**Cheat sheet: Forms required for everyone**

***Form 1 – Checklist for Adult Sponsor***

**\*\*Please note: the checklist items are more for the benefit of the students and their parents/teachers; we don’t return documents with incomplete checklists for revision\*\***

* #1-3 should be checked by everyone
* If #4 has anything checked then parts of 6 should be checked and additional forms will be attached
* For #5 the first four boxes should be checked indicating that the forms were completed and are part of the file (make sure the forms are there)
* If boxes in #6 are checked then extra forms are required; this is a good checklist
* Be sure there is the signature of the adult sponsor (person who oversees the project, usually will be the teacher but can also be the parent, qualified scientist or designated supervisor) and phone and email are listed; date doesn’t have to be before the dates of experimentation

***Form 1A – Student Checklist***

* Be sure that all personal information is filled in
* Check that #5 is completed and cross-reference with approval in Box 2 on Form 1B; check date listed, but note that it might not match the dates in #7
* If yes is marked for #6 (continuation project) check that the previous year’s abstract and research plan along with Form 7 are included. Also check that the abstract for the current project is not a copy of the previous and discusses the differences between the current and previous projects
* The start and end date (#7) should be no longer than 12 months (actual experimentation dates, not work on background or write up) and should not be before the start of the previous calendar year
* If anything other than school is checked for location (#8) then #9 should be filled out. Also, if the project was conducted at a university, research facility or industrial setting, there should be a completed Form 1C. Note that if their experiment involves culturing microorganisms, it cannot be conducted at home

***Form 1B – Approval Form***

* The student and parent (not the teacher or designed supervisor) must sign
* There should be a separate Form 1B for each student in a group project
* Question #2 is if prior approval was needed. The research plan will let you know if this was the case.
  + 2A should be signed for projects that required prior approval and were performed at home, school, or a field site.
  + 2B should be signed for projects that were performed at a regulated institution
* Question #3: check for regional SRC signature; note if it is absent but do not mark as incomplete for this
* The SRC chairs will sign the line for state approval

***Official Abstract***

* Make sure the abstract is legible
* Make sure the bottom is filled out and everything is checked appropriately

***Research Plan***

* Some students will include an introduction and/or results. We are only interested in the Materials and Methods section that provide the details of the experiment
* Read this thoroughly and use it to determine if any additional forms are needed. Also make sure that rules were followed – sometimes no additional forms are needed, but things need to be stated in the research plan
* Make sure the abstract and research plan reasonably match
* Check for bibliographies – minimum 3 for elementary and 5 for junior and high
* We do not accept homepage web addresses (e.g., wikipedia.org); they must point to the actual page referenced