Teacher / Parent Guide
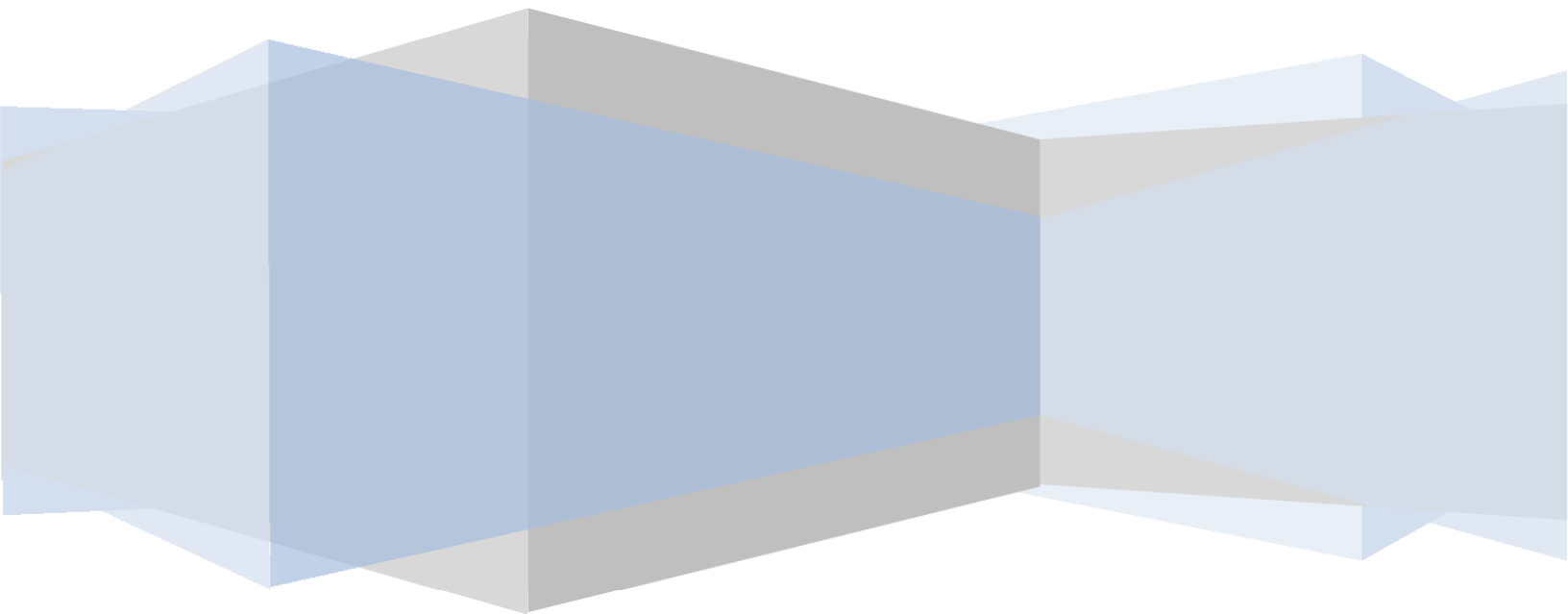
How to help your students register for BASEF

Teacher / Parent Guide

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Teacher / Parent Overview

Welcome to BASEF!

Important Dates

Registration Online Deadline: early March - check our website at www.basef.ca for Exact Date!

Policy Changes to Note

- BASEF no longer requires signed consent from a school representative for a student to participate, however there are limits to the number of projects per school. If more than the maximum number of projects register from a single school at the close of registration, the BASEF Registrar will work with the school and school board to determine which projects will qualify to participate in BASEF.

- Projects per school (per level) limit is currently 14 projects. Total registrations are also limited by the fair's host site capacity. In the case of over-registration, the BASEF Registrar will determine which projects will be permitted to participate.

- We no longer require forms to automatically be sent to us before the fair; however, students and parents are now responsible to make sure all required forms are identified, completed, signed, and brought to the fair at the time of project setup. We may also ask for forms to be faxed or emailed to us before the fair in certain cases.

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 IISEF Website for guidance on Rules and Projects for students, and the IISEF 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/project-resources/ .

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 on Friday of the Fair. Email at activities@basef.ca to reserve a spot. There is a waiting list for 2019.
- 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

☐	**Student Online Registrations completed by Early March – Record Registration ID#**
☐	**Individual Students - review BASEF Rules and Regulations**
☐	**Individual Students - review BASEF Display Safety Regulations**
☐	**Individual Students - keep original copies of forms required and bring to fair**
☐	**Intermediate/Senior Students (Grades 9 to 12) - have valid travel documents to be eligible for the BASEF International Trip awards.**

BASEF… Schedule of Events

DATE	EVENT	TIME / LOCATION
Early February to Early March	BASEF On-Line Registration	www.basef.ca
During the Fair:		
Thursday	On-Site Project Setup	4:00 pm to 8:00 pm Mohawk College
Friday	Student Activity Morning	8:30 am to Noon Mohawk Theatre
	Judging for BASEF student exhibitors	1:00 pm to 4:00 pm Mohawk College
Saturday	Public Viewing	9:00 am - 12:00 noon Mohawk College
Tuesday	Awards Ceremony	6:30 pm - 9:00 pm Mohawk Theatre
May	Canada-Wide Science Fair	Canada
May	Intel International Science and Engineering Fair	USA

Registration Guide: Junior Level Grades 7-8

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

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 rules and Scientific Review Forms are required.
   These are usually required when your project involves Humans, Animals, or Hazardous Materials.
2. Go to Junior Forms Listing to select and download any specific forms required.
3. Complete the fill-in form by typing in all the information asked, then print out the form.
4. Get all the necessary signatures for each form.
5. **Go Online to complete and submit your official BASEF Student Registration online at www.basef.ca** .
   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.
6. You will not need to send us your forms in advance unless we ask for them.
   Make sure to keep your original signed forms.
7. Bring your signed BASEF Consent Form with you when you come to set up at the fair – each student in a team project must bring their own BASEF Consent Form.

After you have registered online, check the online Registration Status page for updates.

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 <u>relevant rules</u> 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 Sign.**	**• Consent Form must be signed by the student and a parent/guardian. Each student exhibitor must bring this form with them to project setup.**
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. Keep your signed forms in a safe place until we ask for them.**	• **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 will be online at www.basef.ca from
> **Early February until Early March - Check Website for Exact Dates!**

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:
      Use the ISEF Rules Wizard to help you to determine which additional IISEF Scientific Review Forms are required for your project.

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 IISEF Rules Wizard to help you to determine which Scientific Review Forms are required. These are usually required when your project involves Humans, Animals, or Hazardous Materials.
2. Go to Senior Forms Listing to select and download the specific forms required.
3. Fill in and print out any required forms.
4. Get all the necessary signatures for each form.
5. **Go Online to complete and submit your official BASEF Student Registration Form online at** www.basef.ca. 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.
6. You will not need to send us your forms in advance unless we ask for them. Make sure to keep your original signed forms.
7. Bring your signed BASEF Consent Form with you when you come to set up at the fair – each student in a team project must bring their own BASEF Consent Form.

After you have registered online and sent in your forms, check the online Registration Status page for updates.

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 Sign.	Consent Form must be signed by the student and a parent/guardian. Each student exhibitor must bring this form with them to project setup.
Required	[ISEF Form 1 Checklist for Adult Sponsor](#) [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](#) [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, and include with your project.	See instructions in [Form 1A](#) for details to include in Research Plan.
Required	Abstract	Print, and include with your project.	Include the project's Abstract with your project.
Required	[ISEF Form 1B Approval Form](#) [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 complete 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.	1. **Registered Research Institutional/Industrial Setting Form** (Form 1C) 2. **Qualified Scientist Form** (Form 2) 3. **Risk Assessment (Phys/Chem) Form** (Form 3) 4. **Human Subjects Approval and Informed Consent Form** (Form 4) 5. **Vertebrate Animal Forms** (Forms 5A-NON REGULATED or 5B-REGULATED) 6. **Potentially Hazardous Biological Agents Form** (Form 6A) 7. **Human and Non-Human Vertebrate Animal Tissue Form** (Form 6B) 8. **Continuation Projects Form** (Form 7)

BASEF

BASEF PROJECT DISPLAY SAFETY CHECKLIST

Students must review the following Display Safety checklist when completing the registration form. Non-compliant projects will be adjusted or 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 the 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 noncombustible.
__ 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 the 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, Norfolk County, or Six Nations**.**

BASEF no longer requires signed consent from a school representative for a student to participate, however there are limits to the number of projects per school (currently 14 projects per level). If more than the maximum number of projects register from a single school at the close of registration, the BASEF Registrar will work with the school and school board to determine which projects will qualify to participate in BASEF. Total registrations are also limited by the fair's host site capacity. In case of over-registration, the BASEF Registrar will determine which projects will be permitted to participate. The decision of the BASEF registrar is final.

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 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. 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 meters, front to back; 1.2 meters side to side; and 2.5 meters maximum height from the floor. Displays must also meet several 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.