

Manual Checksheet

Reviewed by: _____

To improve the quality of applications submitted and to eliminate the need to disqualify an application at the national level competition, a state association representative should complete a manual check for each award application submitted.

Instructions: Please manually review the application for each item on the checksheet. Checkmark the line if the item is present and correct:

____ Chapter advisor and state advisor/executive secretary have properly signed the cover page.

____ Student researcher(s), adult sponsor and parent(s)/guardian(s) have properly signed the research plan approval form.

____ All questions are answered and the adult sponsor has properly signed the adult sponsor checklist.

____ All hazardous substances are identified, the proper MSD Sheets are included and the student researcher(s) have properly signed the hazardous materials waiver form.

____ Student researcher(s) and advisor have properly described the use of humans (if applicable) and properly signed the human vertebrate form.

____ Student researcher(s) and advisor have properly described the use of vertebrate animals (if applicable) and have properly signed the non-human vertebrate form.

____ All pages of the application have the same version # on the bottom left of each page. The cover page and signature pages do not require matching version #s.

____ All forms of the application are present and a written report is attached. Application forms and written report components include:

Application Forms

- Cover Page
- Research Plan Approval Form
- Adult Sponsor Checklist
- Hazardous Materials Waiver Form
 - MSD Sheet(s)
- Human Vertebrate Form
- Non-Human Vertebrate Form
- Skill Development Form
- Research Funding Form
- Project Extension Form (when applicable)
 - Previous year's project abstract

Complete Written Report

Divisions 1 & 2 (Grades 7-8):

- Importance
- Other's Work
- Materials and Methods
- Hypothesis/Anticipated Results
- Results
- Discussion
- Conclusions
- Summary
- Acknowledgements

Divisions 3 - 6 (Grades 9-12):

- Abstract
- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion and Conclusions
- References
- Acknowledgements