Form 4 is required for all projects involving human participants and must be completed prior to experimentation.

The project’s Research Plan must be reviewed and approved by an Institutional Review Board. The IRB determines if the experiment’s participants are required to provide assent, written parental permission, or written informed consent by checking the appropriate boxes. If your school doesn’t already have an IRB in place, it’s easy to establish one: for example, your school nurse can sign as the Medical or Mental Health Professional, while two school officials can sign as the Educator or School Administrator. If the reviewing body determines assent, written parental permission, or written informed consent must be obtained from participants, the student needs to complete the Human Informed Consent Form and administer prior to experimentation.

The IRB must hand-complete and sign the bottom section of Form 4. Note: the project’s Adult Sponsor, Designated Supervisor, or Qualified Scientist cannot serve as a member of the IRB and cannot sign Form 4. If the Expedited Review box is checked and the project meets the requirements (student is the subject or participants provide feedback only and no risks or privacy violations are involved), only one reviewer needs to sign Form 4.
If the Institutional Review Board/Scientific Review Committee determines a project involving human participants requires written minor assent, written parental permission, or written informed consent from participants over the age of 18, the student must develop a Human Informed Consent Form and administer to participants prior to experimentation. Students are required to collect the completed forms from study participants.

All of the Human Informed Consent Form fields are required and must be completed by the student.

If the IRB/SRC determines the student needs to obtain written parental permission from study participants, the student must include a copy of the experiment’s survey or questionnaire when applicable so the parent may review the materials.

Although not a requirement, students should have completed copies of the form available on Fair Day to support their research.