



NYCSEF

NYC Science and Engineering Fair
CUNY College Now
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Dear Sponsoring Researcher,

Thank you for sponsoring your students' participation in the 2015 NYC Science and Engineering Fair. The rules and regulations governing NYCSEF are very particular. We realize that your student may come to you saying that he or she needs a certain form signed and more information about a certain point without fully explaining the reason NYCSEF needs that information. In the hopes of alleviating some confusion, we are listing some key points and common errors below to help guide you through this process. However, it is NOT all inclusive. Please contact us with specific questions or concerns.

Key Points:

- Students that conduct their research in a regulated research institution, industrial setting or any work site other than home, school or field must submit the Regulated Research Institutional or Industrial Setting Form (1C).
 - At its core, this form is distinguishing between what you, the researcher, have done versus what the student has done for this project.
 - The box at the bottom of the form is ONLY to be filled out if the student's project was dealing with human participants, vertebrate animals or potentially hazardous biological agents. It is asking for a copy of your institutions' IRB/IACUC/IBC, if applicable.
 - If your institution did not require an IRB/IACUC/IBC, then please attach a letter on institution letterhead stating that fact.
 - Important Note: the Date Signed must be AFTER experimentation, but BEFORE the start of our Preliminary Round.

- Students that conducted their research under the supervision of a qualified scientist must submit The Qualified Scientist Form (2).
 - Please note that if you checked YES to any part of question 2, the related form must be submitted.

- Potentially Hazardous Biological Agents as defined by NYCSEF/ISEF
 - Pages 14-20 in the NYCSEF Rules and Guidelines
 - Potentially Hazardous Biological Agents for use of microorganisms (including bacteria, viruses, viroids, prions, rickettsia, fungi, and parasites), recombinant DNA (rDNA) technologies or human or animal fresh/frozen tissues, blood, or body fluids.
 - Page 14 of the NYCSEF Rules and Guidelines lists the
 - types of studies that are exempt from prior SRC review;
 - types of studies that are exempt from prior SRC approval BUT Require a Risk Assessment Form (3); i.e. projects involving protists, archae and similar microorganisms, for projects using manure for composting, fuel production or other non-culturing experiments, for projects using color change coliform water test kits, microbial fuel cells, and for projects involving decomposing vertebrate organisms; and
 - studies that require prior review and approval.

- Risk Assessment Form (3) is also required for Hazardous Chemicals, Activities and Devices as defined in Pages 18-20 of the NYCSEF Rules and Guidelines
- Display Boards, Pages 23-25 of the NYCSEF Rules and Guidelines
 - If your student is selected to represent Team New York City at the International Science and Engineering Fair (ISEF), their display board will have to align with ISEF's Rules and Guidelines. One important point that differs for ISEF versus a scientific conference is that the mentor's name/institution should not be placed on the display board. The judges at ISEF will know the student did their research with a mentor by reading Forms 1C & 2, which are attached to their display area.
- Schedule of Events:
 - Preliminary Round on Sunday, March 1, 2015 at City College of New York
 - Finals Round on Tuesday, March 24, 2015 at American Museum of Natural History
 - Awards Ceremony on Friday, March 27, 2015 at Kaye Playhouse Theatre at Hunter College
 - International Science and Engineering Fair from Sunday, May 10– Friday, May 15, 2015.

Please contact our office if you have additional questions or need clarification on any details. We would be happy to dialogue with you about the specifics of your student's project.

Thank you,
The NYCSEF Team