

APPENDIX 7: DOCUMENTATION AND PAPERWORK

The check list below is intended to give you an idea of the types of paperwork you might be asked to provide in the online application when you complete Task 3. You should read the Human, Vertebrate Animal Rules, and PHBA section for more information about what types of projects are allowed, and to determine whether or not your project is exempt from the requirements outlined below. As you fill out the required forms, be sure to carefully answer all questions, provide correct documentation, and make sure that your paperwork is correctly signed and dated. We will also collect similar information from your Project Recommenders.

HUMAN PARTICIPANT RESEARCH

This includes engineering projects, invention and software tested on humans and projects involving surveys and observational studies)

- Research Plan with Risk Assessment
- Evidence of IRB Approval (obtained before experimentation) by a properly constituted IRB
- Blank Copy of the Informed Consent/Assent/Permission Form (if applicable)
- Blank Copy of Survey Instrument (if applicable)

Note: Projects involving data that is preexisting or publicly available are likely exempt from IRB pre-approval, but might be asked to share information about data sources. Behavioral observations of unrestricted public settings that meet all requirements outlined in the rules are also exempt from pre-approval. Entrants should read Human Participant Rules section to clarify exemptions.

HUMAN AND VERTEBRATE ANIMAL TISSUE STUDIES

- Evidence of IRB Approval (human) and/or IACUC Approval (animal)
- Students may provide IRB and IACUC Approvals for original studies that produced the cell lines used in their STS project or provide reference to the original studies' publication
- Documentation of the source of the cells/tissues.
- If obtained from a commercially available collection (e.g., ATCC) the catalog number is required.
- If obtained from a private/non-commercial source (public or private laboratory, museum, etc.), documentation from the supplier must be uploaded in the application.

Note: Projects involving publicly available pre-existing tissue samples are exempt from pre-approval, but student will still be asked to share information about origin of cells/tissues.

VERTEBRATE ANIMAL STUDIES

- Evidence of IACUC approval of experimental procedures performed by supervising scientist
- Describe student designed study that begins with non-living material
- For observational or behavioral research involving animals in their natural environment, provide documentation of IACUC approval
- Studies that only involve the observation animals in their natural environment do not require IACUC approval

Note: Projects involving ONLY observations in unaltered animal habitats are exempt from pre-approval, but will still be asked to provide information about the animal population observed, and possibly permits.

PHBAS AND HAZARDOUS MATERIALS

- Risk Assessment Form