

ARLINGTON PUBLIC SCHOOLS
Division of Instruction
Science Office
1439 North Quincy Street
Arlington, VA 22207

TO: Science Fair Directors

FROM: Connie Skelton, Director
Northern Virginia Regional Science & Engineering Fair

DATE: September 2, 2009

SUBJECT: Participation & IRB Forms and Deadlines for Regional Science Fair

Please complete and return the forms listed below by October 16, 2009:

_____ **Notification of Participation in 2009-2010 Fair**

_____ **Institutional Review Board (IRB) Membership and Registration**

IMPORTANT DATES:

October 16, 2009 Papers must be delivered to Connie or Michele by this date **if you wish to have them reviewed early for SRC compliance.**

October 16, 2009 Notification of Participation and Membership/Registration of your school's Institutional Review Board (IRB) due

Week of November 2 Make an **appointment to meet with Michele or Connie** during this week to review SRC paperwork for **ALL** projects involving vertebrates, recombinant DNA, tissue, pathogenic agents, controlled substances, and human subjects. You must bring an **ORIGINAL set of paperwork for each project.**

After School Fair **Registration window for Regional Fair will be open for 10 days after your School Fair.** Make an **appointment to meet with Michele or Connie** within 5 days of the closing of registration window to review paperwork for **ALL** students entering the Regional Fair. **A complete set of ORIGINAL forms is required for each project.**

March 5-7, 2010 **Northern Virginia Regional Science & Engineering Fair** at Wakefield High School, Arlington, VA.

*****PLEASE NOTE***** **If you are unable to schedule an appointment during the times specified, or if you need to change an appointment, please contact Michele Lombard at 703-228-6162 or at mlombard@arlington.k12.va.us.**

ACTION REQUIRED by:
October 16, 2009

**NORTHERN VIRGINIA REGIONAL SCIENCE & ENGINEERING
FAIR**

PARTICIPATION FORM

SCHOOL: _____

TELEPHONE: _____ **FAX:** _____

We _____ will _____ will NOT be participating in the 2009-2010 Northern Virginia Regional Science & Engineering Fair, March 5-7, 2010.

SCIENCE FAIR DIRECTOR: _____

TELEPHONE: _____

E-MAIL (PLEASE PRINT CLEARLY): _____

DATE OF SCHOOL SCIENCE FAIR: _____

**NOTE: Please complete this form and return by October 16
via mail or FAX (703-228-6295)**

**Institutional Review Board (IRB)
Membership and Registration**

This form must be completed, signed, and returned to the Science Office. If your school does not sponsor human research projects, the Fair Director should indicate so in the space provided and then sign and return this form to the Science Office

School: _____ Science Fair Director: _____

School Year: _____ Date: _____

Our school sponsors human subjects research projects. IRB members are listed below. (Sign and return)

Our school does not sponsor human subjects research projects. (Sign and return)

IRB Members (must include a psychologist, psychiatrist, medical doctor, registered nurse, licensed social worker or individual with human behavioral training if behavioral human subject projects are being reviewed):

Teacher: _____ Signature: _____

Administrator: _____ Signature: _____

Other: _____ Signature: _____

Profession: _____

Other: (optional): _____ Signature: _____

Profession: _____

Fair Director's Signature: _____ **Date:** _____

Fair Director's E-mail: _____

Fair Director's Phone: _____

Fair Director's Fax: _____

Mail or Fax this form to:
Science Office, Arlington Public Schools, 1439 N. Quincy Street, Arlington, VA 22207
PHONE: 703-228-6166 FAX: 703-228-6295