

# ELEMENTARY PROJECT APPROVAL FORM

This completed form is required for ALL projects.

1) **Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Email (Optional):** \_\_\_\_\_

**(Team) 2<sup>nd</sup> Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Email (Optional):** \_\_\_\_\_

**(Team) 3<sup>rd</sup> Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Email (Optional):** \_\_\_\_\_

2) **Title of Project:** \_\_\_\_\_

3) **Briefly outline or describe your Research Plan:**

4) **School:** \_\_\_\_\_ **School Phone:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

## 1) REQUIRED FOR ALL PROJECTS

a) **Student Acknowledgment:**

I am sure that my project does not involve hazardous materials, chemicals, activities, or devices and does not place humans or animals at risk.

My experiment as described in the Research Plan will be performed in a safe environment and will not endanger others.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Acknowledged  
(Must be prior to experimentation.)

b) **Parent/Guardian Approval:** I have read and understand the Research Plan. I consent to my child participating in this research and certify that the research will be conducted safely.

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Approval  
(Must be prior to experimentation.)

c) **Teacher Approval:** I have read and understand the Research Plan and certify that it is safe for the student.

\_\_\_\_\_  
Teacher's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Approval

**This form must be with the student's project on the day of the local and/or regional science fair.  
Team projects only need one of these forms.**

# Research Plan Guidelines

## for the Elementary Division (Grades 3-6)

### REQUIRED for ALL Projects Before Experimentation

The research plan for ALL projects is to include the following:

#### A. Question being addressed

#### B. Hypothesis/Problem/Engineering Goals

**C. Description in detail of method or procedures** (The following are important and key items that should be included when formulating ANY AND ALL research plans.)

- **Procedures:** Detail all procedures and experimental design to be used for data collection
- **Data Analysis:** Describe the procedures you will use to analyze the data that answer research question or hypothesis

**D. Bibliography:** List at least five (5) major references (e.g. science journal articles, books, internet sites) from your literature review. If you plan to use vertebrate animals, one of these references must be an animal care reference.

- Choose one style and use it consistently to reference the literature used in the research plan
- Guidelines can be found in the Student Handbook.

These are guidelines and should be followed where applicable. \*Refer to Items 1-4 below.

1. **Human subjects research** (See instructions on p. 13 of the International Rules):

- Detail all procedures, include what the participants are asked to do (see p. 13)
- Describe Risk Assessment process and how risks will be minimized
  - Include strategies used to protect privacy and confidentiality
- Describe Study Sample/Human Subjects
  - Number of human subjects and estimated demographics (may include information such as: age, male/female, cultural background breakdown, socio-economic status)
  - Recruitment procedures (where and how subjects are recruited)
  - Procedures for obtaining informed consent must include statement about informing potential human subjects about voluntary nature of participation and right to withdraw at any time
- Include survey or questionnaires if used, and critically evaluate the risk
  - List and describe the measures (questionnaires, surveys) used and how you measure the variable of interest (behavioral observations, time, length). Attach the questionnaire/survey
  - Consider emotional stress and potential consequences
- Describe any physical activities or procedures, if used, and critically evaluate the risks
  - Type, duration of exercise or physical activity
  - Ingestion method, amount, intervals, etc.

2. **Vertebrate animal research** (See instructions on p.17 of the International Rules):

- Briefly discuss **POTENTIAL ALTERNATIVES** and present a detailed justification for use of vertebrate animals
- Explain potential impact or contribution this research may have
- Detail all procedures to be used
  - Include methods used to minimize potential discomfort, distress, pain and injury to the animals during the course of experimentation
  - Detailed chemical concentrations and drug dosages
- Detail animal numbers, species, strain, sex, age, etc.
  - Include justification of the numbers planned for the research
- Describe housing and oversight of daily care
- Discuss disposition of the animals at the termination of the study

3. **Potentially Hazardous Biological Agents** (See instructions on p.21 of the International Rules):

- Describe Biosafety Level Assessment process and resultant BSL determination
- Give source of agent, source of specific cell line, etc.
- Detail safety precautions
- Discuss methods of disposal

4. **Hazardous Chemicals, Activities & Devices** (See instructions on p.25 of the International Rules):

- Describe Risk Assessment process and results
- Detail chemical concentrations and drug dosages
- Describe safety precautions and procedures to minimize risk
- Discuss methods of disposal