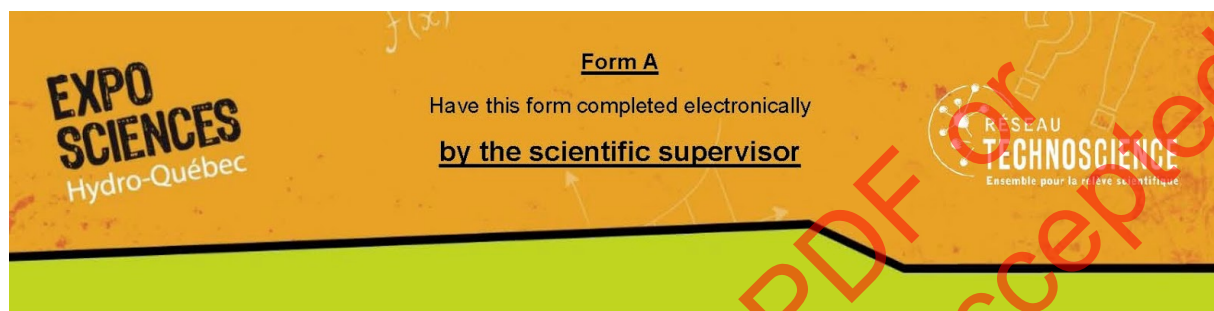


# Form A – Contribution from a Recognized Institution - Science Fair 2019 - E

\*Obligatoire

## Section 1. Participation information



### Preamble

The Science Fair exhibitor whom you have agreed to supervise has decided to present an experimentation project that, under the Science Fair Rules, requires completion of a "Contribution from a Recognized Institution" by the scientific supervisor. The scientific supervisor is a person employed as a scientist by the recognized institution who actively takes part in the project, for example by performing manipulations or experimentations, or by re-reading the report. This person ensures compliance with the codes of ethics and safety during the undertaking of the project.

This form is mandatory to ensure compliance with: a safety code for handling of hazardous substances; the Canadian Council on Animal Care (CCAC) Guidelines and Policy Statement. It also serves to confirm the contribution of the professional(s) involved, and is a **mandatory** document for project approval.

The Réseau Technoscience Provincial Ethics Committee will study the forms and documents received and may, at any time contact the scientific supervisor to request clarifications. If you have any questions, feel free to contact the Committee by e-mail at : [ethique@technoscience.ca](mailto:ethique@technoscience.ca).

The Science Fair Rules are available on the website of the Réseau Technoscience [technoscience.ca](http://technoscience.ca)

The Réseau Technoscience and its member organizations thanks you for your co-operation!

### 1. 1.1 Year of participation \*

*Une seule réponse possible.*

- ☐ 2019  
☐ 2020  
☐ 2021

**2. 1.2 Regional Science Fair: \****Une seule réponse possible.*

- ☐ Abitibi-Témiscamingue
- ☐ Côte-Nord
- ☐ Est-du-Québec
- ☐ Estrie
- ☐ Mauricie, Centre-du-Québec
- ☐ Montreal Regional Science and Technology Fair (Secondary/College, Anglophone)
- ☐ Montréal (Secondary/College, Francophone)
- ☐ Montérégie
- ☐ Outaouais
- ☐ Québec et Chaudière-Appalaches
- ☐ Rive-Nord (Laval, Laurentides, Lanaudière)
- ☐ Saguenay-Lac-Saint-Jean

**3. 1.3 Name of school \***

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**4. 1.4 Name of teacher in charge \***

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**5. 1.5 E-mail, teacher in charge \***

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**6. 1.6 Number of exhibitors***Une seule réponse possible.*

- ☐ Solo      *Passez à la question 7.*
- ☐ Duo      *Passez à la question 9.*

**Solo Project****Section 2. Identification of exhibitors**

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**7. 2.1 First name and last name of Exhibitor 1**

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**8. 2.2 E-mail adress, Exhibitor 1**

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*Passez à la question 13.*

**Duo Project****Section 2. Identification of exhibitors**

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**9. 2.1 First name and last name of Exhibitor 1**

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**10. 2.2 E-mail adress, Exhibitor 1**

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**11. 2.3 First name and last name of Exhibitor 2**

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**12. 2.4 E-mail adress, Exhibitor 2**

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*Passez à la question 13.*

**Section 3. Information about the project**

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information to be gathered from Exhibitor

**13. 3.1 Title of project (maximum 30 characters, including spaces) \***

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**14. 3.2 Description of Science Fair project (minimum 75 words, maximum 100 words) (information to be gathered from Exhibitor) \***

Explain what you want to do in this project.

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**15. 3.3 Origin of the project (minimum 25 words, maximum 50 words) (information to be gathered from Exhibitor) \***

Who or what inspired this project?

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**Section 4. Recognized Institution**

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**16. 4.1 Name of Recognized Institution \***

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**17. 4.2 Address of Recognized Institution \***

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**18. 4.3 Description of the institution's collaboration (e.g., loan of materials or equipment, support) \***

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**Section 5. Scientific Supervisor**

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**19. 5.1 First name and last name of scientific supervisor \***

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**20. 5.2 Title and position of scientific supervisor \***

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**21. 5.3 Phone number of supervisor \***

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**22. 5.4 Supervisor's institutional e-mail address \***

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**23. 5.5 Qualifications of scientific supervisor (education, experience in the field covered by the project) \***

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**24. 5.6 How will the scientific supervisor be participating in the project (e.g., supervision, complex manipulations, review of the tools)? \***

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### Other scientific personnel

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Personnel from the same institution, whether recognized or not

**25. 5.7 Please provide the name and title or position of all scientific personnel who will be participating in or assisting with the project (e.g., lab technician)**

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### Human biological materials

#### Section 6. Does the project require:

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**26. 6.1 the use of human biological materials \***

*Une seule réponse possible.*

☐

Yes

☐

No

*Passez à la question 34.*

### Human biological materials

#### Section 7. Use of human biological materials

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**27. 7.1 Specify the human biological materials that will be used. \***

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**28. 7.2 Insert HERE the research protocol \***

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**29. 7.3 Location of experimentation \***

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**30. 7.4 Does the human biological materials to be used come from : \****Une seule réponse possible.*

- ☐ a recognized supplier or laboratory
- ☐ a biobank (or bank of human biological materials)
- ☐ a sample collected expressly for this specific project
- ☐ a sample collected for another project

**31. 7.5 Does the project require use of radioisotopes, ionizing radiation or any radioactive substances? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No

**32. 7.6 Does the project involve the study of biological material that poses a risk (e.g., HIV)? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No

**33. 7.7 Does the project require also a participation by human subjects \****Une seule réponse possible.*

- ☐ Yes      *Passez à la question 34.*
- ☐ No      *Passez à la question 48.*

**Experimentation project with participation by human subjects****Section 7. Procedures used (information to be gathered from Exhibitor)**

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**34. 7.8 Please indicate all of the procedures planned as part of the project \****Plusieurs réponses possibles.*

- ☐ Use of archival documents, or records or databases containing personal information that has not been made public
- ☐ Observation of people
- ☐ Administration of a questionnaire or survey
- ☐ Conducting of one-on-one or group interviews
- ☐ Administration of a physical, psychometric-measurement or intellectual test
- ☐ Experimentation designed to assess the health effects of certain products or procedures relative to health (clinical testing)
- ☐ Autre : \_\_\_\_\_

**Recruitment**

(information to be gathered from Exhibitor)

**Section 8. Recruitment process**

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**35. 8.1 Who are the people who will be participating in the project? \***

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**36. 8.2 Will any people be excluded or rejected during recruiting about: \***

The Provincial Ethics Committee will pay special attention to the research protocol if people are excluded or rejected from the project.

*Une seule réponse possible.*

- ☐ age
- ☐ sex or gender
- ☐ ethnic or national origin
- ☐ social condition (income, level of education, profession)
- ☐ disabilities, physical or mental limitations (intellectual or psychological)
- ☐ language
- ☐ sexual orientation
- ☐ religion
- ☐ none of these answers
- ☐ Autre : \_\_\_\_\_

**37. 8.3 If people are excluded or rejected, please explain why**

The Provincial Ethics Committee will pay special attention to the research protocol if people are excluded or rejected from the project.

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\_\_\_\_\_

**38. 8.4 What message will be sent or told to people to invite them to participate in the project? [minimum 10 words] \***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**39. 8.5 Who will invite people to participate in your study? \***

The Provincial Ethics Committee will pay special attention to the research protocol if the recruitment process is carried out by a person in position of authority

*Plusieurs réponses possibles.*

- ☐ Exhibitor
- ☐ Scientific supervisor
- ☐ Teacher
- ☐ Parent
- ☐ A person in position of authority
- ☐ Autre : \_\_\_\_\_



**40. 8.6 How will people be invited to participate in your study?***Plusieurs réponses possibles.*

- ☐ Face to face
- ☐ Phone
- ☐ E-mail
- ☐ Social media (Facebook, Messenger, Instagram, Snapchat, etc.)
- ☐ Mail
- ☐ Autre : \_\_\_\_\_

**Tasks to be performed**

(information to be gathered from Exhibitor)

**Section 9. Tasks to be performed****41. 9.1 What will the people participating in the project be asked to do? \***


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**42. 9.2 How much time will each person have to devote to the project or to the task requested of them? \***


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**Risks related to participation**

(information to be gathered from Exhibitor)

**43. 10.1 Will the people who will be participating in the project be at risk of : \****Plusieurs réponses possibles.*

- ☐ injuries
- ☐ stress
- ☐ feeling unwell during or after participation
- ☐ feeling judged by others
- ☐ Autre : \_\_\_\_\_

**Minimizing risks of participation**

It's impossible for a research to have NO risks, even minimal. You should indicate the methods to prevent, limit or minimize the risks.

## Section 11. Methods to minimizing risks

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44. 11.1 What will you do to prevent or limit the participants' risks?

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## External evaluation

## Section 12. Evaluation by an external ethics committee

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If an ethics certificate is issued, please send it at [ethique@technoscience.ca](mailto:ethique@technoscience.ca)

45. 12.1 Has this project been assessed by an external ethics committee that adheres to the Tri-Council Policy Statement? \*

*Une seule réponse possible.*

☐ Yes

☐ No

## Research protocol and data collection tools

(information to be gathered from Exhibitor)

## Section 13. Research protocol

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46. 13.1 Insert **HERE** the research protocol \*

Presentation of the research protocol is mandatory for the file to be studied by the Provincial Ethics Committee. Only the text is accepted here. If you need to send more information, please contact the Committee at [ethique@technoscience.ca](mailto:ethique@technoscience.ca)

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**47. 13.2 Insert HERE all data collection tools (e.g. blank survey form, blank questionnaire, observation grid) \***

Presentation of the tools is mandatory for the file to be studied by the Provincial Ethics Committee. Only the text is accepted here. If you need to send more information, please contact the Committee at [ethique@technoscience.ca](mailto:ethique@technoscience.ca)

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Passez à la question 48.

**Use of biological materials (exclude human) or chemical substances****Section 14. Will the project also require :**

48. 14.1 Use of live animals (vertebrates and invertebrates) besides humans; animal tissue or parts of animals; micro-organisms, bacteria, viruses, mould or primitive organism; cells of human, vegetable or animal origin; any other material of biological, human or animal origin chemical substances? \*

Une seule réponse possible.

- ☐ Yes      Passez à la question 49.  
☐ No      Passez à la question 55.

Passez à la question 55.

**Use of live animals (vertebrates and invertebrates) besides humans; animal tissue or parts of animals; micro-organisms, bacteria, viruses, fungi or primitive organism; plant or animal cells; any other biological materials or chemical substances**

49. 14.2 Specify the type (e.g., vertebrates, cephalopods, invertebrates, bacteria, virus, algae) and species that will be used. \*

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**50. 14.3 Insert HERE the research protocol (methodology) for this project : \***

(information to be gathered from Exhibitor)

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**51. 14.4 Have any vertebrate animals been sacrificed for the sole purpose of meeting the requirements of the Science Fair project? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No
- ☐ Not applicable

**52. 14.5 Does the biological material to be used come from a recognized supplier or laboratory? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No
- ☐ Not applicable

**53. 14.6 Does the project involve the study of biological material that poses a risk (e.g., HIV)? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No
- ☐ Not applicable

**54. 14.7 Does the project require use of radioisotopes, ionizing radiation or any radioactive substances? \****Une seule réponse possible.*

- ☐ Yes
- ☐ No
- ☐ Not applicable

*Passez à la question 55.***Commitments of the recognized institution and scientific supervisor****Section 15. Commitments**

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**55. By submitting Form A to the Provincial Ethics Committee, I certify that I submitted: \****Plusieurs réponses possibles.*

- ☐ all information need to evaluation
- ☐ research protocol
- ☐ all data collecting tools

**56. By submitting Form A to the Provincial Ethics Committee, I certify that: \****Plusieurs réponses possibles.*

- ☐ I have read and understand the Science Fair Rules.
- ☐ I have completed all of the mandatory sections of this form and those relating to the proposed project.
- ☐ I have notified and raised the exhibitor's awareness of the various ethics and safety rules in effect.
- ☐ The ethics and safety rules in effect at the recognized institution will be respected.
- ☐ Authorization has been granted for the public presentation of the research results.
- ☐ Authorization has been granted for distribution of photos of the equipment or personnel of the recognized institution.
- ☐ A discussion has been held regarding the content of the project to be distributed by the Exhibitor.

**Note: Remember that the Science Fair project will be distributed publicly (oral presentation and written report)**

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**A minimum of 5 days are necessary to assess a Form A by the Provincial Ethics Committee**

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Fourni par

