

## Honors Research Project: Paperwork Checklist #1 2010-2011

What you need to do:

<b>Action</b>	<b>Due Date (to be completed by):</b>
1. Each person is to complete a <i>Group Evaluation Form</i> and submit it to your instructor.	11/10 or 11/12
2. Review all ISEF rules and regulations located on the NWSE website.	11/10 or 11/12
3. Go to the NWSE web site and print out Form 1. Bring the completed Form 1 to your teacher so that he can enter your group online. This is the only way to obtain access to some of your other forms, to obtain an exhibit number, and to obtain a password.	11/8 or 11/9
4. Complete all required hardcopies of the ISEF paperwork located at the NWSE website. Some groups may have additional forms beyond what is listed below, but at minimum all groups must have at least the following: <ul style="list-style-type: none"> <li>• NWSE Exhibit Registration Form</li> <li>• NWSES Abstract Form (this will be completed later)</li> <li>• Checklist for adult Sponsor (Form 1)</li> <li>• Research Plan Form 1A – Team (there is a different form for individuals)</li> <li>• Research Plan Attachment (this will be your proposal outline)</li> <li>• Approval Form 1B (for each student)</li> <li>• Risk Assessment Form 3 (MUST BE DONE – ISEF WANTS TO SEE THAT SAFETY HAS BEEN CONSIDERED)</li> </ul>	11/10 or 11/12
5. Each TEAM is to complete Form 1 and Form 1A on line, and each INDIVIDUAL must complete form 1B on line at the NWSE website. This must happen before your instructor can confirm your attendance at CWOSE. (Please note, these online forms having the same #'s as the hardcopies in step #4 above but they are actually different requesting additional information!!!)	11/10 or 11/12
6. Check and make sure your information on the NWSE website is correct. Check and make sure your group members and the project category are listed correctly. If changes are required, let your instructor know ASAP.	11/10 or 11/12
7. Submit all hardcopies of your forms to Ms. Granados in F-73..	11/10 or 11/12
8. Complete and submit all necessary CVHS permission slips (posted online on the Honors Project website).	11/10 or 11/12