MSEF
Massachusetts Science + Engineering Fair

Science Fair Ready Paperwork Packet

MIDDLE SCHOOL (Gr 6-8) projects

This packet includes a merged PDF with the forms required for ALL projects.
Consult the Middle School Manual and review instructions at MAMS.zfairs.com.

- ☐ **Form 1A: Project Info and Signatures** - student info and approvals (1 per student)
- ☐ **Form 1B: Project Plan** - include step by step details of your project (1 per project)
- ☐ **Form C: Consent Form** - ONLY needed for HUMAN SUBJECT projects. This includes asking people to take surveys or test products or designs. Submit for SRC approval BEFORE experimentation.
- ☐ **Form D: Designated Supervisor** - ONLY for projects that require additional supervision according to Middle School rules. Submit for SRC approval BEFORE experimentation.

All projects need adult permission before experimentation.

- Teacher: The person who provides permission to participate and signs off in zFairs and communicates with the regional and state fair organizers. Provides oversight for the academic integrity & ethics of your project.
- Adult Sponsor: The person helping most closely with the project. Provides oversight to the scientific integrity & ethics of your project. Signs off on the forms. This is often the teacher.
- Parent/Guardian: Provides permission for participation. Provides oversight for any work conducted at home.
- Designated Supervisors: The adult who is responsible with any project work that requires supervision (if you need form D). Can be teacher, a qualified parent, or another adult.

Ethics Statement
tinyurl.com/59jfkyzd

Projects in restricted areas need to be submitted in zFairs for approval from the Middle School Scientific Review Committee (SRC) BEFORE experimentation. Check these boxes if your project involves:

- ☐ Human Subjects i.e. surveys, testing devices
- ☐ Vertebrate Animals - no contact or manipulation allowed i.e. dogs, cats, birds, fish
- ☐ Hazardous Chemical or Activities i.e. cleaning products, tools, flammable items
- ☐ Potentially Harmful Biological Agents (PHBAs) i.e. bacteria, parasites, mold
- ☐ My project doesn't involve any of these things

Carefully review what is NOT allowed in middle school projects on Form 1B.

It is the student and teacher's responsibility to follow the rules and avoid disqualification.

Contact middleschool@scifair.com for clarification and assistance.

Instructions to use this packet:

To edit and upload:

- Download PDF--make a copy to your drive OR print out. Do not open as a google doc.
- Fill out electronically OR on paper by hand & scan. Make sure your scan is readable.

Team projects: You will need each parent to sign forms 1A before you submit

Upload this packet to MAMS.zfairs.com. Create an account and be prepared to enter home address.

Deadlines: Talk to your teacher about your goal deadline and write it here: _____

- Paperwork should be finished within two weeks of creating an account at MAMS.zfairs.com
- All paperwork is due 1 month before Regional Fair date. Upload early to avoid delays in approval.
- If you need form C or form D, you must submit to SRC for approval BEFORE experimentation.

Once uploaded, ask your teacher to 'Mark Ready' in their zFairs dashboard. Projects will not be reviewed until this box is checked. Email middleschool@scifair.com for assistance.

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

FORM 1A: Project Info & Permissions – 1 form for each student

For safety reasons, all students must have permission from a parent and teacher BEFORE project work starts.

Keep a copy of this paperwork and any accompanying material for your records. ***Each student on a team must submit this form.***
Please email your regional chair or middleschool@scifair.com with any questions

Individual or Lead Team Member

Review documents at scifair.com/fairs

Ethics Statement
tinyurl.com/59jfkyzd

Required Releases
tinyurl.com/ycx5rrkn

STUDENT Name _____ Grade _____

Student Email _____ (use parent or teacher email if needed)

Parent Name _____ Parent email _____

Student Address (include zip code) _____

School Name _____City/Town _____ Zip Code _____

Permissions

Students - I certify the following (**must agree to ALL in order to participate**):

- ☐ I will treat all fellow participants, judges, volunteers and science fair staff with respect and courtesy.
- ☐ My science project complies with all the experimental rules of the Science Fair
- ☐ I will respect other projects and property (including their words and ideas)
- ☐ I understand any violation of the above could result in removal from the competition.

Student Signature _____ Date:

Parent/Guardian –

- ☐ I have read my child's project plan. I understand the risks & possible dangers involved in the project plan.
- ☐ I have read the **Hold Harmless** and **Ethics Statement** and I consent to my child participating in this project
- ☐ I authorize my child to create an online account to enter necessary information to participate
- ☐ Yes ☐ No -- I authorize the publication of photos/videos taken of my child at Science Fair events.

Parent Signature _____ Date:

Teacher Permission:

- ☐ I certify that this student/team of students have permission from our school to participate in this project.
- ☐ I will provide oversight to the **academic integrity** of the project.
- ☐ I will support the student in participating/registering for the regional and/or state fairs as applicable

Printed Name: _____ Name of School:_____

Teacher Signature:_____ Date: _____

Adult Sponsor (*may be teacher or parent listed above, may be other supervising adult*).

- ☐ I certify that the student(s) will lead their own work, with their own ideas.
- ☐ I will ensure the safety and **scientific integrity** of the work to the students, their community, and the environment.
- ☐ I have the content knowledge and expertise to supervise this work

Printed Name: _____

Adult Sponsor Signature: _____ Date:_____

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

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Group Member 2 (if needed)

Review documents at scifair.com/fairs

STUDENT Name _____ Grade _____

Student Email _____ (use parent or teacher email if needed)

Parent Name _____ Parent email _____

Student Address (include zip code) _____

School Name _____City/Town _____ Zip Code _____

Ethics Statement
tinyurl.com/59jfkyz

Required Releases
tinyurl.com/ycx5rrkn

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Student Signature _____ Date:

Parent/Guardian –

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Parent Signature _____ Date:

Teacher Permission:

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Printed Name: _____ Name of School:_____

Teacher Signature:_____ Date: _____

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- ☐ I have the content knowledge and expertise to supervise this work

Printed Name: _____

Adult Sponsor Signature: _____ Date:_____

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

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Group Member 3 (if needed)

Review documents at scifair.com/fairs

STUDENT Name _____ Grade _____

Student Email _____ (use parent or teacher email if needed)

Parent Name _____ Parent email _____

Student Address (include zipcode) _____

School Name _____City/Town _____ Zip Code _____

Ethics Statement
tinyurl.com/59jfkyz

Required Releases
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Permissions

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Student Signature _____ Date:

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- ☐ I will support the student in participating/registering for the regional and/or state fairs as applicable

Printed Name: _____ Name of School:_____
Teacher Signature:_____ Date: _____

Adult Sponsor (*may be teacher or parent listed above, may be other supervising adult*).

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- ☐ I have the content knowledge and expertise to supervise this work

Printed Name: _____
Adult Sponsor Signature: _____ Date:_____

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

Research Plan Form 1B – 1 per team, 2 pages

Please use an additional piece of paper or word document if you need more room. If needed, you can merge PDFs together online for free.
Please email your regional chair or middleschool@scifair.com with any questions

Student Name(s) _____

Project Title _____
Choose something about 5 words long that describes your project. Can update later.

Adult Sponsor Name (may be teacher) _____

Adult Sponsor Phone _____Adult Sponsor Email _____

Please use an additional piece of paper or word document if you need more room.

1. **Question** you are addressing or **Problem** you will solve:

2. **Hypothesis** or **Statement of Goals**:

3. **Materials** and **Diagram** of your set-up:
Be Specific - where, what & how much
Consider variables and controls in your experiment, if applicable

MIDDLE SCHOOL PROJECTS **CAN NOT** INVOLVE THE FOLLOWING MATERIALS:

- Blood products, fresh tissue, teeth and bodily fluids
- Nonhuman vertebrate animals or their parts, except eggs & observation-only
- Pathogenic agents & microbes (Composting, fuel cells)
- Recombinant DNA
- Ingestion, inhalation, or application of any substance by or to a human subject
- Controlled substances
- Carcinogenic, mutagenic, explosive and toxic chemicals
- Radioactive materials
- Compressed gas (exception: helium, air, CO2,)
- Hazardous substances or devices (including, but not limited to BB guns, potato cannons, paint ball guns)
- High voltage equipment
- Lasers (any strength)
- Ionizing radiation
- X-rays or nuclear energy

4. **Methods or Procedure**:
Tip: write step by step instructions like a recipe. Projects should include at least 5 steps. You want someone else to be able to copy what you did by reading the steps. Find examples at www.scifair.com/resources

5. If your project **involves any risks** beyond normal day-to-day activities for your age, please describe here and include any precautions or supervision. Examples include tool use, cooking or baking, repetitive motions, or exercise. If no risks, put NA (Not applicable) *Note:* Form D must be filled out if your project includes risks that require additional supervision.

6. Is your project a **continuation** of a project you or members of your team did during another year?

☐ Yes, a continuation ☐ No, this is the first time with this topic

If yes, your project MUST involve different methods, materials, questions, and/or designs. Explain how it is different here:

7. Did you work with any adults (mentors, advisors, parents) other than your teacher? ☐ Yes ☐ No

7b. If YES, describe what you did independently vs collaboratively. Include their expertise.

NEXT STEPS:

- If your project involves **HUMAN SUBJECTS**, fill out **Form C.** This is for behavioral studies projects and/or if humans are testing devices or materials. These projects require submission to SRC for approval BEFORE experimentation.
- If your project involves **potentially hazardous materials or activities**, you will need to fil out **Form D** to discuss safety precautions and supervision. These projects require submission to SRC for approval BEFORE experimentation.
- If you filled out Question 6 and 7, you must bring a printed copy of the research plan to the fair to show judges.

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

INFORMED CONSENT- FORM C

ONLY FOR HUMAN SUBJECT PROJECTS, leave blank if not applicable

Required for all research involving humans. Submission and approval by SRC required **before** experimentation.
Fill out the information below and upload ONE COPY in the packet with the teacher signature to request approval.
Print copies of this form as needed to collect signatures of individuals and bring signed forms to the Fair.
Do not upload signed forms to zFairs.

Student Name(s)_____

Title of Project_____

To be completed by Student Researcher(s): (All questions must be answered. Additional page may be attached.)

1) Describe the purpose of this study and list all the research procedures in which the subject will be involved, including for how long. **Attach any surveys or questionnaires.**

2) Describe any potential risk or discomfort, and, if any, potential benefits (physical, psychological, social, legal or other) that may be expected by participating in this research. **Participants can stop at any time**.

3) Describe the procedures that will be used to minimize risk, to obtain informed consent, and to maintain confidentiality. Human subject names cannot be collected and shared.

Adult Sponsor for this project: _____ Email/Phone _____

TO BE COMPLETED BY HUMAN SUBJECT
(prior to experimentation)

- ☐ I have read & understand the conditions above; I consent/assent to voluntarily participate in this research study.
- ☐ I realize I am free to withdraw my consent and to withdraw from this study at any time without negative consequences.
- ☐ I consent to the use of visual images (photos, videos, etc.) involving my participation in this research.

_____ _____
Signature of Human Subject *Date*

- ☐ I have read and understand the conditions and risks stated above and consent to the participation of my child.
- ☐ I have reviewed a copy of any survey or questionnaire used in the research.
- ☐ I consent to the use of visual images (photos, videos, etc.) involving my child in this research.

_____ _____
Signature *Date*

TO BE COMPLETED BY PARENT/GUARDIAN (prior to experimentation and when participant is under 18 and informed consent is required)

MASSACHUSETTS SCIENCE & ENGINEERING FAIR MIDDLE SCHOOL DIVISION

DESIGNATED SUPERVISOR FORM D – Only if needed for risk assessment and mitigation

Required for projects requiring additional supervision, such as the use of non-pathogenic microorganisms, other hazardous materials and devices, or vertebrate animals. The Designated Supervisor may be a teacher, a parent, or another experienced adult. Submission at **MAMS.zfairs.com** and **approval** by SRC required BEFORE experimentation.

Student Name(s) _____

Title of Project _____

To be completed by the DESIGNATED SUPERVISOR (please print or type):

Name _____

Position_____

Institution_____

Address _____

Phone _____ Email _____

I am the (check all that apply): ☐ Teacher ☐ Parent/Guardian ☐ STEM Professional/Experienced Adult

List or describe your responsibilities in directly supervising the student. Include all hazardous substances and devices used in this research, safety precautions to be taken, and proper disposal procedures (for microorganisms and chemicals).

Designated Supervisor Certification I certify that:

- ☐ I have read and understand all safety requirements.
- ☐ I have been trained in the techniques to be used by this student prior to the start of experimentation.
- ☐ I will provide direct supervision.

_____	_____	_____
Designated Supervisor's Name	**Signature**	**Date**