

**AUSTIN ENERGY**  
**REGIONAL SCIENCE FESTIVAL 2012**  
**JUNIOR/SENIOR DIVISION HANDBOOK**  
Students in Grades 6 – 12



**EXPLORING GENIUS**  
February 22 – 25, 2012  
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).

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## Austin Energy Regional Science Festival 2012 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 15 or Tuesday, September 20) or be briefed by your school's attending teacher.
- Request extra copies of Intel ISEF Handbooks for teachers and students as needed. The Junior/Senior Handbook or individual forms can be downloaded from our website.
- 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**.
- Copy the 2012 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 28, 2012 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 Thursday, February 2, 2012 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 Code of Conduct/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 14, 2012, 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 22, 2012**

- 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 23 2012**

- 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, 7:00 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 23 will be set aside until Saturday, Feb 25. These projects can be picked up at Palmer Events Center on February 25 between 4:30 p.m. – 5:30 p.m.

**Projects not picked up by 5:30 p.m. on February 25 will be discarded.**

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



## Austin Energy Regional Science Festival 2012 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 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 determine 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 2012 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!**

- 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., THURSDAY, FEBRUARY 2, 2012.** 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 Code of Conduct/Media Release Form.**
- Submit the following forms to your teacher by Thursday, February 2, 2012:
  - the **original Austin Energy Code of Conduct/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., Thursday, February 2, 2012 deadline.
- If the Science Festival SRC requires **corrections to your paperwork**, submit the corrections to your teacher by Monday, February 13, 2012 so that he/she may return them by the **5:00 p.m., February 14 deadline.**

*(More on the next page)*

### **Wednesday, February 22, 2012**

- 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 23, 2012**

- 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, 7:00 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 25, 2012 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 25, 2012 will be discarded.**

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



# Austin Energy Regional Science Festival 2012

## SCIENTIFIC REVIEW COMMITTEE (SRC) CHECKLIST



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 2012

**SCIENTIFIC REVIEW COMMITTEE (SRC) CHECKLIST** *continued*

Present or NA	Incomplete or Missing	<b>Form 4 Human Subjects Form</b>	Present or NA	Incomplete or Missing	<b>Form 4</b> <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	<b>Informed Consent</b>	Present or NA	Incomplete or Missing	<b>Form 4A</b> <i>continued</i>
		Questions 1–6			
Present or NA	Incomplete or Missing	<b>Form 5A Vertebrate Animal (Non-Regulated Research Site)</b>	Present or NA	Incomplete or Missing	<b>Form 5A</b> <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			<b>AND/OR</b> Designated Supervisor's boxes checked, Name, Email, Phone, Signature, Date ( <i>prior to start date</i> )
Present or NA	Incomplete or Missing	<b>Form 5B Vertebrate Animal (Regulated Research Institution)</b>	Present or NA	Incomplete or Missing	<b>Form 5B</b> <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	<b>Form 6A Potentially Hazardous Biological Agents and Risk Assessment</b>	Present or NA	Incomplete or Missing	<b>Form 6A</b> <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	<b>Form 6B Human and Vertebrate Animal Tissue</b>	Present or NA	Incomplete or Missing	<b>Form 6B</b> <i>continued</i>
		<input type="checkbox"/> Student's Name <input type="checkbox"/> Title of Project			3
		1			QS <b>AND/OR</b> DS box(es) checked; Name, Signature Date ( <i>prior to start date</i> ), Title, Phone, Email, Institution
		2			
Present or NA	Incomplete or Missing	<b>Form 7 Continuation Projects</b>	Present or NA	Incomplete or Missing	<b>Form 7</b> <i>continued</i>
		Student's Name			Previous Years    2009/2010    2008/2009
		Components 1–5			
					Student's Name, Signature, Date
Present or NA	Incomplete or Missing	<b>AERSF Media Release</b>			
		AERSF Media Release			



# Austin Energy Regional Science Festival 2012

## SCHOOL REGISTRATION FEES AND INFORMATION

### JUNIOR/SENIOR DIVISION

#### REGISTRATION STEPS

**To be completed by Thursday, February 2, 2012 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 **Austin Energy Code of Conduct/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 2, 2012	<b>LATE FEES</b>
1. School Registration Fee	\$35	\$75
2. Project Registration Fees (Maximum - 60 projects)		
Number of Projects	x \$15 = \$ _____	x \$25 = \$ _____
3. Scientist Training Projects (Maximum - 19 projects)	_____ x \$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 Myra Ruiz at (512) 972-9520.
- **CHECKS:** Make checks payable to Austin Energy Regional Science Festival 2012. Mail to the address below.  
*PLEASE NOTE:* Even if you pay by check, you must still register online.

#### 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 2012

## CODE OF CONDUCT/MEDIA RELEASE FORM

I, \_\_\_\_\_ (student name),  
\_\_\_\_\_ (school name),  
\_\_\_\_\_ (project name)  
will participate in the Austin Energy Regional Science Festival, February 22 – 25, 2011

### CODE OF CONDUCT

I agree to the following code of conduct:

- I will treat all fellow participants, judges, volunteers and other Science Fest officials with respect and courtesy.
- I will remain by my project at all times, unless I have been given permission for a break.
- I will respect other participants' projects and property.
- I will report any instances of inappropriate behavior to a supervising adult.

**I understand that I might be disqualified from competition if I violate these rules.**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### MEDIA RELEASE

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, social media, cablecast, broadcast, or non-broadcast purposes, and/or for audio and video media 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.

- 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 \_\_\_\_\_