

STATE SCIENCE & TECHNOLOGY FAIR OF IOWA

ENTRY CHECKLIST

(Please review this checklist to ensure all paperwork has been submitted.)

NOTE: When submitting paperwork it would expedite SRC processing if all documentation is sent in the following order (see blue items below):

Anything Depicted in RED is meant to help your project pass SRC inspections – these are the most commonly missed items!

THE FOLLOWING ENTRIES MUST BE SUBMITTED FOR EACH STUDENT:

- Entry Form – **to be completed on-line!**
 - **Please refer to our ON-LINE Entry Prep form before entering student/project data!**
 - **Teachers MUST register first!**
 - **Data is entered PER PROJECT not per student (so teams only enter once)!**

THE FOLLOWING FEES MUST BE SUBMITTED FOR STUDENTS WITH THE FOLLOWING:

- Electricity Fees (if paying for electrical outlets) –*Please paperclip or staple to the top of the Permission Form*
- Late Fees (if paying for late entries) – *Please paperclip or staple to the top of the Permission Form*

THE FOLLOWING SSTFI SPECIFIC PAPERWORK MUST BE SUBMITTED FOR EACH STUDENT:

– *this is the top form*

- SSTFI Permission Form (complete with ALL signatures & **REGISTRATION #**)
Please include the Registration # (this is a PROJECT NUMBER not a student number) at the top of the form – this number is given to EACH PROJECT at the end of your on-line submission and in the confirmation e-mail!

SRC PAPERWORK (REQUIRED FOR ALL PROJECTS)

–*submit required forms in the following order behind the Permission Form*

- FORM 1** CHECKLIST FOR ADULT SPONSOR/SAFETY ASSESSMENT FORM
- FORM 1A** STUDENT CHECKLIST
- RESEARCH PLAN** **Be sure you have 5 references in section D: Bibliography**
- FORM 1B** APPROVAL FORM (1 for **EACH** Student on a team – cannot file jointly!)
- ABSTRACT** **Submit an abstract (it does NOT have to be on a specific form)**

ADDITIONAL SRC PAPERWORK (Following forms are required ONLY if project meets certain criteria)

–*submit the following forms in numeric/alphabetical order behind the Required SRC Forms*

- FORM 1C** REGULATED RESEARCH INSTITUTION/INDUSTRIAL SETTING FORM
- FORM 2** QUALIFIED SCIENTIST
- FORM 3** RISK ASSESSMENT
- FORM 4** HUMAN SUBJECT & Copy of your INFORMED CONSENT
- FORM 5A/B** VERTEBRATE ANIMAL
- FORM 6A** POTENTIALLY HAZARDOUS BIOLOGICAL AGENTS
- FORM 6B** HUMAN & VERTEBRATE ANIMAL TISSUE
- FORM 7** CONTINUATION

SEMINAR Entry Paperwork (Following required ONLY for those entering seminar event)

- SSTFI SEMINAR ENTRY – **to be completed on-line!**
- COMPLETE RESEARCH PAPER – these are to be e-mailed to aspence@iastate.edu
 - *when submitting please name the document StudentFirstName_StudentLastName*
 - *for large files please zip them before sending*
 - *if sending multiple students please zip them together by category (i.e. 6th Grade Biological)*

State Science and Technology Fair of Iowa Disclaimer: State Science and Technology Fair of Iowa projects and participants are required to follow the rules, guidelines, SRC procedure, and size limitations of the State Science and Technology Fair of Iowa which follows all rules, guidelines, SRC procedure, and size limitations of the INTEL International Science and Engineering Fair. These rules, guidelines, SRC procedure, and size limitations serve to promote the ethical principles of scientific research; insure the safety of participants, officials and guests; and to maintain the fair as a properly maintained and organized science fair according to international standards. A breach of these rules, guidelines, SRC procedure, and size limitation will DISQUALIFY the project from PARTICIPATION.