

INSTRUCTIONS for SRC & DSC Reviews

YOUR PROJECT WILL NOT BE CLEARED FOR JUDGING UNTIL BOTH FORMS ARE SIGNED!

Instructions if on HOT PINK:

- IF this paper is **HOT PINK** than **your project is in current SRC violation** and did not pass the initial paperwork review process. Your teacher or sponsoring adult should have been made aware of this prior to the fair.
 - **PLEASE REVIEW THE ATTACHED VIOLATIONS**
- **Violations (missing, updated paperwork, etc) MUST be turned in & cleared at the SRC Booth (South Doors of Hilton by Registration) before set-up can begin.**
- Please have ready ALL paperwork for review (not just the paperwork named in your violation). **In addition, you should have either the originals or copies of ALL SRC paperwork with you at your project.**
- ***Please see Review Schedule below for times to check you project violations.***

Instructions if on GREEN:

- IF this paper is **GREEN** than your project passed the initial paperwork review process and your project will be reviewed for any violations found with or on the project itself.
 - Please open notebook (or lay out) ALL SRC paperwork for review. You should have either the originals or copies of all SRC paperwork with your project.
- ***Please see Review Schedule below for times to check you project violations.***

SRC & DSC Review Schedule

- 6-8th Grade STUDENTS –
 - 6-8th Grade reviews will begin at **9:00 am**
 - **MUST** visit your project **by 10:45 am** to check for violations!
 - IF you are in violation YOU MUST REMAIN AT YOUR PROJECT until cleared! (Once cleared you are to attend the Opening Ceremony)
 - **6-8th Grade must clear ALL violations by 11:30 am**
- Senior High STUDENTS –
 - Senior High reviews will begin at **9:30 am**
 - **MUST** visit project by **10:45 pm** to check for violations!
 - IF you are in violation YOU MUST REMAIN AT YOUR PROJECT until cleared! (Once cleared you are to attend the Opening Ceremony)
 - **HS must clear ALL violations by 1:00 pm**

Instructions for SRC reviews:

- ALL missing or incomplete paperwork from the original paperwork reviews are to be turned in at the SRC Booth up by Registration (South Doors Hilton).
 - Paperwork MUST include the student's name(s) and project registration #!
Please attach a separate sheet if necessary.
 - Please attach all paperwork for one project together!
- Paperwork reviews will be handled here rather than on the floor.
- Extra forms and a place to work with the students will be provided at this location.
- **All paperwork to be filed by project.**
- Students will receive an all clear sheet that they are to display at their project so the floor SRC reviewers know that the paperwork violations have been cleared.

Instructions for SRC and DSC Floor Reviews:

1. Volunteers will be given SRC & DSC Approval Forms (depending on which committee they are working with) and a spreadsheet form (project numbers, titles and student names with a checkbox area for approval).
 - a. These sheets will go with them on clipboards as they review projects
 - b. Volunteers will be divided by categories to help keep them within a certain area rather than across the floor (i.e. 1 person assigned 6th grade, 1 person assigned 7th grade biological, etc).
 - c. Will try to keep each person with only 30 or so projects to review.
2. Each committee will review for the items on their respective sheet.
 - a. Please be sure to put the Project # on the top of the sheet.
3. IF approved
 - a. Please sign the form and leave on the table
 - b. Mark with green sticker
 - c. Mark the appropriate box on the spreadsheet form to show project has approval
 - d. Utilize this spreadsheet form to return to projects still in violation.
4. IF NOT approved:
 - a. Please clearly mark what is in violation on the paperwork
 - b. DO NOT sign
 - c. Mark top of sheet with a red violation sticker (this is to help flag the projects for easy follow-up).
 - d. Utilize spreadsheet form to return to projects still in violation.
 - e. Once approved overlay green sticker on top of red and follow Step 3.

Scientific Review Committee (SRC) Project Approval Form

Project #:

FOR SRC USE ONLY – DO NOT PUT ANY MARKINGS ON THIS PAGE!

SRC will review for the following:

MUST be vertically displayed at project:

- Abstract
- Regulated Research Institutional/Industrial Setting Form 1C – if applicable
- Continuation Form 7 – if applicable

MUST be at project but DOES NOT NEED to be displayed:

- Checklist for Adult Sponsor (1)
- Student Checklist (1A)
- Research Plan
- Approval Form (1B)
- Human Subjects Form(s) 4 – if applicable
- Photograph Release with signatures if any pictures on your display board is of humans other than yourself or your partner if it is a team project – if applicable

SCIENTIFIC REVIEW COMMITTEE

Project Approved

Signature of State SRC Reviewer

Display & Safety Committee (DSC) Project Approval Form

FOR DSC USE ONLY – DO NOT PUT ANY MARKINGS BELOW THIS BOX!

DSC will review for the following:

Project #:

- Project Measurements:**
 - 30 inches deep (front to back) = 2 ½ feet
 - 48 inches wide (side to side) = 4 feet
 - 108 inches tall (floor to top of project) = 9 feet
- Electricity**
- Photo References/Credit Lines for all images – if applicable**

ITEMS NOT ALLOWED at project:

- Living Organisms, including plants
- Taxidermy specimens or parts
- Preserved vertebrate or invertebrate animals
- Human or animal food
- Human/animal parts or body fluids
- Plant materials (living, dead, or preserved) that are in their raw, unprocessed, or non-manufactured state (Exception: manufactured construction materials used in building the project or display)
- All chemicals including water (Exceptions: water integral to an enclosed, sealed apparatus).
- All hazardous substances or devices (i.e. – poisons, drugs, firearms, weapons, ammunition, reloading devices, and lasers (see laser exceptions)
- Dry ice or other sublimating solids
- Sharp items (i.e. – syringes, needles, pipettes, knives, etc.)
- Flames or highly flammable materials
- Batteries with open-top cells
- Awards, medals, business cards and/or acknowledgements (exception: those items given to you for display by SSTFI Awards Officials)
- Visual presentations depicting vertebrate animals in surgical techniques, dissections, necropsies, or other lab procedures
- Active Internet or e-mail connections
- Prior year's written material or visual depictions on the vertical display board (other than in the Project Title)
- Glass or glass objects unless deemed by the DSC to be an integral and necessary part of the project
- Any other apparatus deemed unsafe by the DSC, the SRC or the SSTFI
- Any item that may cause a distraction to other finalists or visitors

ITEMS ALLOWED with RESTRICTIONS:

- Soil, sand, rock, and/or waste samples if permanently encased in a slab of acrylic
 - Any apparatus with unshielded belts, pulleys, chains, or moving parts with tension pinch points **if for display only and not operated**
 - Class II lasers if: a. operated only by finalist b. labeled with sign reading "Laser Radiation: Do Not Look into Beam" c. enclosed in protective housing that prevents physical and visual access to beam d. disconnected when not operating.
- Note: Class II lasers are found in laser pointers and in aiming and range-finding devices. They pose a risk if the beam is directly viewed over a long period of time.*
- Class III and IV lasers if for display only and NOT operated
 - Any apparatus producing temperatures that will cause physical burns- if adequately insulated

DISPLAY & SAFETY COMMITTEE
Project Approved

Signature of State DSC Reviewer