CAMSEE IRB CHECKLIST

If you would like to conduct educational research under the CAMSEE IRB, use this checklist to ensure all IRB rules are followed.

**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: [https://drive.google.com/file/d/1sCcuUUycjXwT7rWezkaAx76pqn0sLkTi/view?usp=sharing](https://drive.google.com/file/d/1sCcuUUycjXwT7rWezkaAx76pqn0sLkTi/view?usp=sharing)

**Research Team Membership**
- Check to make sure you are a member of the research team: [https://docs.google.com/spreadsheets/d/1viAzXJdHjUF7t7eXvflZW2nSQt7vAfVWwMy7L6Zfj4g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1viAzXJdHjUF7t7eXvflZW2nSQt7vAfVWwMy7L6Zfj4g/edit?usp=sharing)
- If you are not on this list, see below for instructions on how to be added.

**Course Registration**
- Register the courses you plan to study prior to the start of the term here: [https://camsee.ucsd.edu/register.html](https://camsee.ucsd.edu/register.html)

**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/1yi4ph3IQaBCqVL3VEa5aJwV9Qx334o?usp=sharing](https://drive.google.com/drive/folders/1yi4ph3IQaBCqVL3VEa5aJwV9Qx334o?usp=sharing)
- 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/1yi4ph3IQaBCqVL3VEa5aJwV9Qx334o?usp=sharing](https://drive.google.com/drive/folders/1yi4ph3IQaBCqVL3VEa5aJwV9Qx334o?usp=sharing)

**Data**
- Before you do any research with the data, it must be fully de-identified. **You may not do any analysis on data that contains student identifiers.** See this link for the process and allowable data: [https://docs.google.com/document/d/1smFELhU5KOJhR094QYJB8NarWAbc5CMn4Mxmx8w40GQgF/edit?usp=sharing](https://docs.google.com/document/d/1smFELhU5KOJhR094QYJB8NarWAbc5CMn4Mxmx8w40GQgF/edit?usp=sharing)

**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**

**Submissions due April 30, 2021.**

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](https://irb.ucsd.edu/training.shtml)

---

1 Electronic copies may be distributed in classes that are being taught remotely.