

Assumption is that HS I/O will be a Saturday in late March.

STEP 1 - consent forms

These two documents must be sent out prior to the event **with** the other documents we send:

- 1) Ohio State IRB consent form for the student: "COSI Assent"
- 2) Ohio State IRB consent form for the parent: "COSI Parental Permission"

(OHI/O also sends a parent permission form, parking & event info.)

Note:

Student participant must bring all forms completed and signed to the event registration desk. IF the student does not have them, extras are provided onsite (make blank copies ahead of time) but a parent signature is still required.

STEP 2 - morning check-in at registration table

- 1) At check-in, a faculty will be present to assist with form collection and questions. Forms to collect checklist:
 - a) Ohio State IRB consent form for the student: "COSI Assent"
 - b) Ohio State IRB consent form for the parent: "COSI Parental Permission"
 - c) OHI/O Code of Conduct
 - d) Parental permission form

**IF they don't have any one of these, extra copies are available at the desk.

C and D are absolutely required to participate
- 2) At registration, students receive a card with QR code and unique identifier. This identifier is then documented on the student roster/sign in sheet.

STEP 3 - event survey

The student survey questions are now wrapped into the IRB questions so that the students only fill out one survey. This survey will be made through Qualtrix and link should go live between afternoon snack and the awards ceremony.

- 3) At registration, students receive a card with QR code and unique identifier. This identifier is then documented on the student roster/sign in sheet.
- 4) The Qualtrix survey will go live at afternoon break and students will be reminded and encouraged to fill out their surveys during break or while waiting for judges or during tabulation.
- 5) A copy of the sign in sheet (with those unique identifiers written in) needs to go back to Julia or one of the faculty members before lunch.