projects that are entirely computational)	Student(s)	Research mentor	Before

All items are compulsory

Risk	Assessment	Form ((3)
------	-------------------	--------	-----

Must be completed before experimentation.

Student's Name(s)

Title of Project

To be completed by the Student Researcher(s) in collaboration with Designated Supervisor/Qualified Scientist: (All questions must be answered; additional page(s) may be attached.)

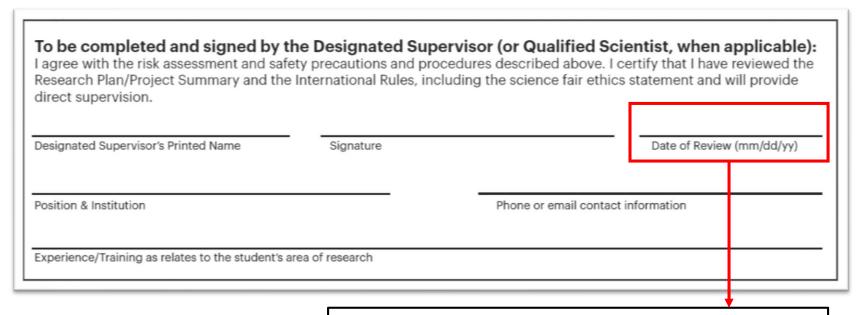
- List all hazardous chemicals, activities, or devices that will be used; identify microorganisms exempt from pre-approval (see Potentially Hazardous Biological Agent rules).
- 2. Identify and assess the risks and hazards involved in this project.
- 3. Describe the safety precautions and procedures that will be used to reduce the risks.
- 4. Describe the disposal procedures that will be used (when applicable).
- 5. List the source(s) of safety information.



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Form 3: Risk Assessment Form (continued)

All items are compulsory



- 'Date of Review' must be on/before the 'Actual Start Date' indicated on <u>Form 1A</u>. Refer to the <u>form-filling timeline</u> for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

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Form 4: Human Participants Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects conducted outside of			
research institutions involving	Student(s)	IRB	Before
human participants*			

^{*}This includes research participants involved in <u>surveys or interviews</u>.

Projects conducted at research institutions that involve human participants would still require IRB approval.

All items are compulsory Human Participants Form (4) Required for all research involving human participants not at a Regulated Research Institution. If at a Regulated Research Institution, use institutional approval forms for documentation of prior review and approval. (IRB approval required before recruitment or data collection.) Student's Name(s) Title of Project To be filled in by Adult Sponsor Phone/Email student(s) together MUST BE COMPLETED BY STUDENT RESEARCHER(S) IN COLLABORATION WITH THE ADULT SPONSOR/DESIGNATED SUPERVISOR/QUALIFIED with teacher/research SCIENTIST: I have submitted my Research Plan/Project Summary which addresses ALL areas indicated in the Human Participants Section of the Research Plan/Project Summary Instructions. mentor I have attached any surveys or questionnaires I will be using in my project or other documents provided to human participants. Any published instrument(s) used was /were legally obtained. 3.

I have attached an informed consent that I would use if required by the IRB. Are you working with a Qualified Scientist? If yes, attach the Qualified Scientist Form 2.

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Form 4: Human Participants Form (continued)

The following section is to be filled in by an IRB, including one medical/mental health professional, one educator and one school administrator. Please contact the SSEF organising committee for assistance if your school does not have its own IRB.

BELOW - IR	B USE ONLY	All items are compulsory
1. Risk Level (check one): ☐ Mini 2. Qualified Scientist (QS) Required (Form 2): ☐ Yes 3. Designated Supervisor (DS) Required (Form 3): ☐ Ye 4. Written Minor Assent required for minor participants: ☐ Yes ☐ No ☐ Not 5. Written Parental Permission required for minor participants: ☐ Yes ☐ No ☐ Not 6. Written Informed Consent required for participants 18	APPROVED, RETURN PAPERWORK TO THE STUDENT WITH ired) and the following conditions: (All 6 must be answered) mal Risk	 'Date of Approval' must be on/before the 'Actual Start Date' indicated on Form 1A. Refer to the form-filling timeline for more information. Use date format MM/DD/YY (e.g. 01/31/20)
	Educator	
Printed Name		
Signature	Printed Name	Degree/Professional License
1	Signature	Date of Approval (Must be prior to experimentation.) (mm/dd/yy)
	School Administrator	
	Printed Name	Degree/Professional License
Pack	Signature	Date of Approval (Must be prior to experimentation.) (mm/dd
Back		Next

All items are compulsory

This section is to be filled in

by student(s) together with teacher/research mentor.

After filling in this section,

photocopied for all research

the consent form can be

participants to complete.

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Form 4: Human Participants Form – Human Informed Consent Form

The Human Informed Consent Form is used to provide information to the research participant regarding the project and to document consent or parental permission. Research participants involved in <u>surveys or interviews</u> are also required to complete this form.

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 area 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

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Form 4: Human Participants Form – Human Informed Consent Form (continued)

This section of the consent form is to be completed by research participants (including those involved in <u>surveys or interviews</u>).

All completed consent forms should be kept by students for documentation purposes.

	you decide not to participate there will not be negative o participate, you may stop participating at any time and you may
By signing this form I am attesting that I have read a assent to participate or permission for my child to p	and understand the information above and I freely give my consent/
Adult Informed Consent or Minor Assent (mm/dd/yy)	Date Reviewed & Signed:
Research Participant Printed Name:	Signature:
Parental/Guardian Permission (if applicable)	Date Reviewed & Signed:(mm/dd/yy)
Parent/Guardian Printed Name:	Signature:

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Form 5A: Vertebrate Animal Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects conducted outside		SRC and	
of research institutions	Student(s)	research mentor	Before
involving vertebrate animals			

Note: For projects conducted at research institutions that involve vertebrate animals, refer to **Form 5B**.

All items are compulsory

Vertebrate Animal Form (5A)

Required for all research involving vertebrate animals that is conducted in a school/home/field research site. (SRC approval required before experimentation.)

Student's Name(s)

Title of Project

To be completed by Student Researcher:

- 1. Common name (or Genus, species) and number of animals used.
- To be filled in by student(s)
- Describe completely the housing and husbandry to be provided. Include the cage/pen size, number of animals per cage, environment, bedding, type of food, frequency of food and water, how often animal is observed, etc. Add an additional page as necessary.
- 3. What will happen to the animals after experimentation?
- 4. Attach a copy of wildlife licenses or approval forms, as applicable
- 5. The ISEF Vertebrate Animal Rules require that any death, illness or unexpected weight loss be investigated and documented by a letter from the qualified scientist, designated supervisor or a veterinarian. If applicable, attach this letter with this form when submitting your paperwork to the SRC prior to competition.



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Form 5A: Vertebrate Animal Form (continued)

This section is to be filled in an SRC to determine if a designated supervisor and/or certification by a veterinarian would be required. Please contact the SSEF organising committee for assistance if your school does not have its own SRC.

To be completed by Local or Affiliate Fair Scientific Review Collevel of Supervision Required for agricultural, behavior Designated Supervisor REQUIRED. Please have applicable pers Veterinarian and Designated Supervisor REQUIRED. Please have Veterinarian, Designated Supervisor and Qualified Scientist R Qualified Scientist complete Form (2). The SRC has carefully reviewed this study and finds it is an appropriat Local or Affiliate Fair SRC Pre-Approval Signature:	cal or nutritional studies (select one): on sign below. applicable persons sign below. EQUIRED. Please have applicable persons sign below and have the
To be completed by Veterinarian: I have reviewed this research and animal husbandry with the student before the start of experimentation. I have approved the use and dosages of prescription drugs and/or nutritional supplements. I will provide veterinary medical and nursing care in case of illness or emergency. (Fees may apply.)	Date of Approval (must be prior to experimentation) (mm/dd/yy) To be completed by Designated Supervisor or Qualified Scientist when applicable: I have reviewed this research and animal husbandry with the student before the start of experimentation and I accept primary responsibility for the care and handling of the animals in this project. I will directly supervise the experiment.
Printed Name Email/Phone	Printed Name Email/Phone
Signature Date of Approval (mm/dd/yy)	Signature Date of Approval (mm/dd/yy)



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Form 5A: Vertebrate Animal Form (continued)

Certification by a veterinarian is required if the project involves any of the following:

- animal husbandry
- supplemental nutrition, administration of prescription drugs and/or activities that would not be ordinarily encountered in the animal's daily life
- 'Date of Approval' must be on/before the 'Actual Start Date' indicated on Form 1A. Refer to the form-filling timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

To be completed by Local or Affiliate Fair Scientific Review Collevel of Supervision Required for agricultural, behavior Designated Supervisor REQUIRED. Please have applicable pers Veterinarian and Designated Supervisor REQUIRED. Please have Veterinarian, Designated Supervisor and Qualified Scientist R Qualified Scientist complete Form (2). The SRC has carefully reviewed this study and finds it is an appropriat Local or Affiliate Fair SRC Pre-Approval Signature:	ral or nutritional studies (select one): con sign below. applicable persons sign below. REQUIRED. Please have applicable persons sign below and have the
To be completed by Veterinarian: I have reviewed this research and animal husbandry with the student before the start of experimentation. I have approved the use and dosages of prescription drugs and/or nutritional supplements. I will provide veterinary medical and nursing care in case of illness or emergency. (Fees may apply.)	Date of Approval (must be prior to experimentation) (mm/dd/yy) To be completed by Designated Supervisor or Qualified Scientist when applicable: I have reviewed this research and animal husbandry with the student before the start of experimentation and I accept primary responsibility for the care and handling of the animals in this project. I will directly supervise the experiment.
Printed Name Email/Phone Signature Date of Approval (mm/dd/yy)	Printed Name Email/Phone Signature Date of Approval (mm/dd/yy)

The research mentor (or designated supervisor) is required to directly supervise all research involving vertebrate animals, except for observational studies.

- 'Date of Approval' must be **on/before** the 'Actual Start Date' indicated on **Form 1A**. Refer to the **form-filling timeline** for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)



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Form 5B: Vertebrate Animal Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects conducted at	Docoarch	Docoarch	
research institutions	Research	Research	Before
involving vertebrate animals	mentor	mentor	

Note: For projects conducted outside of research institutions that involve vertebrate animals, refer to Form 5A.

All items are compulsory

Vertebrate Animal Form (5B) Required for all research involving vertebrate animals that is conducted in at a Regulated Research Institution.
(IACUC approval required before experimentation. Form must be completed and signed after experimentation.)
Student's Name(s)
Title of Project
Fitle and Protocol Number of IACUC Approved Project
To be completed by Qualified Scientist or Principal Investigator:
1. Species of animals used: Number of animals used:
 Describe, in detail, the role of the student in this project: animal procedures and related equipment that were involved, oversight provided and safety precautions employed. (Attach extra pages if necessary.)
3. Was there any weight loss or death of any animal? If yes, attach a letter obtained from the qualified scientist designated supervisor or a veterinarian documenting the situation and the results of the investigation.
4. Did the student's project also involve the use of tissues? No Yes; complete Forms 6A and 6B
5. What laboratory training, including dates, was provided to the student?

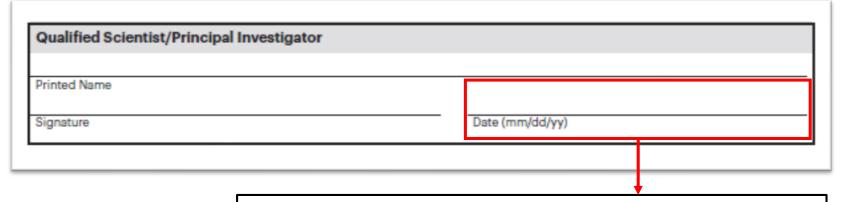


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Form 5B: Vertebrate Animal Form (continued)

Note that a copy of IACUC Approval from the research institution is required to be attached.

Attach a copy of the Regulated Research Institution IACUC Approval. A letter from the Qualified Scientist
or Principal Investigator is not sufficient.



- 'Date' must be **on/before** the 'Actual Start Date' indicated on **Form 1A**. Refer to the **form-filling timeline** for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

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Form 6A: Potentially Hazardous Biological Agents Risk Assessment Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects involving PHBAs*	Research mentor	SRC and research mentor	Before

*PHBAs include:

- microorganisms,
- rDNA,
- fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures),
- blood,
- blood products and
- body fluids.

Refer to the <u>Guidelines for Science and Engineering Fairs</u> **2020-2021** for exempt studies/tissues.

Projects involving these PHBAs need to submit **both Forms 6A and 6B**.



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Form 6A: Potentially Hazardous Biological Agents Risk Assessment Form (continued)

Sections 1 and 2 should be completed by the research mentor, in collaboration with the student(s).

All items are compulsory

Potentially Hazardous Biological Agents Risk Assessment Form (6A)

Required for research involving microorganisms, rDNA, fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures), blood, blood products and body fluids.

SRC/IACUC/IBC approval required before experimentation.

Student's Name(s)			
Section 1			

Title of Project

To be completed by the QUALIFIED SCIENTIST/DESIGNATED SUPERVISOR in collaboration with the student researcher(s). All questions are applicable and must be answered; additional page(s) may be attached.

SECTION 1: PROJECT ASSESSMENT

- Identify potentially hazardous biological agents to be used in this experiment. Include the source, quantity and the biosafety level risk group of each microorganism.
- 2. Describe the site of experimentation including the level of biological containment.
- 3. Describe the procedures that will be used to minimize risk (personal protective equipment, hood type, etc.).
- 4. What final biosafety level do you recommend for this project given the risk assessment you conducted?
- Describe the method of disposal of all cultured materials and other potentially hazardous biological agents.

SECTION 2: TRAINING

- What training will the student receive for this project?
- Experience/training of Designated Supervisor as it relates to the student's area of research (if applicable).





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Form 6A: Potentially Hazardous Biological Agents Risk Assessment Form (continued)

All items are compulsory

Section 3 is to be filled in by the research mentor

- 'Date of review' must be on/before the 'Actual Start Date' indicated on Form 1A. Refer to the form-filling timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)

		-
•	NATED SUPERVISOR - Check the appropriate box(es) Experimentation on the microorganisms/cell lines/tissues to be	ISSUES – To be completed by the QUALIFIED SCIENTIST or below: used in this study will NOT be conducted at a Regulated Research BSL-2 laboratory. [This study has been reviewed by the local SRC and the
Or	was approved by the appropriate institutional board prior to ex	used in this study will be conducted at a Regulated Research Institution and perimentation; institutional approval forms are attached. of IACUC/IBC approval
_	Experimentation on the microorganisms/cell lines/tissues to be which does not require pre-approval for this type of study. The documentation and acknowledges the accuracy of the respons	
CEDTI	FICATION - To be SIGNED by the QUALIFIED SCIENTIS	T or DESIGNATED SUPERVISOR
	,	
	ed above. This study has been approved as a (check one) [documentation and acknowledges the accuracy of the information BSL-1/ BSL-2 study, and will be conducted in an appropriate
QS/DS F	Printed Name	Signature
Date of	f review (mm/dd/yy)	•
Date o		
SECTI	ON 4: CERTIFICATION – To be completed by the LOCA	L or AFFILIATED FAIR SRC
The SRC	has seen this project's research plan and supporting documentation	n and acknowledges the accuracy of the information provided above.
SRC Prir	nted Name	Signature
Date of	f review (mm/dd/yy)	

This section is to be filled in the an SRC. Please contact the SSEF organising committee for assistance if your school does not have its own SRC.

- 'Date of review' must be on/before the 'Actual Start Date' indicated on Form 1A. Refer to the form-filling timeline for more information.
- Use date format MM/DD/YY (e.g. 01/31/20)



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Form 6B: Human and Vertebrate Animal Tissue Form

ber and a of IACUC approval.

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects involving fresh/frozen tissue, blood, blood products and body fluids	Student(s)	Research mentor	Before

Projects that require Form 6B would also require Form 6A.

All items are compulsory

Human and Vertebrate Animal Tissue Form (6B) Required for research involving fresh/frozen tissue (including primary cell lines, human and other primate established cell lines and tissue cultures), blood, blood products and body fluids. If the research involves living organisms please ensure that the proper human or animal forms are completed. All projects using any tissue listed above must also complete Form 6A. Student's Name(s) Title of Project To be completed by Student Researcher(s): 1. What vertebrate animal tissue will be used in this study? Check all that apply. Fresh or frozen tissue sample Fresh organ or other body part Blood Body fluids Primary cell/tissue cultures Human or other primate established cell lines 2. Where will the above tissue(s) be obtained? If using an established cell line include source and catalog number.

the IACUC certification with the name of the research institution, the title of the study, the IACUC approval num-



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Form 6B: Human and Vertebrate Animal Tissue Form (continued)

This section should be completed by the research mentor.

or qualified personnel from the l purpose other than the student's AND/OR I certify that the blood, blood pr	s solely with organs, tissues aboratory; and that if vertel s research. oducts, tissues or body fluic	, cultures or cells that brate animals were eu ds in this project will b	e will be supplied to him/her by myself thanized they were euthanized for a specific period of the supplied in accordance with the CFR, Subpart Z, 1910.1030 - Blood Borne	'Date of Approval' must be on/before the 'Actual Start Date' indicated on Form 1A .
Printed Name Title	Signature	Phone/Email	Date of Approval (mm/dd/yy) (Must be prior to experimentation.)	Refer to the form- filling timeline for more information.
Institution				Use date format MM/DD/YY (e.g. 01/31/20)

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Form 7: Continuation/Research Progression Projects Form

Compulsory?	Filled in by	Endorsed by	To be dated before or after start of experimentation?
For projects that are a continuation/			
progression in the same field of study as	Student(s)	Student(s)	After
a previous project			

All items are compulsory

Student's Name(s)		
	nt Researcher: List all components of the co ion must be on the form; use an additional fo	urrent project that make it new and different from prev orm for previous year and earlier projects.
Components	Current Research Project	Previous Research Project: Year:
1. Title		
Change In goal/ purpose/objec-		
tive		
0 Observed to		
3. Changes In methodology		
4. Variable studied		
5. Additional changes		
Changes		

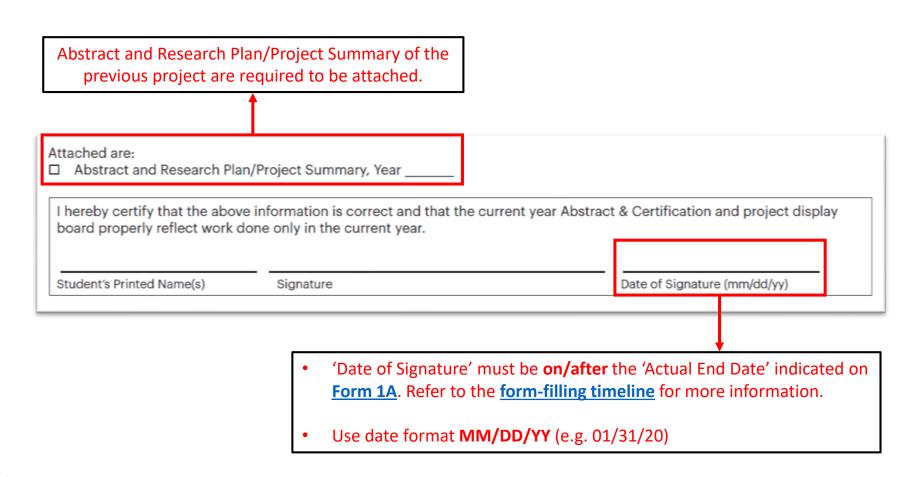


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Form 7: Continuation/Research Progression Projects Form (continued)

All items are compulsory





Details of the forms required for the Grantsmanship Category will be provided at a later date, if the category were to be introduced

Click to select a form:

Form	Compulsory
SSEF Entry Form (Junior Scientist)	✓

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SSEF Entry Form (Junior Scientist)

Compulsory?	Filled in by	Endorsed by
✓	Student(s)	Teacher mentor

Project code format: **Project Code:** JXX123, e.g. JMA012 SINGAPORE SCIENCE & ENGINEERING FAIR 2021 (JUNIOR SCIENTIST CATEGORY) ENTRY FORM Please refer to the SSEF 2021 website (http://www.science.edu.sq/ssef) for details on the application process and all the submission requirements. All documents must be received by Monday, 11 January 2021, 23:59. PROJECT INFORMATION Type of Participation: Project Category*: Individual Team Title of Research Project:

The five project categories for the Junior Scientist Category are: Biology, Chemistry, Computing, Mathematics and Physics.

This should be the same as what was indicated during online registration. Please contact the SSEF organising committee if there are changes to be made.

Individual projects

Team projects

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SSEF Entry Form (Junior Scientist) (continued)

Individual projects only need to fill in this section.

DECLARATION BY PARTICIPANT(S) ³			
I / We hereby certify that all the information material, forge or fabricate data, use or present / We consent to the use of the information / I / We understand that all the materials I / we	ent other researcher's work as our own in / project I / we submit to the organisers for	my / our research project.	
Individual / Team Leader (i.e. team member 1)			
Full name:		School Level (eg. Sec 3, IP4)	
Signature:	School:	Date:	
For Team Projects:			
Team Member 2			
Full name:		School Level (eg. Sec 3, IP4)	
Signature:	School:	Date:	
Team Member 3			
Full name: School Level (eg. Sec 3, IP4)			
Signature:	School:	Date:	



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SSEF Entry Form (Junior Scientist) (continued)

For **individual** projects, only this section needs to be filled.

Teacher-in-charge's full name:	Teacher-in-charge's email address:	
Teacher-in-charge's signature:	Date:	
	erent schools	
For team projects with members from different	erent schools	
SCHOOL'S ENDORSEMENT For team projects with members from difference of the differenc	Teacher-in-charge's email address:	



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SSEF Entry Form (Junior Scientist) (continued)

One consent form for the video contest is required per student, e.g. a team comprising three students should have three copies of this consent form.

SSEF JUNIOR SCIENTISTS CATEGORY 2021 PARENT/GUARDIAN CONSENT FORM FOR VIDEO CONTEST			
Please review the rules of the video contest at https://science.edu.sg/ssef/ . If you agree to your child / ward participating in the SSEF Junior Scientists Category 2021 according to the rules, please fill in the blanks and sign below.			
I, (name of parent / guardian), acknowledge that I have read, understood and approve the rules.			
I hereby give permission for any images of my child / ward,, (name of child / ward) captured through the video submitted by my child / ward, to be used solely for participating in the SSEF Junior Scientists Category 2021.			
I declare that I have the authority to sign this release and that I have read and understood this agreement prior to signing it.			
PARENT'S/GUARDIAN'S SIGNATURE:	Date:		

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SSEF Entry Form (Junior Scientist) (continued)

For **team** projects, this section should be filled in by the team leader, who would be the main point of contact for SSEF.

Only **team** projects need to fill in this section. 'Team Member 3' can be left blank if there are only two members in the team.

DECLARATION BY PARTICIPANT(S)§			
I / We hereby certify that all the information provided to SSEF organisers is correct. I / We did not plagiarise material, forge or fabricate data, use or present other researcher's work as our own in my / our research project. I / We consent to the use of the information / project I / we submit to the organisers for publicity purpose. I / We understand that all the materials I / we submit will not be returned to me / us.			
Individual / Team Leader (i.e. team member 1)			
Full name:		School Level (eg. Sec 3, IP4)	
Signature:	School:	Date:	
For Team Projects:			
Team Member 2			
Full name:		School Level (eg. Sec 3, IP4)	
Signature:	School:	Date:	
Team Member 3			
Full name:		School Level (eg. Sec 3, IP4)	
Signature:	School:	Date:	





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SSEF Entry Form (Junior Scientist) (continued)

SCHOOL'S ENDORSEMENT For individual project / team projects with members from the same school For team projects with Teacher-in-charge's full name: Teacher-in-charge's email address: members from the same school, only this section needs to be filled. Teacher-in-charge's signature: Date: SCHOOL'S ENDORSEMENT For team projects with members from different schools For team projects with For team member 1 members from different Teacher-in-charge's full name: Teacher-in-charge's email address: schools, only this section needs to be filled. The Teacher-in-charge's signature: Date: teacher-in-charge from each school needs to sign on the same form. For team member 2 Teacher-in-charge's full name: Teacher-in-charge's email address:





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SSEF Entry Form (Junior Scientist) (continued)

One consent form for the video contest is required per student, e.g. a team comprising three students should have three copies of this consent form.

PARENT/GUARDIAN CONSENT FORM FOR VIDEO CONTEST Please review the rules of the video contest at https://science.edu.sg/ssef/ . If you agree to your child / ward participating in the SSEF Junior Scientists Category 2021 according to the rules, please fill in the blanks and sign below.				
I, (name of parent / guardian), acknowledge that I have read, understood and approve the rules.				
I hereby give permission for any images of my child / ward,, (name of child / ward) captured through the video submitted by my child / ward, to be used solely for participating in the SSEF Junior Scientists Category 2021.				
I declare that I have the authority to sign this release and that I have read and understood this agreement prior to signing it.				
PARENT'S/GUARD	IAN'S SIGNATURE:	Date:		