

**From:** Lawrence, Richard W.

**Sent:** Friday, October 05, 2007 4:21 PM

**Subject:** RE: IRB / SRC Questions and suggestion of a log book and research paper write-up

To clarify questions, we have no IRB/SRC form this year. This is something that is handled in-house at each school site. We assume that you have a committee and that you are using it as needed to gain approval for those projects that might need such approval. The only time that you will need to communicate with us is if you need to submit a project to us for consideration by our district level committee.

We will forward to you further responsibility of the IRB in the signing of certain paperwork needed for projects that fall into the categories discussed. We will explain that when we get you started in the completion of your paperwork.

I would suggest that you have each student keep a log or journal in a black/white bound composition notebook. I would suggest that you NOT ACCEPT a loose leaf binder or notebook. The order of those pages can be created and changed at any time. In the bound log book the student will write the date at the top outside corner of each page upon which information is written. Anything that they do with regards to their project is written in this log. This includes all procedures, data, results, tables, graphs, pictures, drawings, observations, etc. When it comes time to fill out paperwork about the project, all a student has to do is to look in their log and find the information needed. It is an invaluable asset. It can also be a proof that the child did the project as explained. If they have no log, then did they just make up their data and results? In my classes a log book was a requirement for every project.

Lastly, I suggest to each of you that you get your students to write up their entire project in the form of a research report. Using their log they can systematically go through their experiment putting into words what took place. These written reports help strengthen their writing and composition skills as well as allowing the student to be better able to explain their project when they have to present it before the class or judges. The best of these papers can be submitted to the paper competition of the fair as well as FJAS.

**Subject:** RE: IRB / SRC Committees

This e-mail is (was sent) to make sure that every school is aware that an Institutional Review Board (IRB) and if necessary a Scientific Review Committee (SRC) is established to review all appropriate projects to make sure that they qualify and are conducted along accepted guidelines.

In short, an IRB is a committee that must evaluate the potential physical and/or psychological risk of research involving human subjects. It should be made up of at least three individuals:

1. a science teacher
2. a school administrator, and
3. an individual who is capable of evaluating the risks involved in a given study:
  - a medical doctor

- physician's assistant
- registered nurse,
- psychiatrist
- psychologist
- licensed counselor or
- licensed social worker

A Scientific Review Committee is a group of adults who are knowledgeable about regulations concerning experimentation with:

- vertebrate animals, and
- potentially hazardous biological agents

The SRC must review and approve all projects in these two areas BEFORE experimentation begins. The SRC consists of at least three members which include at least:

1. a biomedical scientist (e.g. PhD, MD, DVM, DDS, DO)
2. a science educator
3. at least one other member.

**IF YOUR SCHOOL IS UNABLE TO FIND INDIVIDUALS TO CREATE A SCHOOL BASED IRB/SRC COMMITTEE, THE REGIONAL SCIENCE AND ENGINEERING FAIR SRC COMMITTEE CAN BE USED.**

If you need to use the district's committees you may forward to me an explanation of a student project that needs IRB/SRC approval and I will forward it to other members of our committee who will make the necessary suggestions and provide the necessary approvals.

Accompanying this letter is the article from the Intel International Science and Engineering Fair regarding SRC and IRB committees. I would suggest that you take the time to review it's contents. It will help you to fulfill your responsibilities and help you feel better about your performance.

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*"To get up each morning with the resolve to be happy... is to set our own conditions to the events of each day. To do this is to condition circumstances instead of being conditioned by them." Ralph Waldo Trine*  
*"Perfection of means and confusion of aims seems, in my opinion, to characterize our age." Albert Einstein*  
*"Progress is moving beyond your previously accepted limits."*