

2011 Teacher Checklist

How To Participate in the Beal Bank Dallas Regional Science & Engineering Fair

Step 1 Find a Topic

From June 2010: Encourage students to identify a topic, start their research, and formulate a hypothesis.

Step 2 Complete ISEF Forms

From June 2010: **Before they begin experiments**, assist students in using the ISEF Forms Wizard (linked from drsef.org) to fill out the required forms. This ensures that your students are following the necessary safety procedures and will not be disqualified later. Every project must have a basic set of **ISEF forms 1, 1A, 1B, and a Research Plan** before experimentation begins.

Step 3 SRC/IRB Approval

June to Nov. 2010: Certain potentially hazardous experiments will need additional approval before experimentation can begin. (*See reverse side for details*).

Step 4 Schedule Local Fair

Sep 2010 to Feb 2011: Schedule your school or district fair so you can choose which students may enter the DRSEF. A school may send a maximum of 2% of its enrollment in a given division (junior 7-8, senior 9-12). A student must be a winner in a school or district fair to be eligible for the DRSEF.

Step 5 Entry Paperwork

When the experiment is completed and the student is selected to enter the Regional Fair, have them complete an ISEF Abstract (linked from drsef.org). Submit a copy of this and **all** other ISEF paperwork to your district science coordinator, who will check it and give students an Approval Form to submit at DRSEF check-in. If there is no district coordinator, you must ensure that your students submit **copies** of **all** their ISEF paperwork at DRSEF check-in.

Step 6 Students Register

Strict Deadline: Midnight Feb. 11, 2011: Have your students register **themselves** for the DRSEF online. (Most errors or omissions occur when

teachers do the student registration for the student). This student registration is **essential** as it will be used as the source of all data needed to organize the fair.

Step 7 Confirm / Pay Fees

Deadline: Feb. 11, 2011: You **must** confirm your students' eligibility by listing them on the School Fee form online by the same student registration deadline. Print the School Fee form and send a copy with payment of the fees, to arrive **before fair weekend**, to:

DRSEF
SMU Physics Dept.
P.O. Box 0175
Dallas, TX 75275-0175

Fees: Individual: \$10
Team: \$20

Make checks payable to DRSEF. To compete, students must have registered online **and** be confirmed by listing on your fee form.

Step 7 Participate in Fair

Saturday, February 26, 2011:

Be sure your eligible students participate in the DRSEF. There are no refunds for no-shows.

Step 9 Awards Banquet

March 23, 2011: Students who win an award at the DRSEF and the teacher designated when the student registered are invited to attend the awards banquet at no charge. After the Fair, go to **DallasScienceFair.org** to check whether any of your students won and then register yourself online for the banquet. (*Student and teachers register for the banquet separately*).

- Note: Honorable Mentions (Science Category or Special Award) receive a ribbon on Fair day, but are **not** eligible for the awards banquet due to space limitations.
- Teachers are eligible to win Toyota Teacher Awards and Fluor First Awards that will be announced at the banquet.



2011 Teacher

Scientific Review Committee (SRC) Institutional Review Board (IRB)

Fall 2010

- Familiarize yourself with the ISEF rules – consult the handbook or follow the links at drsef.org. All students must complete a basic set of **ISEF forms 1, 1A, 1B, and a Research Plan** before experimentation begins. Additional forms may be needed, for example, if the project is a continuation from last year, is performed in a regulated lab, or needs a scientist's supervision.
- Consult the guide at drsef.org if you think one or more potentially hazardous projects require special pre-approval by the SRC (*for example, if bacteria are involved*). This approval must be obtained **before the student begins the experiment** by completing any extra required forms and sending **copies** of these together with the basic set above, to their District Science Coordinator or SMU.
- If human subjects are involved, the risk must be assessed by an IRB (not SRC) and ISEF form 4 completed. You should form an IRB at your school; see the link at drsef.org for what constitutes an IRB.
- Once the SRC/IRB has approved paperwork, it is returned to the teacher so that the student can begin experimentation. The returned forms with signatures become the *new originals*.
- In some cases, the student may be required by the SRC/IRB to make revisions to the experimental procedures. In this case, the forms must be revised by the student, and copies returned by the teacher back to the SRC/IRB for approval.

The SRC approval process takes **time**. Therefore, it is strongly recommended that you seek approval as soon as possible and, in any case, before November 13, 2010.

Spring 2011

- When the experiment is completed and the student is selected to enter the Regional Fair, collect a **copy** of **all** paperwork and submit it to your district coordinator, who will check it and give students an Approval Form to submit at Fair check-in.
- If there is no district coordinator, you must ensure that your students bring a **copy** of **all** their paperwork to DRSEF check-in.

Districts with Coordinators:

(Those districts where the local ISD Science Coordinator processes the ISEF/SRC forms.)

Allen
Carrollton-Farmers Branch
Cedar Hill
Dallas
DeSoto
Garland
Lancaster
McKinney
Mesquite
Plano
Richardson

All those not on the above list, including all private and charter schools, must have their students bring copies of all their ISEF forms to DRSEF check-in on fair day. Any projects from those schools requiring SRC pre-approval may send forms to:

Physics Dept. (DRSEF)
Southern Methodist University
P.O. Box 750175
Dallas, TX 75275-0175

scifair@physics.smu.edu

Note: The student should always retain the **original** forms; only copies of forms or scans should be sent!