CAMSEE IRB CHECKLIST

Are you performing research under the CAMSEE IRB? If so, use this checklist to ensure you have followed the rules of our IRB:

1. 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.

2. 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/1sCcuUYCIxwT7rWezkaAx76pqn0sLkTi/view?usp=sharing

3. Research Team Membership
   - Check to make sure you are a member of the research team:
     https://docs.google.com/spreadsheets/d/1viAzXJdHjUFl7eXvffZW2nSQi7vAfVlWwMy7L6Zfj4g/edit?usp=sharing

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

5. 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/1yi4ph3lqDaBcQxVL3VEa5aJwV9Qx334o?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/1yi4ph3lqDaBcQxVL3VEa5aJwV9Qx334o?usp=sharing
     
     **NOTE:** During the COVID-19 pandemic while UCSD courses are being conducted remotely, we have been given temporary approval to distribute the opt-out forms virtually.

6. 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/1smFELhU5KOFr094QYJ6NarWAbc5CMn4Mxm8w40QGzE/edit?usp=sharing

7. 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.

8. Stay current on your CITI training. Click here for more info: https://irb.ucsd.edu/training.shtml