**High School Student Checklist**

*Checklist updated by Girl Scout Kellie Tremaine as part of her Gold Award Project.*

1. Find an adult sponsor. An adult sponsor is someone who can guide a student through their experimentation. He or she is responsible for some of the student's paperwork. He or she should be someone who is reliable and who can give some guidance to the student. Many adult sponsors are parents, teachers, mentors or relatives.
2. Write your Research Plan, fill out Form 1A, and get it approved by your adult sponsor. Remember it is important that the actual date for the start of experimentation (Form 1A item 5) is after the approval dates on Forms 1 and 1B. A well written research plan gives an ordinary person a good understanding of what you plan to achieve, and how you plan to achieve it. There are guidelines for specific parts of the research plan on the Research Plan attachment.
3. Work with Adult Sponsor to determine which Intel ISEF forms and what kind of prior approvals are required for your project. See the NWSE Forms Wizard at [www.nwse.org](http://www.nwse.org/) under the help tab.
4. Try to have a good idea of what forms you will need to complete as you formulate your project idea so that you can anticipate filling out the correct forms at the right times. Projects will require a combination of the following forms.
   * \*Form 1 - Checklist for Adult Sponsor / Safety Assessment
   * \*Form 1A - Research Plan; Research Plan Attachment
   * \*Form 1B - Approval Form
   * Form 1C - Regulated Research and Institutional/ Industrial Setting Form
   * Form 2 - Qualified Scientist Form
   * Form 3 - Risk Assessment Form
   * Form 4 - Human Subjects Form
   * Form 5A - Vertebrate Animal Form
   * Form 5B - Vertebrate Animal Form when experiment done at Regulated Research Institution
   * Form 6A - Potentially Hazardous Biological Agents
   * Form 6B - Human and Vertebrae Animal Tissue Form
   * Form 7 - Continuation Projects Form
   * \*AFOR Abstract Form

*\*required for all projects*

1. Fill out the necessary Intel ISEF forms and obtain the necessary approvals. The actual date for start of experimentation on ISEF Form 1A item 5 should be after the approval dates on Forms 1 and 1B.
2. Perform your experimentation. Do not start your laboratory experiment/data collection before the needed forms are signed and dated. Plan to finish experimentation around mid-January so you have enough time to prepare a proper display and presentation.
3. Prepare an abstract of your research results and enter it on the AFOR Abstract Form online.
4. Print all your NWSES and Intel ISEF forms and make at least two sets of copies in addition to the originals; give one set to your adult sponsor; keep one for yourself; keep the originals of all of the forms . Put the originals in a notebook or folder that will be part of your display.
5. Give a copy of the registration form, the abstract form, and each of the Intel ISEF forms to your adult sponsor so that they may be sent to the correct fair with all of the registration materials from your school. Be sure that you keep the originals of all forms.
6. All entries must be sent to your regional fair by the registration deadline. Give your teacher your forms with plenty of time to get your school packet together.
7. Write a research paper that details your experimentation and results. (This is strongly recommended by both NWSE and Intel ISEF). This should become part of your display at the Fair.
8. Prepare a display for the fair. Be sure you follow the display regulations. A good display should focus on your research. Each piece, whether it is research, experimental procedure, data, diagrams, results, conclusion, or works cited should all further the display's purpose.
9. Be prepared to speak to judges or an audience of public observers. You should not memorize a speech, but you should be prepared to answer both specific and general questions about your project, such as "Tell me about your project," or "Why did you decide to include that in your experiment?"
10. Do well at your Regional Fair and qualify for the state fair.
11. Come to the Intel Northwest Science Expo and have a great time!