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/1sCcuUUYCIXwT7rWezkaAx76pqn0sLkTi/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/1viAzXJdHjUFt7eXvffZW2nSQj7vAfVIWwMy7L6Zfj4g/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/1smFELhU5KOFfR094QYJ6NarWAbc5CMn4Mxm8w40QGzE/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