

2024 Scientific Review Committee Role and Responsibilities

In support of the [RCSEF](#)

The Scientific Review Committee (SRC) is a volunteer committee that is charged with the final review of all student projects to certify eligibility for competition at the Riverside County Science and Engineering Fair (RCSEF).

Eligibility

Individuals selected to serve as an SRC reader must possess the following skills, abilities, and willingness to:

- Communicate effectively with committee members, students, the public, and the RCSEF personnel.
- Commit the time and energy required to review RCSEF projects in February and March, approximately 15-20 hours of reading total.
- Demonstrate interest in student research and in supporting the educational process
- Review and apply rules in a consistent, fair and just manner.
- Former SRC, IRB or IACUC experience and/or familiarity with the Regional Rules or a willingness to learn
- Availability to serve throughout the year, by being available via email or phone.
- Knowledge of scientific discipline(s)/experience that meet the needs of the existing membership.
- Ability to work in an online review system with reliable internet.

Duties & Responsibilities

As a RCSEF SRC Reader, you will be asked to:

- Review the finalist paperwork and documentation in a timely manner, as submitted by student participants, beginning in February and concluding in early March.
- Aid in the finalist online interviewing process, as needed prior to competition at Regeneron ISEF, as needed.
- Agree to not act as a judge in the RCSEF competition or, in any competition of its affiliate fairs.
- Attend 1 “kick off” meeting in late/summer fall that marks the beginning of the academic student research cycle with a max time commitment of 4 hours.

- During the months of February-March, members and readers spend between 15-20 hours reviewing finalist paperwork, caucusing with other members via online chat and meetings and if needed, conducting online interviews the last week prior to competition to clear as many projects as possible prior to the competition event.

Duties & Responsibilities of the Chair

The duties and responsibilities of the Chair of an SRC and/or IRB committees are:

Leadership: The chair is responsible for providing leadership to the committee, guiding its activities, and ensuring that the committee works towards its objectives.

Meeting Management: The chair is typically responsible for scheduling and co-leading committee meetings. This includes setting the agenda, facilitating discussions, and ensuring that meetings are productive.

Communication: The chair serves as the primary point of contact between the committee and other stakeholders, such as the organization's leadership or other committees. They may be responsible for reporting on the committee's progress and activities.

Objective Setting: The chair helps the committee establish clear objectives and goals, ensuring that the committee's work aligns with the organization's overall mission and vision.

Delegation: The chair may delegate tasks and responsibilities to committee members, ensuring that everyone is actively engaged in achieving the committee's goals.

Conflict Resolution: If conflicts or disagreements arise within the committee, the chair may play a role in resolving these issues and maintaining a harmonious working environment.

Reporting: The chair often provides an annual report to all stakeholders, updating them on the committee's progress and any recommendations or decisions made.

Decision-Making: The chair typically has a role in decision-making within the committee, helping to build consensus and move the committee towards its goals.

Evaluation: The chair may be involved in evaluating the committee's performance, including assessing whether it is meeting its objectives and making recommendations for improvements.

Committee Development: The chair may be responsible for recruiting and developing committee members, ensuring that the committee has the necessary expertise and skills to accomplish its tasks.