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## Local School/County Fair Affiliation Agreement

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**Return by September 30, 2024**

Name of School or district	Name of Director : Contact email:
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Acceptance will be through return of this agreement signed by both parties.

The above named fair hereby affiliates as a Local Science & Engineering Fair with the 2025 West Georgia Regional Science & Engineering Fair conducted by the University of West Georgia on **February 7, 2025**.

### The Affiliating Fair

1. understands that the University of West Georgia (UWG) is a federally funded institution and all Science Fairs affiliating with the WGRSEF and GSEF must abide by all rules, laws and policies governing UWG.
2. agrees to follow the Georgia Regional Fair Participation Policy to ensure that all students residing or attending school in the GSEF-Affiliated Regional Fair territory, regardless of the type of school that student attends (including public, private, cyber, or home school), will have access to the fair.
3. will appoint and train a Scientific Review Committee (SRC), Institutional Review Board (IRB) and Regional Fair Board no later than September 30, 2024, and those boards will be available throughout the school year for consultation by teachers and schools, by either phone or email.
4. agrees to adhere to the Intel ISEF Rules and Guidelines, knows where the GSEF rules differ from ISEF rules, and will provide students, teachers, parents and school-level fair directors with access to these Rules and Guidelines early in the school year and will use only the current year's forms and rules.
5. will meet all WGRSEF timelines and deadlines, and understands that failure to meet deadlines may cause this affiliation to be revoked. Deadlines include, but are not limited to:

◆ appointing an SRC/IRB board at the school/county level	<b><u>September 30, 2024</u></b>
◆ submitting this completed affiliation document with SRC/IRB information	<b><u>September 30, 2024</u></b>
◆ hosting school/county competitions to select projects moving onto WGRSEF	<b><u>January 24, 2025</u></b>
◆ submitting information for all projects selected to move onto WGRSEF	<b><u>January 27, 2025</u></b>
◆ providing complete registration packets for all projects moving onto WGRSEF	<b><u>January 31, 2025</u></b>

6. understands that it is ultimately responsible for payment of WGRSEF registration fees of **\$10 per student** and that
  - a. payment should be attached to the project registration materials and be post marked by **January 31, 2025**.
    - i. Make all checks payable to WGRSEF and put 2025 in the memo line.
    - ii. Payments and Registration should be mailed to
 

WGRSEF  
C/O Dr. Sharmistha Basu-Dutt  
  
College of Math, Computing, and Sciences Dean's Office  
  
1601 Maple St, Carrollton, GA 30118
  - b. WGRSEF is not responsible if an insufficiently addressed or incorrectly labeled payment is lost in the university system or credited to the wrong unit, department, event, or account.
7. acknowledges that its representative has thoroughly read and will comply with the current GSEF rules which WGRSEF will adopt and will ensure that all students and schools (if at a district level) participating in its fair comply with all the requirements of the rules.

### The WGRSEF Director

1. agrees to provide information about the GSEF, including Rules, either on the [WGRSEF website](#) or the [GSEF website](#) or by email to the regional fair directors.
2. agrees to stay in contact with all local directors and provide appropriate help and advice leading into WGRSEF.
3. agrees to plan and direct the 2025 WGRSEF and to hold the event, including arranging judges, and recognizing award winners at the conclusion of the event.

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*Local Fair Director*

*Date*

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*Regional Science & Engineering Fair Director*

*Date*

The above-named Affiliating Fair has been recognized as a scheduled event to precede the West Georgia Regional Science and Engineering Fair. This recognition conveys both the invitation and the authorization for meritorious projects exhibited in the event to be entered in the West Georgia Regional Science & Engineering Fair in strict conformance with the regulations specified in the rules of the 2025 GSEF. This includes the allowance of research in all official GSEF categories and ISEF research types, including those involving animals, humans, DNA and tissue research provided 1) all 2025 GSEF and ISEF rules are strictly followed and 2) approval from a trained and approved SRC/IRB is obtained prior to beginning research and 3) an Adult Sponsor, Qualified Scientist, and/or Designated Supervisor (as defined by ISEF) is/are involved if required by ISEF rules or SRC/IRB policies.

# Regional Science & Engineering Fair SRC and IRB Members

**(must be appointed by 09/30/2024)**

Name of School or district	Name of Director : Contact email:
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**All WGRSEF-affiliated fairs must have a Scientific Review Committee (SRC) & Institutional Review Board (IRB).  
The SRC and IRB must be available both fall and spring semesters.**

- ◆ Your SRC must have at least 3 people, **including a biomedical scientist (skill #2) and an educator (skill#4).**
- ◆ Your IRB must have at least 3 people, **including an educator (#4) and human subjects specialist (#5).** An animal care specialist (#1) is required if even one project involves any kind of animal, including invertebrates, eggs, pets, etc.
- ◆ A person may serve on both committees and may represent more than one skill.
- ◆ See details in “2025 Rules and Guidelines” in the ISEF Forms library, <https://student.societyforscience.org/intel-isef-forms>
- ◆ **A person who has a role on any individual student’s project as a parent, Adult Sponsor, Qualified Scientist, or Designated Supervisor must recuse him/herself from the SRC or IRB for that project.**

Skill #1 Animal Care Specialist (required for every project involving nonhuman vertebrate animals)

Skill #2 Biomedical Scientist (SRC)

Skill #3 School Administrator (IRB)

Skill #4 Educator (IRB and SRC)

Skill #5 Human Subjects Specialist (IRB) (someone knowledgeable about evaluating physical or psychological risk to subjects)

## List Your SRC Members

**Minimum of 3 members with at least one biomedical scientist (skill #2) and at least one educator (skill #4)**

### SRC Member 1, Chairperson (primary contact for all SRC/IRB matters):

Name: -  
Title: -  
Affiliation: -  
Work Phone: -  
Cell Phone: -  
Email: -

#### Skills:

- #1 Animal Care Specialist  
 **#2 Biomedical Scientist**  
 #3 School Administrator  
 **#4 Educator**  
 #5 Human Subjects Specialist

### SRC Member 2:

Name: -  
Title: -  
Affiliation: -  
Work Phone: -  
Cell Phone: -  
Email: -

#### Skills:

- #1 Animal Care Specialist  
 **#2 Biomedical Scientist**  
 #3 School Administrator  
 **#4 Educator**  
 #5 Human Subjects Specialist

Continued 

SRC Member 3:	
Name: -	<b>Skills:</b> <input type="checkbox"/> #1 Animal Care Specialist <input type="checkbox"/> <b>#2 Biomedical Scientist</b> <input type="checkbox"/> #3 School Administrator <input type="checkbox"/> <b>#4 Educator</b> <input type="checkbox"/> #5 Human Subjects Specialist
Title: -	
Affiliation: -	
Work Phone: -	
Cell Phone: -	
Email: -	

**List Your IRB Members**

Minimum of 3 members with at least one educator (skill #4) and at least one human subjects specialist (skill #5)

IRB Member 1:	
Name: -	<b>Skills:</b> <input type="checkbox"/> #1 Animal Care Specialist <input type="checkbox"/> #2 Biomedical Scientist <input type="checkbox"/> #3 School Administrator <input type="checkbox"/> <b>#4 Educator</b> <input type="checkbox"/> <b>#5 Human Subjects Specialist</b>
Title: -	
Affiliation: -	
Work Phone: -	
Cell Phone: -	
Email: -	

IRB Member 2:	
Name: -	<b>Skills:</b> <input type="checkbox"/> #1 Animal Care Specialist <input type="checkbox"/> #2 Biomedical Scientist <input type="checkbox"/> #3 School Administrator <input type="checkbox"/> <b>#4 Educator</b> <input type="checkbox"/> <b>#5 Human Subjects Specialist</b>
Title: -	
Affiliation: -	
Work Phone: -	
Cell Phone: -	
Email: -	

IRB Member 3:	
Name: -	<b>Skills:</b> <input type="checkbox"/> #1 Animal Care Specialist <input type="checkbox"/> #2 Biomedical Scientist <input type="checkbox"/> #3 School Administrator <input type="checkbox"/> <b>#4 Educator</b> <input type="checkbox"/> <b>#5 Human Subjects Specialist</b>
Title: -	
Affiliation: -	
Work Phone: -	
Cell Phone: -	
Email: -	