



Understanding the Pre-Approval Process: Applying for Pre-Approval

A Webinar for Site Coordinators
and Students September 2019

SRC Purpose

- + The **Science Review Committee (SRC)** is responsible for:
 - + Making sure certain projects receive pre-approval before experimentation can commence.
 - + Making sure California Ed. Code is followed when it comes to experimentation with vertebrate animals or using cell/tissue lines from vertebrates.
 - + Making sure **student experimenters and experimentees** are safe (follow CA Science Safety Handbook) and that Federal privacy laws are followed.

Projects Requiring Pre-Approval

Projects involving:

+ **TISSUES / CELL LINES**

+ **HUMAN SUBJECTS**

+ **VERTEBRATE ANIMALS**

+ **HAZARDOUS MATERIALS, ACTIVITIES, or DEVICES**

+ **MICROBES**



The 4 Steps to Submitting a Proposal

1. Site Coordinator enrolls school online
2. Student logs into online registration (app.lascifair.org) and enters his/her information.
3. Student receives password by email
4. Student logs back into online registration system and enters proposal

Obtaining Pre-Approval: Step 1

- + The Site Coordinator must have completed the online enrollment process for the school

Please view our Site Coordinator 101 webinar for more information.



- + Site Coordinators must have entered their information as well as their school's information into the online system.
- + Receipt of payment is not required for students to apply for pre-approval.

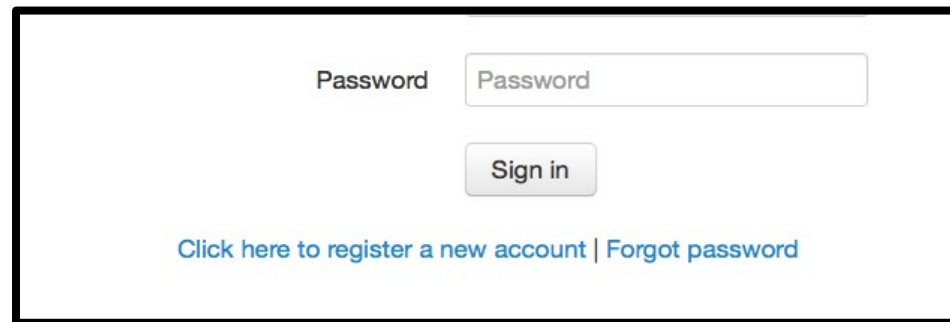
Important Notes:

- + Our online system will only allow a maximum of 25 projects per school.
- + If a school has more than 25 projects needing pre-approval, Site Coordinators should consider the quality and caliber of the student(s) project / topic / uniqueness of experiment.
- + If a team is requesting pre-approval, only 1 student (the Team Captain) should submit the information All members of a team must come from the same school.



Obtaining Pre-Approval: Step 2

- + Once a school is enrolled online, students may submit their proposals via our online system.
- + Students need to go to app.lascifair.org and select “Click here to register a new account.”



A screenshot of a login form. It features a label "Password" to the left of a text input field. Below the input field is a "Sign in" button. At the bottom of the form, there are two links: "Click here to register a new account" and "Forgot password", separated by a vertical bar.

- + On the next screen, students will select “I am a student” from the drop down menu and then click “Continue”.

Obtaining Pre-Approval: Step 2, cont'd

- + The student will now fill in the required information for each field.
- + If a student's school does not appear on the drop down menu, the student must exit the site and let his or her Site Coordinator know that the school has not completed enrollment.
- + The student needs to use an email address that is checked frequently and can receive emails from noreply@lascifair.org. When the student is done entering the Profile Information, the Code of Conduct boxes must be checked.

Student Code of Conduct

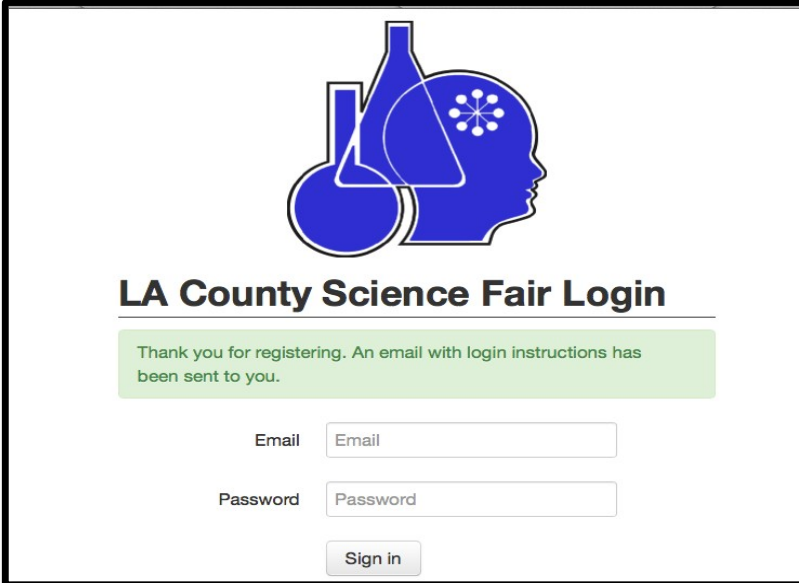
I will compete honestly and with good sportsmanship.

I will act with integrity and treat others with courtesy.

I will respect Fair volunteers, staff, and judges and their decisions.

Obtaining Pre-Approval: Step 3

- + When a student is finished entering his or her Profile Information and clicks "Continue", the system will show that the information was received and that an email containing the password has been sent.



The image shows a screenshot of the LA County Science Fair Login page. At the top, there is a blue logo featuring a stylized head profile with a brain, a beaker, and a flask. Below the logo, the text "LA County Science Fair Login" is displayed in bold. A green message box contains the text: "Thank you for registering. An email with login instructions has been sent to you." Below this, there are two input fields: "Email" and "Password", each with a corresponding label to its left. At the bottom, there is a "Sign in" button.

- + When the student receives the password, he or she needs to write it down somewhere safe.

Obtaining Pre-Approval: Step 4

- + Once the password is received, students can log into the online registration system (app.lascifair.org) using their email address and password.
- + On the next screen, students will indicate that they are submitting a proposal for Pre-Approval.

You will then see the project listed below.

[Request Project Pre-Approval](#)

Obtaining Pre-Approval: Step 4, cont'd

- + Students will then select the type of project they are submitting (human subject, vertebrate animal, tissue/cell line, microbes, hazardous materials/procedures). If a project falls into more than 1 of the areas, then additional forms must be submitted.

Request Project Pre-Approval

To pre-approve your project, select the relevant form below. If you need to fill out multiple forms

Human or Vertebrate Animal Tissues or Fluids

Fill out this form if you plan to use anything coming from a human or animal body.

Human Subjects

Fill out this form if you plan to interview or experiment on any humans.

Non-Human Vertebrate Subjects

Fill out this form if you plan to experiment on any non-human vertebrates.

Obtaining Pre-Approval: Step 4, cont'd

- + Once on the correct form, the student will enter the information into the fields as prompted.

Before filling out this form, please read the [guidelines for tissue/ cell line research and safety precautions](#).

Title

Problem In the form of a question.

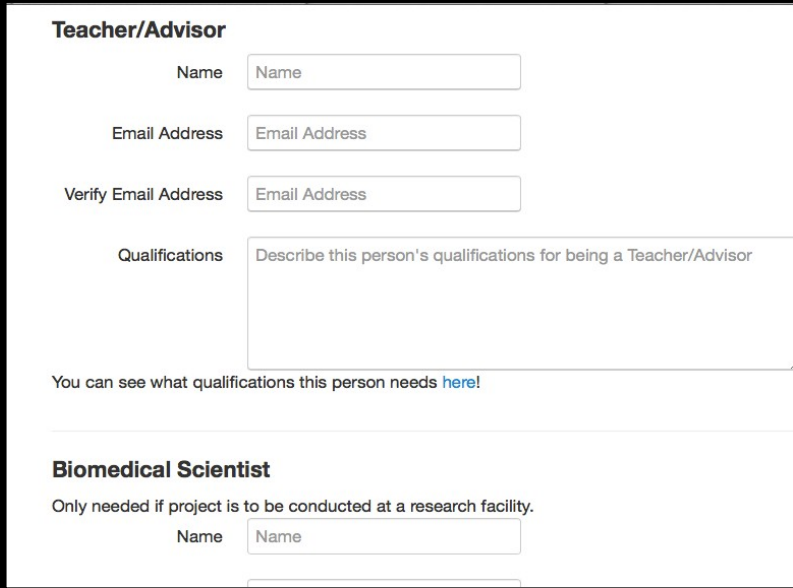
Objective(s) Your goal for the project - why is it important?

Hypothesis Example: "IF I do this... THEN this will happen..."

Number of Participating Students

Obtaining Pre-Approval: Step 4, cont'd

+ At the bottom of the form, there are fields for the adult supervisor, biomedical scientist, animal care supervisor, etc.



The screenshot shows a form section with two main parts. The first part is titled "Teacher/Advisor" and contains four input fields: "Name", "Email Address", "Verify Email Address", and "Qualifications". The "Qualifications" field is a larger text area with a placeholder text: "Describe this person's qualifications for being a Teacher/Advisor". Below this section is a link: "You can see what qualifications this person needs [here!](#)". The second part is titled "Biomedical Scientist" and includes a note: "Only needed if project is to be conducted at a research facility." followed by a "Name" input field.

+ Students MUST enter the correct email for each of the individuals as the system will send a email to all listed, asking that person to verify his/her role in the project. The SRC will not receive the proposal until the verifications are complete.

Obtaining Pre-Approval: Step 4, cont'd

- + It is strongly recommended that Site Coordinators download and print the template for each type of project and require students to fill in the template before going online.



Print

- + The templates are available on our website.

Obtaining Pre-Approval: Step 4, cont'd

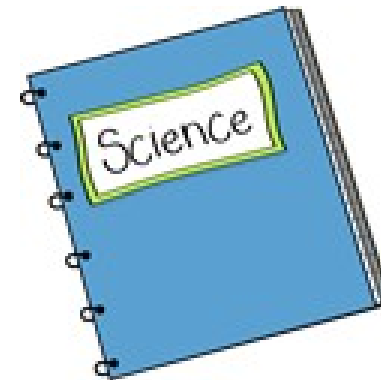
- + Once the proposal is submitted online, the student is done!
- + Please allow the SRC time to review the proposal. We have a webinar that explains what happens when the SRC reviews a project.



Important Reminders

All Projects

- + Student clearly explains what he or she is going to do in the experiment.
- + The student clearly describes all safety precautions and whether goggles, gloves, etc. will be worn during the experiment.
- + The student makes it clear when he or she will have adult supervision during the experiment and what the adult will physically do.
- + The bibliography includes 1 source that is not the internet.
- + The bibliography is properly formatted.



Important Reminders, cont'd

Human Subjects

- + All risks (both physical and psychological) are assessed for projects involving human subjects.
- + Allergies and other medical conditions such as diabetes are considered in projects involving human subjects and food, drink, gum, etc.
- + The student discusses how confidentiality of human subjects will be maintained.



Important Reminders, cont'd

Vertebrates & Microbes

+ A detailed description of the care of a vertebrate animal before, during, and after the experiment is present. Student states what will happen to the animal after the experiment ends.

+ The student clearly states where microbes will be cultured (they cannot be cultured at home).



+ The student describes how microbes / the Petri dish will be disposed of after the experiment.



Resources Available on our Website

- + Hazard Materials Pre-approval Template
- + Human Subjects Pre-approval Template
- + Microbes Pre-approval Template
- + Tissues-Cells Pre-approval Template
- + Vertebrate Animals Pre-approval Template
- + 2020 ISEF Forms link (required for Sr. Division Projects)



Thank You!

- + Thank you for taking the time to understand the general pre-approval process.
- + You are strongly encouraged to view the webinar on the type of project you are considering to further understand what needs pre-approval.
- + Our website has Frequently Asked Questions about projects requiring pre-approval as well.



- + If you have any questions, please do not hesitate to contact Fair President Nishat Alikhan at nalikhan@lascifair.org