

B. TIMELINE

2011-2012 DATES	TEACHER/SPONSOR/PARENT RESPONSIBILITIES	STUDENT RESPONSIBILITIES
Oct - Dec	Assist students with the selection of an appropriate research project and the development of a research plan	Select a research topic and develop a research plan
	If applicable, conduct a grade level or school science fair to determine which students progress to the Carver Fair	
January 13th	Submit all Carver Fair application forms to the School District of Philadelphia	Assist the teacher/sponsor with completing the application forms
Jan - Feb	Supervise student research projects	Complete research project
Feb - March		Complete display board
Check-in day	Bring students' projects to the Carver Fair, register students' projects with the Carver Committee, and receive students' assigned project numbers	
Judging day	Help students arrange transportation to and from the Carver Fair	Arrive at the Carver Fair between 12:00 and 12:30 for the judges' interviews
Awards Ceremony	Help students arrange transportation to and from the Carver Fair	Arrive at the Carver Fair by 1:30 pm for the Awards Ceremony

C. APPLICATION PROCESS

Required Forms

ALL student applications MUST include the following completed documents:

1. The Grades 4-6 **OR** The Grades 7-12 Carver Fair Application
 - a. 17 lines of information
 - b. Student's **AND** Sponsor's signatures
 - c. For team projects, each student must submit a separate application form
2. Checklist for Adult Sponsor (Form #1)
3. Student Checklist (Form #1A)
4. Research Plan. This is MANDATORY for students in Grades 4-6 as well as MANDATORY for students in Grades 7-12.
 - a. This plan must be typed
 - b. This plan must include the following sections:
 - i. Research Question
 - ii. Hypothesis/Problem/Engineering Goals
 - iii. Method/Procedures
 - iv. Bibliography – with a minimum of five major references
(See Bibliography Guide on pg. 15)
5. Abstract This is MANDATORY for students in Grades 7-12.
6. Approval Form (#1B)
 - a. Sections 1a and 1b

Additional Forms

Other forms may be necessary depending on the nature of the project. These forms include:

1. Regulated Research Institutional/Industrial Setting Form (#1C), for experiments conducted in a location other than at school, at home, or in the field.
2. Qualified Scientist Form (#2), for experiments involving human subjects, vertebrate animals, potentially hazardous biological agents, and DEA-controlled substances.
3. Risk Assessment Form (#3), for projects using hazardous chemicals, activities or devices.
4. Human Subjects Form (#4), for research involving human subjects.
5. Vertebrate Animal Form (#5A), for research involving vertebrate animals that is conducted in a Non-Regulated Research Site.
6. Vertebrate Animal Form (#5B) for research involving vertebrate animals that is conducted at a Regulated Research Institution.
7. Potentially Hazardous Biological Agents Risk Assessment Form (#6A), for research involving microorganisms, rDNA, fresh/frozen tissue, blood and body fluids.

8. Human and Vertebrate Animal Tissue Form (#6B), for projects using fresh/frozen tissue, primary cell cultures, blood, blood products and body fluids.
9. Continuation Projects Form (#7), for projects that are a continuation in the same field of study as a previous project.

Additional Information

1. Students submitting Team Projects must review the Intel International Science and Engineering Fair (ISEF) guidelines (page 4) for Team Projects.
2. Because The Carver Fair is a feeder fair for the Delaware Valley Regional Science Fair, it follows the Intel ISEF rules. There are two exceptions:
 - a. Log books are MANDATORY for every grade.
 - b. Official research plans are MANDATORY for all grades

Submitting Applications

1. Teachers must submit either the Elementary or Secondary Student Approval List with their student applications.
2. Applications must be received no later than 5:00 PM on Friday, January 13th
3. Applications should be delivered or mailed to:

Ambra Hook
School District of Philadelphia
Education Center
440 N. Broad Street, Suite 251
Philadelphia, PA 19130
Email- ahook@philasd.org

4. WHAT TO DO & EXPECT AT THE CARVER FAIR

Science Fair Displays

1. The maximum size for any project display is:
 - a) Depth (front to back): 30 inches or 76 centimeters
 - b) Width (side to side): 48 inches or 122 centimeters
 - c) Height (floor to top): 108 inches or 274 centimeters
2. Displays must clearly list the following components: Title, Question, Hypothesis, Procedure, Materials, Data, and Conclusion, Bibliography.
3. Students must complete a 250-word, one-page abstract. This document should be displayed on or with the project board. The abstract should include:
 - a) Purpose of the experiment
 - b) Procedures used
 - c) Summary of data
 - d) Conclusions
 - e) Any possible research applications (optional)

The abstract should not include:

- a) Acknowledgments (including naming the research institution and/ or mentor with which student worked)
 - b) Work or procedures done by the sponsor or mentor
 - c) Reference to previous work or science fair projects (minimal mention is acceptable if necessary for explaining the project)
 - d) Self-promotions and/or external endorsements.
4. All students must keep a log book throughout their research project. The log book must be displayed with the project board at the fair.
 5. Students' names should be placed on the back of their display boards and on their logbooks. School names must NOT be displayed at all.

Check-in Day (2/21 at the Academy for Elementary; 3/5 at Temple for Secondary)

1. Students may participate in but are not required at check-in day. Adult teachers, sponsors or parents may complete the check-in process on behalf of the students.
2. Teachers, sponsors, or parents must arrive at the Carver Fair between 2 and 5 PM with the students' completed display boards and log books. Projects arriving late will not be judged.
3. Teachers, sponsors, or parents must register each student's project with the Carver Committee. All projects will receive a project number WHICH MUST BE RELAYED TO THE STUDENTS. The teachers, sponsors, or parents will then set up the students' projects at the designated positions in the display area.
4. Do not bring or set up living materials, liquids, or glass with any project.

Judging Day (2/22 at the Academy for Elementary; 3/6 at Temple for Secondary)

1. The judges will spend the morning reviewing the students' projects. Students are not permitted to arrive at the Fair before 12:30 PM. At 12:30, students will be seated in the auditorium (Elementary) or bleachers (Secondary).
2. Student interviews begin at 1 PM, and usually end by 3:30 PM. Students must be present for their interviews to be eligible for awards. Students are called individually, by project numbers, for their interviews.
3. Each student will have ten minutes to speak with the judges and answer questions about their research projects. Common questions include why did

you choose this project, what did you learn from this project, and how might you conduct this project differently in the future.

4. Some students will be asked to remain with their projects and speak with additional adults who are judging Special Awards (see Special Awards description).
5. During the interviews teachers, sponsors, and parents are not permitted in the project display areas.
6. Once students have spoken to the judges, they are free to return to the auditorium (Elementary) or bleachers (Secondary). They are also free to leave for the day.
7. At the end of the day the judges will select the first, second, and third place winners for each category. A Best of Fair prize will also be identified at each of the grade levels (4th, 5th, 6th, 7th & 8th, 9th & 10th, and 11th & 12th). Special Award winners will be selected as well.
8. Elementary awards are not revealed or announced until the Awards Ceremony. Secondary students, who have won awards, will find invitations to the Awards Ceremony by their projects at the end of the day. Secondary students, who have won medals, will find notices by their projects at the end of the day, stating they are progressing to the Delaware Valley Regional Fair.

Awards Ceremony (2/24 at the Academy for Elementary; 3/9 at Temple for Secondary)

1. Students are not permitted to arrive at the Elementary or Secondary Awards Ceremony before 1:00 PM. At 1:00, students will be seated in the auditorium.
2. The Awards Ceremony begins at 1:30 PM, and usually ends by 4:00 PM. Students do not need to be present to receive their awards.
3. The Awards Ceremony begins with welcomes and introductions. At the Secondary Ceremony, the George Washington Carver Award (honoring adult achievement in science and/or education) is presented next. The Special Awards follow, after which grade and category awards are presented. Finally, the ceremonies conclude with the Best of Fair awards.
4. At the end of the ceremony, teachers come forward and claim the awards for students who did not attend the ceremony. Certificates, for all Carver Fair participants, are distributed then as well. All unclaimed awards and certificates will be delivered to the schools after the fair.
5. ALL PROJECTS MUST BE TAKEN HOME AFTER THE AWARDS CEREMONY, or they may be discarded.

5. RESOURCES FOR TEACHERS, STUDENTS, PARENTS & JUDGES

The George Washington Carver Science Fair

<http://www.temple.edu/carversciencefair>

The Delaware Valley Science Fair

<http://www.drexel.edu/dvsf/>

The Intel International Science & Engineering Fair

<http://www.societyforscience.org/isef/>

Science Buddies – Science Fair Ideas & Resources

<http://www.sciencebuddies.org/index.htm>

Showboard – Science Fair Supplies

<http://www.showboard.com/>