Instructions for protocol paperwork

Except for signatures, the fields of these documents may be filled out on the computer and printed, or may be filled out by hand. **All forms must be filled out using blue or black ink and all signatures must be in ink.**

**Form 1A: Student Checklist**
- Complete all boxes in section 1.
- Enter the project title in section 2.
- Complete sections 5, 6, and 7.
- Complete section 8. If the experiment was performed at home, fill in the home address and phone number.

  Attach the Research Plan/Project Summary form. Projects involving Humans, Vertebrate Animals, or Potentially Hazardous Biological Agents must also have the appropriate additional form attached.

**Form 1B: Approval Form**
- Student prints name and signs in area 1a.
- Parent/guardian completes area 1b.
- Fill out areas 1a and 1b only. **Do not fill out areas 2 or 3.**

**Form 1C: Regulated Research Setting Form**
- Fill in student name and project title.
- The adult at the research site completes and signs the rest of this form.

**Form 2: Qualified Scientist Form**
- Fill in student name and project title.
- The qualified scientist completes and signs the rest of this form.

**Form 3: Risk Assessment Form**
- Fill in student name and project title.
- Complete sections 1 through 5 with the adult involved in the project.
- **N/A is not an acceptable entry for any box on Form 3.**
- The adult involved approves at the bottom of the form.

**Form 4: Human Participants Form**
- Fill in student name and project title.
- Check appropriate boxes for 1 through 4.
- The school review committee will complete the rest of the form.

**Human Consent Form**
- Fill in student name and project title.
- Complete sections as an explanation for the people being asked to participate as experimental subjects.
- **DO NOT sign this form or have your own parent sign this form.**
Form 5A: Vertebrate Animal Form
   Fill in student name and project title.
   Complete sections 1 through 3.
   Follow directions for parts 4 and 5
   Have a veterinarian complete and sign in the box at the lower left.
   The district review committee will complete the rest of the form.

Form 5B: Vertebrate Animal Form
   Fill in student name and project title.
   The qualified scientist completes the rest of this form.

Form 6A: Potentially Hazardous Biological Agents Risk Assessment Form
   Fill in student name and project title.
   Complete sections 1 and 2 with the adult involved in the project.
   The district review committee will complete the rest of the form.

Form 6B: Human and Vertebrate Animal Tissue Form
   Fill in student name and project title.
   Complete sections 1 through 3.
   The adult involved approves at the bottom of the form.