

AUSTIN ENERGY  
REGIONAL SCIENCE FESTIVAL 2010  
**JUNIOR/SENIOR DIVISION HANDBOOK**  
Students in Grades 6 – 12



FROM IMAGINATION TO INNOVATION  
February 24 – 27, 2010  
Palmer Events Center

## **PURPOSE**

One purpose of this booklet is to help you and your students develop a quality project for your school's science fair and for the Austin Energy Regional Science Festival.

Another purpose of this booklet is to facilitate proper registration by clearly identifying all paperwork required for registration to the Science Festival.

## **AFFILIATION**

The Austin Energy Regional Science Festival is affiliated with the Intel International Science and Engineering Fair (Intel ISEF), the world's largest pre-college science competition for students in 9–12th grade. As an affiliate of the Intel ISEF and to better prepare the students for this competition, the Austin Energy Regional Science Festival requires the same guidelines governing project displays and paperwork as Intel ISEF.

For help with these forms or rules, please check the enclosed Intel ISEF handbook, or go online to [www.societyforscience.org/isef/about/rules\\_regulations.asp](http://www.societyforscience.org/isef/about/rules_regulations.asp).

## **CONTENTS**

TEACHER CHECKLIST .....	Pages 3–4
STUDENT CHECKLIST .....	Pages 5–6
SCIENTIFIC REVIEW COMMITTEE (SRC) CHECKLIST .....	Pages 7–8
SCHOOL REGISTRATION FEES AND INFORMATION .....	Page 9
MEDIA RELEASE FORM.....	Page 10



## Austin Energy Regional Science Festival 2010 TEACHER CHECKLIST – JUNIOR/SENIOR DIVISION

### **Please use this checklist to help successfully complete the registration process for the Austin Energy Regional Science Festival.**

- Attend one of the Science Festival Teacher Orientations (Thursday, September 17 or Wednesday, September 23) or be briefed by your school's attending teacher.
- Request extra copies of Intel ISEF Handbooks for teachers and students as needed.
- Print a copy of the **Science Festival Student Checklist** for each student.
- Establish an **Institutional Review Board (IRB)** for your school (including a science teacher, an administrator, and a professional in a scientific field). The IRB must approve all projects involving human subjects, vertebrate animals, hazardous biological agents, or Drug Enforcement Agency controlled classified substances **prior to experimentation**.
- Have students use the **Intel ISEF Rules Wizard** (at <http://www.societyforscience.org/isef/students/wizard/index.asp>), to take them through a step-by-step process to determine which Intel ISEF forms they must use for their project. **All students must complete Forms I, IA, IB, a Research Plan, and an Abstract.** Some project topics will require additional forms.
- Remind students to have **Approval Form IB** signed by their parent/guardian and **Form I** by their adult sponsor (teacher or parent/guardian) prior to the start of their experiment.
- Print a copy of the **SRC Checklist** for all students who have won at your school's science fair. Ask them to use this form to **check their Intel ISEF paperwork** for completeness. Also, have students check forms for required signatures and dates.
- Copy the 2009/2010 Intel ISEF paperwork for each student. **STUDENTS MUST ALWAYS KEEP THEIR ORIGINAL PAPERWORK.** They will need it if they do a continuation project next year.
- Print a **Media Release Form** for each student. This form is required for Science Festival registration.

### **Saturday, January 30, 2010 from 8:00 a.m. – 1:00 p.m.**

- We suggest that you bring your students' paperwork to the SRC Document Review Day (721 Barton Springs Road, Assembly Room) to have the Austin Energy Regional Science Festival SRC members check completeness of paperwork forms and to allow time for corrections prior to the submission deadline.

*(More on the next page)*

**By Friday, February 5, 2010 at 5:00 p.m.**

- Complete online SCHOOL registration and make payment.** If using payment other than check, please retain a copy of the credit card receipt or the PO number. Register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).
- Ensure all students **complete online PROJECT registration.** Obtain a copy of their registration confirmation.
- Complete online registration of Volunteers and Judges. Each school should provide one judge and one volunteer for every 10 school projects. Register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).
- Obtain the following from each participating student:
  - the **original** Austin Energy Media Release Form, signed by their parent/guardian
  - a copy of the student's project registration confirmation
  - a copy of all Intel ISEF paperwork
- Submit the complete school packet to Austin Energy (721 Barton Springs Road, Austin, Texas 78704). The building is open 24 hours a day, 7 days a week.**
- Watch for an email message from the **Science Festival SRC requesting corrections** to paperwork.

**Tuesday, February 16, 2010, by 5:00 p.m.**

- Submit any **corrections** of Intel ISEF paperwork requested by SRC to the Austin Energy Regional Science Festival via fax or email.

**Wednesday, February 24, 2010**

- Check in at Palmer Events Center\*, 900 Barton Springs Road, South Lobby, 3:00 p.m. – 7:00 p.m.
- Clear Registration, Display & Safety, and set up project.

**Thursday, February 25, 2010**

- Recommend students be at their project 15 minutes before judging. Judging begins at 9:00 a.m. for Seniors and 1:30 p.m. for Juniors.
- If possible, attend the Awards Ceremony, 7:30 p.m. – 9:30 p.m. to celebrate your students' achievements and the accomplishments of other Central Texas students.
- Dismantle Project, 9:30 p.m. – 10:30 p.m.

Junior/Senior projects not picked up by 10:30 p.m. on February 25 will be set aside until Saturday, Feb 27. These projects can be picked up at Palmer Auditorium on February 27 between 4:30 p.m. – 5:30 p.m.

**Projects not picked up by 5:30 p.m. on February 27 will be discarded.**

\* Parking will be free of charge for all participants at the Palmer Events Center Garage.



## Austin Energy Regional Science Festival 2010 STUDENT CHECKLIST – JUNIOR/SENIOR DIVISION

**Please use this checklist to help complete the registration and check-in process for the Austin Energy Regional Science Festival.**

- BEFORE CHOOSING YOUR PROJECT, PLEASE NOTE:** projects involving human subjects, vertebrate animals, hazardous biological agents, or Drug Enforcement Agency controlled substances require more paperwork and **must be pre-approved by your school's Institutional Review Board (IRB) PRIOR TO EXPERIMENTATION.** Please keep this in mind when selecting a project topic.
- Use the Intel ISEF Rules Wizard (found at <http://www.societyforscience.org/isef/students/wizard/index.asp>). This will take you through a step-by-step process to distinguish which Intel ISEF forms you must use for your project. **All students must complete Forms I, IA, IB, a Research Plan, and an Abstract.** Remember that Form IB must be signed by your parent/guardian and Form I by your adult sponsor prior to beginning your experiment. Be sure to use only 2009–2010 Intel ISEF forms.
- Develop a timeline for required review and signatures based upon your Intel ISEF Rules Wizard.

### **If you win at your school's science fair – Congratulations!**

- Use the **SRC Checklist** to check your Intel ISEF paperwork for completeness. Be sure to have the required signatures and dates on all forms.
- Make a **copy of all Intel ISEF paperwork** for your teacher: **YOU MUST ALWAYS KEEP YOUR ORIGINAL INTEL ISEF PAPERWORK.** You will need this paperwork next year if you do a continuation project.
- COMPLETE ONLINE PROJECT REGISTRATION BY 5:00 P.M., FRIDAY, FEBRUARY 5, 2010.** Print two copies of your registration confirmation. You will keep one copy and give the other copy to your teacher. Register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).
- Complete an Austin Energy **Media Release Form**.
- Submit the following forms to your teacher by Friday, February 5, 2010:
  - the **original** Austin Energy Media Release Form signed by a parent or guardian
  - a copy of the **online project registration** confirmation
  - a copy of all **Intel ISEF paperwork**
- Check with your teacher to be sure registration of your school has been completed by the 5:00 p.m., Friday, February 5, 2010 deadline.
- If the Science Festival SRC requires **corrections to your paperwork**, submit the corrections to your teacher by Monday, February 15, 2010 so that he/she may return them by the **5:00 p.m., February 16 deadline.**

*(More on the next page)*

### **Wednesday, February 24, 2010**

- Check in at Palmer Events Center\*, 900 Barton Springs Road, South Lobby, 3:00 p.m. – 7:00 p.m.
- Clear Registration, Display & Safety, and set up your project.

### **Thursday, February 25, 2010**

- Please be at your project 15 minutes before judging. Judging begins at 9:00 a.m. for Seniors and 1:30 p.m. for Juniors.
- If possible, attend the Awards Ceremony, 7:30 p.m. – 9:30 p.m. to celebrate your achievements and the accomplishments of other Central Texas students.
- Dismantle projects between 9:30 p.m. – 10:30 p.m. Projects not picked up by 10:30 p.m. will be set aside until Saturday, February 27, and can be picked up that day between 4:30 p.m. – 5:30 p.m.  
**Projects not picked up by 5:30 p.m. on Saturday, February 27 will be discarded.**

\* Parking will be free of charge for all participants at the Palmer Events Center Garage.



# Austin Energy Regional Science Festival 2010

## SCIENTIFIC REVIEW COMMITTEE (SRC) CHECKLIST

PLACE LABEL HERE

JUNIOR DIVISION     SENIOR DIVISION     SCIENTIST TRAINING (May not progress to State Fair)

	<b>APPROVED</b> by AERSF SRC Chair.
	<b>RESUBMIT</b> – Some corrections must be completed and all paperwork must be returned for approval by AERSF SRC.
	<b>NOT APPROVED</b> for entry. This project contains fatal flaws.

Present or NA	Incomplete or Missing	Abstract <input type="checkbox"/> On Intel ISEF Form <b>REQUIRED</b>	Present or NA	Incomplete or Missing	Abstract <i>continued</i>
		<input type="checkbox"/> Title <input type="checkbox"/> Finalist's Name			2
		School Name, City, State			3
		Body (Purpose, procedure, data, conclusion)			4
		Category box checked			5
		l			6
Present or NA	Incomplete or Missing	Form I Checklist for Adult Sponsor <b>REQUIRED</b>	Present or NA	Incomplete or Missing	Form I <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			4
		l			5
		2			6
		3			Signature, Date ( <i>prior to start date</i> ), Phone, Email
Present or NA	Incomplete or Missing	Form IA Student Checklist <b>REQUIRED</b>	Present or NA	Incomplete or Missing	Form IA <i>continued</i>
		1a			5a If yes, Abstract, Form IA, and Research Plan attached
		1b			5b If yes, <input type="checkbox"/> Continuation Form attached
		1c			6 Start/end dates incomplete or inconsistent
		2			7
		3			8
		4			9 Research Plan attached
		5 Continuation? <input type="checkbox"/> Yes <input type="checkbox"/> No			10 Abstract attached
Present or NA	Incomplete or Missing	Research Plan Attachment <b>REQUIRED</b>	Present or NA	Incomplete or Missing	Research Plan <i>continued</i>
		A Question being addressed			D Bibliography – 5 major sources required
		B Hypothesis/Problem			Areas to be addressed:
		C Method/Procedures			
Present or NA	Incomplete or Missing	Form IB Approval Form <b>REQUIRED</b>	Present or NA	Incomplete or Missing	Form IB <i>continued</i>
		1a Student Acknowledgement: boxes checked, Student's Name, Signature, Date ( <i>prior to start date</i> )			2a SRC/IRB: Name, Signature, Date ( <i>prior to start date</i> ) <b>OR</b> 2b SRC: Name, Signature, Date
		1b Parents name, Signature, Date ( <i>prior to start date</i> )			3 Final AERSF SRC Approval: Name, Signature, Date ( <i>after final review</i> )
		Date(s) not consistent with Form I			
Present or NA	Incomplete or Missing	Form IC Regulated Research Institutional/Industrial Setting	Present or NA	Incomplete or Missing	Form IC <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			2
		a			3
		b			4
		l			5
					Adult's Name, Signature, Title, Institution, Date, Address, Email, Phone
Present or NA	Incomplete or Missing	Form 2 Qualified Scientist	Present or NA	Incomplete or Missing	Form 2 <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			2a        b        c        d
		Qualified Scientist Name			3a
		Educational Background, Degrees			3b
		Experience, Position, Institution, Address, Email, Phone			4
		l			Qualified Scientist's Name, Signature, Date
					Designated Supervisor's Name, Signature, Date, Phone, Email
Present or NA	Incomplete or Missing	Form 3 Risk Assessment	Present or NA	Incomplete or Missing	Form 3 <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			4
		l			5
		2			Designated Supervisor's Name, Signature, Date ( <i>prior to start</i> )
		3			Position & Institution, Phone or Email
					Experience/Training

## Austin Energy Regional Science Festival 2010

SCIENTIFIC REVIEW COMMITTEE (SRC) CHECKLIST *continued*

PLACE LABEL HERE

Present or NA	Incomplete or Missing	Form 4 Human Subjects Form	Present or NA	Incomplete or Missing	Form 4 <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			IRB Check Boxes
		<input type="checkbox"/> Sponsor <input type="checkbox"/> Contact			Signature, Degree, Date
		Check boxes 1-5			
Present or NA	Incomplete or Missing	Form 4A Informed Consent Form ____ # of human subjects   ____ age(s)   ____ # of Forms ____ # of Forms needing revision ( <i>attached</i> )	Present or NA	Incomplete or Missing	Form 4A <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project <input type="checkbox"/> School			Adult SPONSOR Name, Phone/Email
		Questions 1-6			Adult CONSENT Name, Date, Signature
					Parental/Guardian Name, Date, Signature
Present or NA	Incomplete or Missing	Form 5A Vertebrate Animal (Non-Regulated Research Site)	Present or NA	Incomplete or Missing	Form 5A <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			SRC box: <input type="checkbox"/> Observational Study only <input type="checkbox"/> Agricultural, Behavioral, Nutritional Study <input type="checkbox"/> Designated Supervisor <input type="checkbox"/> Vet and Designated Supervisor <input type="checkbox"/> Vet, Designated Supervisor, and Qualified Scientist
		1			SRC Pre-Approval: Name, Signature, Date ( <i>prior to start date</i> )
		2			Veterinarian boxes checked, Name, Email, Phone, Signature, Date ( <i>prior to start date</i> )
		3			AND/OR Designated Supervisor's boxes checked, Name, Email, Phone, Signature, Date ( <i>prior to start date</i> )
Present or NA	Incomplete or Missing	Form 5B Vertebrate Animal (Regulated Research Institution)	Present or NA	Incomplete or Missing	Form 5B <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			5
		Title and Protocol Number of IACUC Approved Project			6
		1			7 IACUC Approval attached
		2			Certification box: Certificate Number or Documentation; Date(s)
		3			Qualified Scientist/PI Name, Signature, Date
		4			IACUC Chair/Coordinator Name, Signature, Date
Present or NA	Incomplete or Missing	Form 6A Potentially Hazardous Biological Agents and Risk Assessment	Present or NA	Incomplete or Missing	Form 6A <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			5
		1			Completed by QS or DS: 1                      2
		2			QS/DS Name, Signature, Date, Experience/Training
		3			SRC Box: boxes checked; Name, Signature, Date ( <i>prior to start date</i> )
		4			SRC Box (with institutional pre-approval): boxes checked; Name, Signature, Date ( <i>after end date</i> )
Present or NA	Incomplete or Missing	Form 6B Human and Vertebrate Animal Tissue	Present or NA	Incomplete or Missing	Form 6B <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			3
		1			QS AND/OR DS box(es) checked; Name, Signature Date ( <i>prior to start date</i> ), Title, Phone, Email, Institution
		2			
Present or NA	Incomplete or Missing	Form 7 Continuation Projects	Present or NA	Incomplete or Missing	Form 7 <i>continued</i>
		Student's Name			Previous Years      2008/2009      2007/2008
		Components 1-5			
					Student's Name, Signature, Date
Present or NA	Incomplete or Missing	AERSF Media Release			
		AERSF Media Release			



# Austin Energy Regional Science Festival 2010

## SCHOOL REGISTRATION FEES AND INFORMATION

### JUNIOR/SENIOR DIVISION

#### REGISTRATION STEPS

**To be completed by Friday, February 5, 2010 at 5:00 p.m.:**

- Register the **school** online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com)
- Register **volunteers and judges** online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).  
Each school should provide one judge and one volunteer for every 10 registered school projects.
- Each student must independently register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com)
- Submit to our office **this form** attached to a **complete school packet** containing the following:
  - Copy of **school** online registration confirmation
  - Payment** or documentation of payment (copy of credit card receipt or PO number) for both the school and all student projects.
  - From each participating student:
    - Copy of each **student's** online registration confirmation
    - Original signed **Media Release Form** for each student
    - Copy of each student's **Intel ISEF paperwork**

**NOTE:** All registration documents and payment **MUST BE RECEIVED** by the deadline above. Late entries will be charged late fee rates and accepted only if space is available. Schools with incomplete packets will also be charged late fee rates.

#### HOW TO CALCULATE REGISTRATION FEES

	<b>DEADLINE:</b> 5:00 p.m., February 5, 2010	<b>LATE FEES</b>
1. School Registration Fee	\$35	\$75
2. Project Registration Fees (Maximum - 57 projects)		
Number of Projects	× \$15 = \$ _____	× \$25 = \$ _____
3. Scientist Training Projects (Maximum - 19 projects)	_____ × \$5 = \$ _____	No late projects
<b>4. TOTAL FEES PAID</b>	<b>\$ _____</b>	<b>\$ _____</b>

#### HOW TO PAY REGISTRATION FEES

We accept payment by credit cards and by checks.

- **CREDIT CARDS:** Credit card payments are accepted by phone only. To charge, call Imelda Soza at (512) 972-9542.
- **CHECKS:** Make checks payable to Austin Energy Regional Science Festival 2010. Mail to the address below.  
*PLEASE NOTE:* Paying by check does not disclude you from registering online. This is still a requirement.

#### Submit registration materials to:

Austin Energy, 721 Barton Springs Road, Austin, TX 78704-1167. The building is open 24 hours a day, 7 days a week.



Austin Energy Regional Science Festival 2010  
**MEDIA RELEASE FORM**

I, \_\_\_\_\_ (student name),  
\_\_\_\_\_ (school name),  
\_\_\_\_\_ (project name)

will participate (or have participated) in the program name below.

I understand that my likeness / voice / image may be used by Austin Energy, a department of the City of Austin, in programs or publications for distribution throughout the United States and abroad.

I agree that my likeness / voice / image may be edited and used in whole for print, radio, cablecast, broadcast, or non-broadcast purposes, and/or for audio and video cassette and closed circuit exhibition purposes in any manner of media, in perpetuity throughout the world.

I also consent to use of my name, likeness, voice and biographical material about me in connection with publicity and for institutional promotional purposes.

I expressly release Austin Energy and the City of Austin, and all individuals and/or organizations involved in the production of this program/publication, from any privacy, defamation, or other claims I may have arising out of the cablecast, broadcast, exhibition, publication or promotion of this event.

**EVENT/PROGRAM:**  
**Austin Energy Regional Science Festival**

**DATES:**  
**Feb. 24 – 27, 2010**

- I am 18 years of age or older.
- I represent that I am a parent (guardian) of the minor named above, and I hereby agree to be bound by the terms herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Day phone number \_\_\_\_\_

Evening phone number \_\_\_\_\_