CAMSEE IRB CHECKLIST

Are you - or do you want to - perform research under the Blanket IRB? If so, use this checklist to ensure you have followed the rules of our IRB:

Are You a Member of CAMSEE?
- Members must be UCSD employees (faculty, instructors, graduate students, staff). Send your request to join to camsee@ucsd.edu.

Is Your Educational Research Project Covered by the CAMSEE IRB?
- Read through the CAMSEE IRB application to make sure your research study is aligned with the approved research plan: http://camsee.ucsd.edu/_files/170886_2019_07_08_Revised_Research_Plan_clean.pdf

Research Team Membership
- Check to make sure you are a member of the research team: https://docs.google.com/spreadsheets/d/1viAzXJhdHJUt7eXyfZW2nSQI7yAFvVWwMy7L6Zjt4g/edit?usp=sharing
- If you are not on this list, see below for instructions on how to be added.

Consent Form
- Include the consent form and opt-out text in your syllabus. You can obtain the consent form and opt-out text here: https://drive.google.com/drive/folders/1-gIzsuw-gTWC0qijq0qO3wgyuh8l5UC
- Distribute hard copies of the stamped approved consent form on the first day of class or very early in the quarter and explain the research you are doing to students. You can obtain the form here: https://drive.google.com/drive/folders/1-gIzsuw-gTWC0qijq0qO3wgyuh8l5UC

Data
- Before you do any research with the data, it must be fully de-identified. You must send your course data containing identifiers to assessment@ucsd.edu with a request that they de-identify it and remove any students who have opted out of the study. You may not do any analysis on data that contains student identifiers.

Annual Reporting
- Be prepared to respond to a request from CAMSEE each spring for progress on and statistics about your research for the annual progress report we must submit to HRPP.

Adding Researchers to the CAMSEE IRB
- Fall 2019 Submissions due November 30, 2019.
- During Fall and Spring there will be opportunities to be added to the Blanket IRB. At those times, if you choose to be added, you will be asked for the following:
  - Name, Department, Title
  - Role in the study (e.g. Researcher, administrator, data collection, analysis, instructional design, instruction)
  - A description of your qualifications (including degree, background in the field)
  - A brief description of your research study
  - The date of your completed CITI training
- For more information on CITI training, click here: https://irb.ucsd.edu/training.shtml