

Metro Richmond  
**STEM Fair**



# Frequently Asked Questions About Proposals

**M S I C**  
MathScience  
Innovation Center  
*Imagine. Create. Lead.*

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## Frequently Asked Questions about Proposals

### Q. Do I have to include a sample Informed Consent Form when I submit a proposal?

A. Yes. All proposals involving human subjects that are submitted to the MRSF SRC/IRB must include a sample of the Informed Consent Form that will be used. For more information on consent procedures, see the MRSF guide to [Informed Consent](#) or the Intel ISEF [Risk Assessment Guide](#), page 6.

### Q. Do I have to use the Informed Consent Form that is online?

A. No. You may design your own Consent Form as long as it includes **ALL** of the information that is on the [Intel ISEF version](#).

### Q. Do I need a medical professional to review my project?

A. If you are a part of the junior division, you will need to have a medical professional review your project. However, in many cases, a registered nurse can review your project to indicate that the experiment is safe for the subjects. Your school nurse may be an R.N. and can help with this “requirement”. The medical professional must sign Form 2 after they have reviewed the project. Form 2 must be submitted with your proposal. If you are a participant in the senior division, your project will be reviewed by the Science Review Committee at the MathScience Innovation Center, which includes a medical professional as a part of the committee.

### Q. My project requires that I have a Qualified Scientist; however, she cannot be present when I conduct my experiment. What should I do?

A. If the Qualified Scientist is not going to DIRECTLY oversee your experiment, then you must have them name a Designated Supervisor who is trained in the possible dangers of the experiment. The Designated Supervisor must list their training and sign Form 2 in the appropriate box.

### Q. I am working at a college/university with a professor. Do I need to submit a proposal to the MRSF?

A. No. However, if you choose not to submit a proposal to the MRSF, **the project must be reviewed and approved by that institution’s Institutional Review Board (IRB)**. Documentation from the IRB must state that your work was officially approved (i.e. Your project must be identified in the research plan) and must be included in the submission of the project to the MRSF. Keep in mind that a letter from your mentor is not sufficient. If you are unable to obtain documentation of official “IRB” approval from the institution, then your project must be reviewed and approved by the Fair SRC/IRB.

### Q. I am taking pictures of my human subjects. Do I need written permission from them?

A. Yes. It is illegal to display photographs or other “identifying” information without written consent. If the subject is under 18 years of age, you must also obtain written consent from a parent or legal guardian. You don’t need a special form for this permission — you can make your own. **All permission forms MUST be available for inspection by the safety committee during the set-up** the day before the MRSF.