

Teacher / Parent Guide

How to help your students register for BASEF 2012

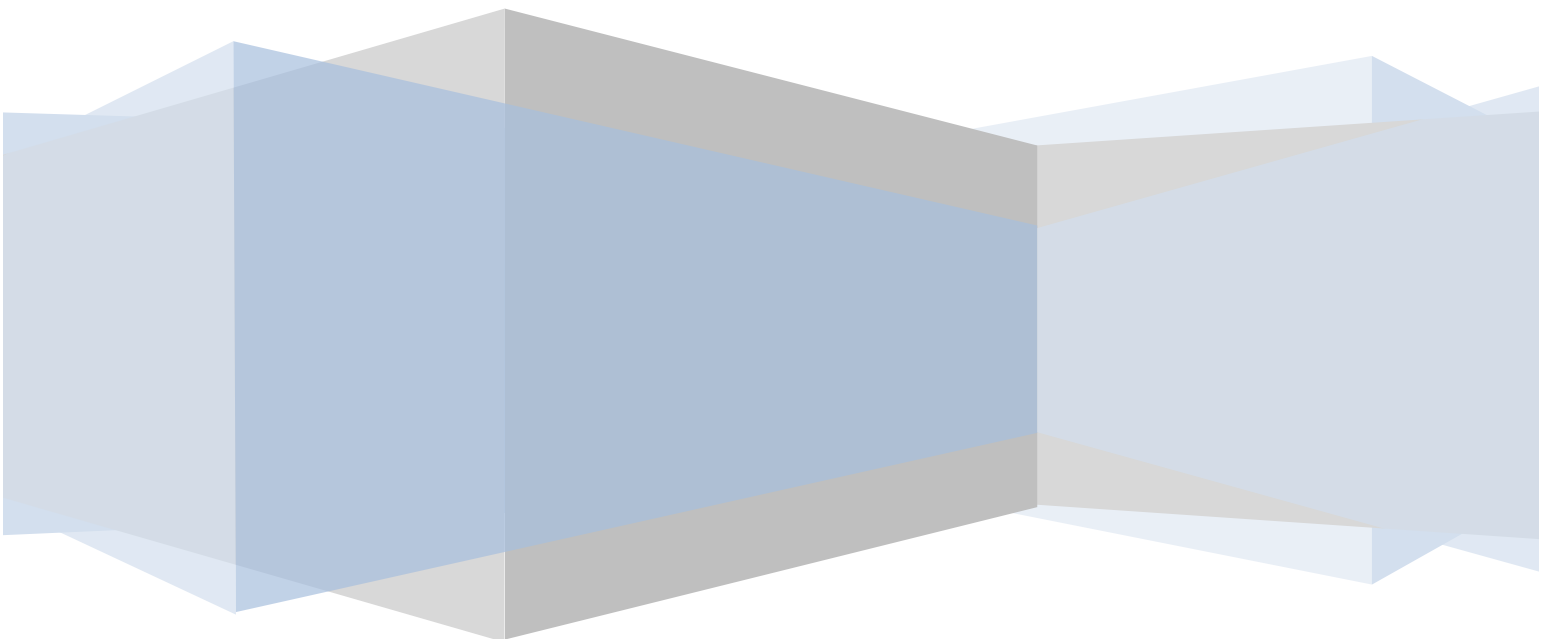
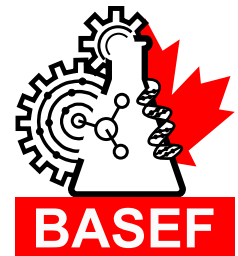


TABLE OF CONTENTS

1. TEACHER / PARENT OVERVIEW
2. BASEF 2012 ... SCHEDULE OF EVENTS
3. REGISTRATION GUIDE: GRADES 7-8
4. GRADES 7/8 FORMS TRACKING CHECKLIST
5. GRADES 7/8 REQUIRED ADDITIONAL FORMS CHART
6. REGISTRATION GUIDE: GRADES 9-12
7. GRADES 9-12 FORMS TRACKING CHECKLIST
8. GRADES 9-12 REQUIRED ADDITIONAL FORMS
9. BASEF PROJECT DISPLAY SAFETY CHECKLIST
10. BASEF REGULATIONS



Teacher / Parent Overview

Welcome to BASEF!

As a teacher or parent, you are a Champion of the Bay Area Science and Engineering Fair.

Important Dates

Registration : Online Deadline: March 7, 2012

Registration : Required / Additional Forms Submission Deadline: March 9, 2012

Project Judging : Thursday, March 29, 2012

Registration Guides

We have written **Registration Guides**, available from our website, to help students and teachers complete the project registration process:

- [Junior Level \(Grades 7-8\) Registration Guide](#)
- [Intermediate/Senior Level \(Grades 9-12\) Registration Guide](#)

These guides include important information for students on BASEF Regulations and Forms.

Junior Level (Grades 7-8) : We recommend the [BASEF Rules Wizard Questionnaire](#) to help students determine which additional Scientific Review Forms are required for their projects.

Intermediate/Senior Level (Grades 9-12) : We recommend the [ISEF Website](#) for guidance on Rules and Projects for students, and the [ISEF Rules Wizard](#) is an excellent way to identify special rules and forms that apply to unique project situations.

Resources to Help Students, Teachers and Parents

There are many resources online to help participate in the Fair:

1. A summary of Rules, Policies and Forms is online at www.basef.ca/rules .
2. Our [“Science Success”](#) Guidebook can help students start and develop their projects.
3. Links to other online resources are available at www.basef.ca/resources .
4. BASEF PowerPoint presentation titled [“Big Ideas...Infinite Possibilities”](#) designed for use by teachers or anyone interested in participating in our fair

Have questions? Need assistance? Please don't hesitate to email us at basef@basef.ca

Help your kids – help yourself – help BASEF

- **BASEF ACTIVITY MORNING - Field Trips:** Plan a field trip to BASEF ACTIVITY MORNING Thursday March 29, 2012. Email at activities@basef.ca to reserve a spot.
- Volunteer to be a Judge - Serving as a judge can be fun as well as professionally rewarding. Send an email to judging@basef.ca .
- Teacher Workshop – For more information send an email to activities@basef.ca .

Registration Checklist Reminder for Teachers / Parents

<input type="checkbox"/>	Student Online Registrations completed by March 7, 2012 – Record Registration ID#
<input type="checkbox"/>	Individual Student Required and Additional Forms – Mailed or Faxed or Emailed by March 9, 2012
<input type="checkbox"/>	Individual Students - review BASEF Rules and Regulations
<input type="checkbox"/>	Individual Students - review BASEF Display Safety Regulations
<input type="checkbox"/>	Individual Students - keep original copies of forms sent
<input type="checkbox"/>	Intermediate/Senior Students (Grades 9 to 12) - have valid travel documents to be eligible for the BASEF International Trip awards.

BASEF 2012 ... Schedule of Events

DATE	EVENT	TIME / LOCATION
February 1 to March 7, 2012	BASEF 2012 ON-LINE REGISTRATION	www.basef.ca
Wednesday, March 28 to Saturday, March 31	2012 Bay Area Science And Engineering Fair	Mohawk College Fennell Campus, Hamilton
Wednesday, March 28	On-Site Project Setup	5:30 pm to 8:30 pm Mohawk Gymnasium
Thursday, March 29	Student Activity Morning	8:30 am to Noon Mohawk Theatre
	Judging for BASEF student exhibitors	1:00 pm to 4:00 pm Mohawk Gymnasium
Friday, March 30	<i>Fair not open to Public or students</i>	
Saturday, March 31	Public Viewing	9:00 am - 12:00 noon Mohawk Gymnasium
	Awards Ceremony	1:00 - 3:30 pm Mohawk Theatre
May 12-19, 2012	Canada-Wide Science Fair 2012	Charlottetown, Prince Edward Island, Canada
May 13-18, 2012	Intel International Science and Engineering Fair 2012	Pittsburgh, Pennsylvania, USA

Registration Guide: Junior Level Grades 7-8

Registration in 2012 will be online at www.basef.ca from
February 1, 2012 until 4:30 pm on March 7, 2012.



Below are the instructions for the BASEF Junior Level (Grade 7-8) student registration.

The Bay Area Science and Engineering Fair (BASEF) is affiliated with the Canada Wide Science Fair (CWSF) which means more awards but also more paperwork.
Please fill out all forms that are required for your project

IMPORTANT NOTE:

1. Use the online **Rules Wizard Questionnaire** to help you to determine which additional Scientific Review Forms are required for your project: www.basef.net/ruleswizard
2. Use the **Grades 7/8 Forms Checklist** and the **Grades 7/8 Forms Chart** in this guide to help you manage the forms required for your project.
3. Use the **Grades 7/8 Project Forms Checklist Cover Page** when you submit all signed forms needed to complete your project registration.

Steps to complete Student Registration:

Make sure you have **Adobe Reader** installed (www.adobe.com/reader to download the latest version).

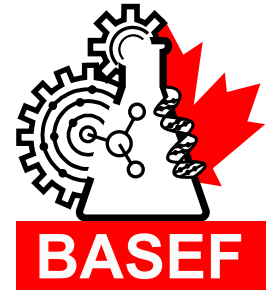
1. Click on the online **Rules Wizard Questionnaire** (www.basef.net/ruleswizard) to help you to determine which Scientific Review Forms are required.
2. Download and print the **Grades 7/8 Forms Chart** and the **Grades 7/8 Forms Checklist** to help you manage the forms required.
3. Go to www.basef.ca/formsjunior to select and download the specific forms required.
4. Complete the fill-in form by typing in all the information asked.
5. You can now print your filled in form. (Repeat steps above to download additional forms)
6. Get all the necessary signatures for each form.
7. **Go Online to complete and submit your official BASEF Student Registration online at www.basef.ca/registrationjunior** . Submit only one registration per project (even for teams). You must enter Student, Teacher, and School details, as well as an abstract/summary of your Project.
8. Send us all the signed forms, using 1 of the following options. Please keep all original signed documents, only send copies. When sending your forms use the **Grades 7-8 Project Forms Checklist Cover Page**.

After you have registered online and sent in your forms, check the [online Registration Status](#) page for updates.

1. Mail or Drop Off Forms	or 2. Fax Forms	or 3. Email Forms
BASEF c/o BASEF Registrar 31 Grande Ave. Stoney Creek, ON L8G 2C9	Fax your forms (toll free) to: 1-888-745-0225	Scan or Save your forms to PDF format and email them as attachments to: registration@basef.ca

DEADLINE TO RECEIVE ALL FORMS IS FRIDAY MARCH 9, 2012

JUNIOR LEVEL GRADES 7/8 FORMS CHECKLIST



Check all forms that apply for each project entry submitted. Shaded block indicates forms that must be included with all entries.

Use the online **Rules Wizard Questionnaire** (www.basef.ca/ruleswizard) to help you to decide which additional Scientific Review Forms are required for your project.

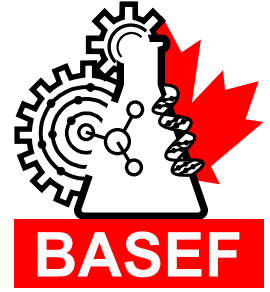
BASEF Consent Forms and signed Scientific Review Forms must be submitted by March 9, 2012.

	FORMS	Student 1	Student 2
Required Forms	BASEF Consent Form	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL FORMS	YSC Form 4.1A (Humans)	<input type="checkbox"/>	
	YSC Form 4.1B (Humans)	<input type="checkbox"/>	
Use the online Rules Wizard Questionnaire to help you to determine which Forms are required for your project	Research Plan (High Risk)	<input type="checkbox"/>	
	Informed Consent Permission	<input type="checkbox"/>	
	Informed Consent Information	<input type="checkbox"/>	
	YSC Form 4.1C (Animals)	<input type="checkbox"/>	
	YSC Form 1 (Institution)	<input type="checkbox"/>	
	YSC Form 3 (Supervisor)	<input type="checkbox"/>	
	YSC Form 7 (Continuation)	<input type="checkbox"/>	
Read this information	BASEF Safety and Regulation Checklist	<input type="checkbox"/>	<input type="checkbox"/>

1. Mail or Drop Off Forms	or 2. Fax Forms	or 3. Email Forms
BASEF c/o BASEF Registrar 31 Grande Ave. Stoney Creek, ON L8G 2C9	Fax your forms (toll free) to: 1-888-745-0225	Scan or Save your forms to PDF format and email them as attachments to: registration@basef.ca

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JUNIOR LEVEL (GRADES 7/8) FORMS CHART



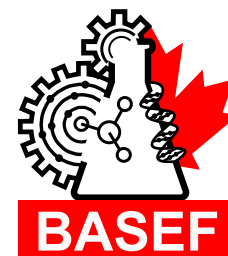
Projects submitted by Grade 7-8 Students are eligible for the Canada Wide Science Fair (CWSF). To meet CWSF requirements, Grade 7-8 students are required to comply with all the relevant rules by Youth Science Canada (YSC).

Use the online **Rules Wizard Questionnaire** (www.basef.net/ruleswizard) to help you to determine which additional Scientific Review Forms are required for your project.

Forms	Title	Need to do	What?
Required	BASEF Consent Form	Print, Fill out the form and obtain all required signatures. Mail or Fax or Email completed form.	<ul style="list-style-type: none"> • Consent Form must be signed by one of the student's parent/guardian and a school representative. Each student exhibitor must submit this form.
ADDITIONAL FORMS Use the online Rules Wizard Questionnaire to help you to determine which additional Scientific Review Forms are required for your project.	NOTE: If your project does not involve people, animals or hazardous materials/equipment, then you may not require any additional forms	Print, Fill out the form and obtain all required signatures. Mail or Fax or Email completed forms.	<ul style="list-style-type: none"> • YSC Form 4.1A (Humans) : Participation of Humans - Low Risk - Approval Form and Instructions • YSC Form 4.1B (Humans) : Participation of Humans - Significant Risk - Approval Form and Instructions • Research Plan Template for Significant Risk Projects • Informed Consent - Permission Form • Informed Consent - Letter of Information Blank Template • YSC Form 4.1C (Animals) : Animals - Approval Form and Instructions • YSC Form 1 (Institution) : Contribution from a Recognized Institution • YSC Form 3 (Supervisor) : Designated Supervisor Form • YSC Form 7 (Continuation) : Continuation Projects Form

Registration Guide: Intermediate / Senior - Grades 9-12

Registration in 2012 will be online at www.basef.ca from
February 1, 2012 until 4:30 pm on March 7, 2012.



Below are the instructions for the BASEF Intermediate / Senior Level (Grade 9-12) registration.

The Bay Area Science and Engineering Fair (BASEF) is affiliated with the Intel International Science and Engineering Fair (IISEF) and the Canada Wide Science Fair (CWSF) which means more awards but also more paperwork. Please fill out all forms that are required for your project

IMPORTANT NOTES:

3. Use the [IASEF Rules Wizard](#) to help you to determine which additional IISEF Scientific Review Forms are required for your project.
4. Use the [Grades 9/12 Forms Chart](#) and the [Grades 9/12 Forms Checklist](#) as a guide to help you manage the forms required for your project.
3. Use the [Grades 9/12 Forms Checklist Cover Page](#) when you submit all signed forms needed to complete your project registration.

Steps to complete Student Registration:

Make sure you have **Adobe Reader** installed (www.adobe.com/reader to download the latest version).

1. Use the online [IASEF Rules Wizard](#) to help you to determine which Scientific Review Forms are required.
2. Download and print the [Grades 9-12 Forms Chart](#) and the [Grades 9-12 Forms Checklist](#) to help you manage the forms required.
3. Go to www.basef.ca/formsintsenior to select and download the specific forms required.
4. Complete the fill-in form by typing in all the information asked.
5. You can now save or print your filled in form. (Repeat steps above to download additional forms)
6. Get all the necessary signatures for each form.
7. **Go Online to complete and submit your official BASEF Student Registration Form online at www.basef.ca/registrationsenior .** Submit only one registration per project (even for teams). You must enter Student, Teacher, and School details, as well as an abstract/summary of your Project.
8. Send us all the signed forms, using 1 of the 3 following options. Please keep all original signed documents, only send copies. When sending your forms use the [Grades 9-12 Project Forms Checklist Cover Page](#).

After you have registered online and sent in your forms, check the [online Registration Status](#) page for updates.

1. Mail or Drop Off Forms	or 2. Fax Forms	or 3. Email Forms
BASEF c/o BASEF Registrar 31 Grande Ave. Stoney Creek, ON L8G 2C9	Fax your forms (toll free) to: 1-888-745-0225	Scan or Save your forms to PDF format and email them as attachments to: registration@basef.ca

DEADLINE TO RECEIVE ALL FORMS IS FRIDAY MARCH 9, 2012

GRADES 9-12 FORMS CHECKLIST

Check all forms that apply for each exhibitor entry submitted. Shaded block indicates forms that must be included with all entries.



All Grade 9 to 12 Students must print, complete and submit any applicable Scientific Review Forms. **Use the [ISEF Rules Wizard](#) to help you to decide which additional Scientific Review Forms are required for your project.**

BASEF Consent Forms and all signed Scientific Review Forms must be MAILED or FAXED or Emailed no later than March 9, 2012.

	FORMS	Student 1	Student 2
Required Forms	BASEF Consent Form	<input type="checkbox"/>	<input type="checkbox"/>
	ISEF Form 1 (Adult Sponsor)	<input type="checkbox"/>	
	ISEF Form 1A (Student Checklist)	<input type="checkbox"/>	
	Research Plan (see Form 1A)	<input type="checkbox"/>	
	Abstract	<input type="checkbox"/>	
	ISEF Form 1B (Approval Form)	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL FORMS	ISEF Form 1C (Institution)	<input type="checkbox"/>	
	ISEF Form 2 (Qualified Scientist)	<input type="checkbox"/>	
	ISEF Form 3 (Risk Assessment)	<input type="checkbox"/>	
	Use the online ISEF Rules Wizard to help you determine which Forms are required for your project.		
	ISEF Form 4 (Humans)	<input type="checkbox"/>	
	ISEF Form 5A (Animals)	<input type="checkbox"/>	
	ISEF Form 5B (Animals)	<input type="checkbox"/>	
	ISEF Form 6A (Biological Agents)	<input type="checkbox"/>	
	ISEF Form 6B (Tissues)	<input type="checkbox"/>	
	ISEF Form 7 (Continuation)	<input type="checkbox"/>	
Read this information	BASEF Safety and Regulation Checklist	<input type="checkbox"/>	<input type="checkbox"/>

1. Mail or Drop Off Forms	or 2. Fax Forms	or 3. Email Forms
BASEF c/o BASEF Registrar 31 Grande Ave. Stoney Creek, ON L8G 2C9	Fax your forms (toll free) to: 1-888-745-0225	Scan or Save your forms to PDF format and email them as attachments to: registration@basef.ca

DEADLINE TO RECEIVE ALL FORMS IS FRIDAY MARCH 9, 2012

Intermediate/Senior (Grades 9-12) Forms Chart

Note: To meet both CWSF and ISEF requirements, Grade 9 to 12 students are required to comply with all the relevant rules, for BOTH Youth Science Canada (YSC) and the International Science and Engineering Fair (ISEF), however only ISEF forms need to be submitted.

Forms	Title	Need to do	What?
Required	BASEF Consent Form	Print, Fill out the form and obtain all required signatures.	Consent Form must be signed by one of the student's parent/guardian and a school representative. Each student exhibitor must submit this form.
Required	ISEF Form 1 Checklist for Adult Sponsor	Print, Fill out the form and obtain all required signatures.	Student name(s), project title, check all required boxes (this tells you what other forms you need), adult sponsor, date of review (should be near start of project), and other information.
Required	ISEF Form 1A Student Checklist	Print, Fill out the form and obtain all required signatures.	Fill in all sections, start and end dates must be no more than 12 months apart. A Research Plan and Abstract are required; this form provides details on what should be in the Research Plan.
Required	Research Plan	Print, Fax or Email as PDF/DOC file.	See instructions in Form 1A for details to include in Research Plan.
Required	Abstract	Print, Fax or Email as PDF/DOC file.	Include the project's Abstract with your submission.
Required	ISEF Form 1B Approval Form	Print, Fill out the form and obtain all required signatures.	Fill in student and parent names and signatures. Projects that require Scientific Review Committee (SRC) approval (see rules for details) will need a signature in 2a or 2b, otherwise leave blank. Section 3 remains blank. Each student exhibitor must submit this form.
ADDITIONAL FORMS You can use the ISEF Rules Wizard to help you to determine which other ISEF forms are required for your project.	IF YOU ARE UNSURE IF A FORM IS NECESSARY, FILL IT OUT!!!	Print, Fill out the form and obtain all required signatures. Mail or Fax or Email completed forms.	<ol style="list-style-type: none"> Registered Research Institutional/Industrial Setting Form (Form 1C) Qualified Scientist Form (Form 2) Risk Assessment (Phys/Chem) Form (Form 3) Human Subjects Approval and Informed Consent Form (Form 4) Vertebrate Animal Forms (Forms 5A-NON REGULATED or 5B-REGULATED) Potentially Hazardous Biological Agents Form (Form 6A) Human and Non-Human Vertebrate Animal Tissue Form (Form 6B) Continuation Projects Form (Form 7)

BASEF PROJECT DISPLAY SAFETY CHECKLIST

Students must review the following Display Safety checklist when completing the registration form. Non-compliant projects will be eliminated from competition.

Display

- 1 The Exhibit is within 2.5 m high from the floor, 1.2 m wide and 0.8 m deep.
- 2 Project apparatus is within the project display area.
- 3 The exhibit items and backboard are self-standing and stable, or secured to table.
- 4 All sheets on display board are glued flat.
- 5 All sharp edges on project or display are removed or protected.
- 6 Electrical cords, hoses, etc. do not create a tripping hazard.
- 7 No more than 2 people are presenting this project.

Human Projects

- 7 Display may include pictures of participants if prior permission has been obtained.
- 8 Project displays must avoid sensational or gratuitous macabre images.

Animal Projects

- 9 Live animals are not being displayed.
- 10 Display Shows no evidence of harm or distress to the animals that were used.

Chemicals

- 11 Any flammable or poisonous chemicals (solid, liquid, gas) are simulated and noted as "chemical simulated"

Electrical

- 12 Electrical power bars, supplies and cords in good condition, non-modified, CSA approved, and provide necessary grounding if required for apparatus.
- 13 No exposed live parts over 36 V. Exposed metal parts in systems over 36V are grounded.
- 14 Potential heat generating electrical devices are non combustible.
- 15 Only sealed type batteries are used.
- 16 Apparatus such as Van de Graff generator, spark gap etc. are non-operational

Fire Safety

- 17 No flames are used in display
- 18 Packing material has been removed from the Exhibit Hall.
- 19 Student knows the Fire Exit Plan

Light Emitting Devices & Lasers

- 20 Only ANSI 'Class 1' unmodified Lasers or laser diodes can be operated.
- 21 Lasers or laser diodes are affixed to display and not pointing into gallery
- 22 Light sources used for heat are thermally guarded or non operational

Microorganism & Biohazards

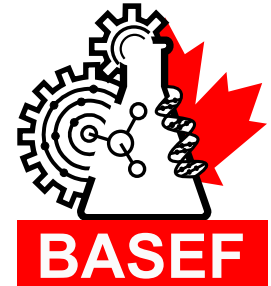
- 23 No plants, plant tissues or soils shall be exhibited.
- 24 No materials which could decompose shall be exhibited
- 25 Fibrous materials are in sealed containers (example: insulation)

Pressure Systems & Explosives

- 26 Air/ Hydraulic pressure systems are non operational and open to atmosphere
- 27 No Pressurized tanks, canisters or gas cylinders are in the display
- 28 No firearms or explosives are displayed -(Mockups may be displayed)

Structural Mechanical

- 29 Hazardous moving parts are protected
- 30 Apparatus is self-supporting and not subject to falling



BASEF Rules and Regulations

There are a number of Rules and Policies that apply to projects and students exhibiting at BASEF. Every participant and their supervisor(s) must ensure that these Rules, Regulations and Policies are followed.

Eligibility Rules – see www.basef.ca/eligibility

Bay Area Science and Engineering Fair (BASEF) is open to all students in grades 7 to 12 under the age of twenty-one, who attend any public, separate, or private school, or who are home-schooled, in the City of Hamilton, the Region of Halton, Brant County, Haldimand County or Norfolk County.

All registrations from any source are subject to the maximum number of entries per school. Each school is allowed to register sixteen (16) projects per Level.

A student may only exhibit/register one project each year. Team projects may have a maximum of two (2) students, and shall be entered in the division of the oldest team member. Students must attend the full two days of the Fair and must remain at their project at all times during judging and public viewing unless otherwise instructed. Exhibits must be left on display until the end of the Fair.

An exhibitor may not present a project identical to a previous year's project at BASEF. An improved project may be entered again into competition, however only research completed since the last BASEF fair may be displayed and judged. If you are entering a project which is a continuation of previous years work, you must complete a Continuation Projects Form, and submit it with your project registration.

Grade 9-12 students that wish to be considered for the Intel International Science and Engineering Fair (IISEF) trip awards must have valid travel documents to be eligible. Canadian citizens must have a valid passport at the time of the BASEF Fair, and the passport must be valid for six months beyond the date of the IISEF Fair in May 2012 to permit air travel to the United States. Non-Canadian citizens/residents require various forms of valid travel documents for travel to the United States. At a minimum this will include a passport, but may also include appropriate Visas to allow travel to the United States. High School students without valid travel documents at the time of the BASEF Fair will not be eligible to win an *International Trip award*, but will remain eligible for a *Canada-Wide Trip award*.

Projects involving Humans, Animals, or Hazardous Materials – see www.basef.ca/rules

BASEF is affiliated with Youth Science Canada (YSC), and all projects are eligible to win a trip to compete in the Canada-Wide Science Fair (CWSF). Intermediate/Senior projects are also eligible to win a trip to the Intel International Science and Engineering Fair (IISEF). All projects must meet applicable policies for Human Participation, Animal use, Hazardous Materials, and Biological Safety in order to be eligible to enter BASEF.

See the BASEF web site for details on these policies, and use the online Rules Wizard to help determine what policies apply, and what approvals and forms may need to be completed.

Project Display Rules – see www.basef.ca/projectdisplay

All exhibits, including all accessories, must not exceed 0.76 metres, front to back; 1.2 metres side to side; and 2.5 metres maximum height from the floor. Displays must also meet a number of Safety and display rules, as documented on the Safety checklist and on the BASEF web site.

Registration Status – see www.basef.ca/registrationstatus

After students have registered online, you can view their status at the [Project Registration Status page](#).

CODE OF CONDUCT

1. Participants will, at all times, respect all public and private property and the rights of other participants.
2. When requested, participants will wear an identification badge and/or BASEF T-shirt.
3. Participants must dress appropriately (in accordance with their school's dress code).
4. Project areas must be kept tidy and any spills or messes must be cleaned up immediately.
5. Students must respect their peers by remaining as quiet as possible during the judging period.
6. Participants that do not behave in an appropriate manner or in any way violate the Code of Conduct will be disqualified and ejected from the event. The violator forfeits his or her right to attend and participate in Science Fair events. Proper notification of the violation and action taken will be sent to the school along with copies to the Board(s) of Education. Copies will also be sent to the student's parents or guardians.

Media Consent

Participants and their parents must consent to the unrestricted use of biographical information (name, age, grade, and school), photographs, and visual or audio recordings of the participant by the Bay Area Science and Engineering Fair, Youth Science Canada, and affiliates and sponsors of the Bay Area Science and Engineering Fair. These materials, as well as a description of the participant's project, may be distributed to local media (television, radio or print) or displayed in newsletters and websites. Personal and contact information will not be released.

