

# SMC IRB Request

## Requestor Information

---

1. Investigator Name \*

2. Position Title *(if applicable)*

3. Department *(if applicable)*

4. Organization (Institution or Company Name) \*

 Show/hide trigger exists.

5. Are you an SMC employee?

☐ Yes

☐ No

**Logic** Hidden unless: #5 Question "Are you an SMC employee?" is one of the following answers ("No")

6. Are you collaborating with a staff member, program, or department at SMC?

☐ Yes (Name person, program, dept)

☐ No

7. Email \*

8. Contact Phone Number \*

9. Today's date \*



10. If applicable, provide your co-PI name(s):

**Type of Review**

---

**Page exit logic:** Skip / Disqualify Logic

**IF:** #11 Question "Indicate the type of IRB review you are applying for (please review the "types of reviews" document)" is one of the following answers ("Exempt Review - Analyzing data that has already been collected about SMC students or employees") **THEN:** Jump to [page 5 - Exempt from Further Review](#) Flag response as complete

11. Indicate the type of IRB review you are applying for (please review the "types of reviews" document)

- ☐ Expedited Review - Received IRB approval/exemption at another organization or institution
- ☐ Exempt Review - Analyzing data that has already been collected about SMC students or employees
- ☐ Full Review - None of the above applies

## Expedited Review

---

**Page entry logic:**

This page will show when: #11 Question "Indicate the type of IRB review you are applying for (please review the "types of reviews" document)" is one of the following answers ("Expedited Review - Received IRB approval/exemption at another organization or institution")

12. Please upload and submit a copy of the IRB application you submitted to your original organization/institution. \*

Browse...

13. Please upload and submit documentation indicating that your IRB application at the other organization/institution has been approved or is exempt from further review. \*

Browse...

14. Provide a brief narrative of the proposed study, including purpose. \*

15. Describe the study population. \*

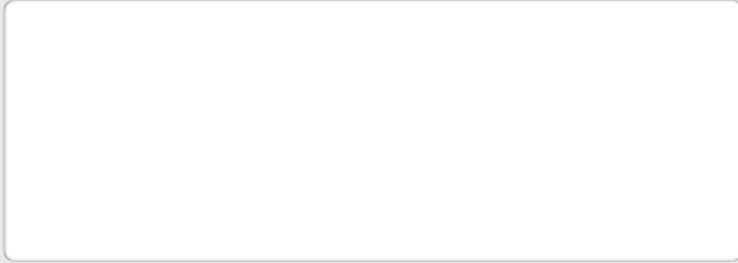
16. Will all study participants be 18 years of age or older?

☐ Yes

☐ No

17. If applicable, include information on your plan for recruiting participants and sampling procedures. \*


18. Describe the design, the methods, procedures, and tools that will be used to collect data (interview, focus group, survey, audio recording, etc.). \*

A large, empty rectangular text box with rounded corners, intended for the user to provide a detailed description of the study design, methods, procedures, and tools for data collection.

19. Describe your plan to ensure privacy and confidentiality of study participants, including the ways identifiable information will be collected, stored, and shared. \*

A large, empty rectangular text box with rounded corners, intended for the user to describe their plan for ensuring privacy and confidentiality, including how identifiable information will be handled.

20. How will you ensure the confidentiality of Santa Monica College?

A large, empty rectangular text box with rounded corners, intended for the user to explain how they will ensure the confidentiality of Santa Monica College.

21. Please confirm that, at a minimum, the following measures will be taken and enforced:

	Yes	No	Does not apply
Information maintained physically will be stored with appropriate physical safeguards, such as in locked cabinets and/or in restricted areas limited to authorized study personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic data will be stored with appropriate electronic safeguards, such as unique usernames/passwords, and limited to authorized study personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copying and use of study related materials will be restricted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio and/or video recordings will be transcribed and then will be destroyed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio and/or video recordings and/or photos or images will be modified to eliminate the possibility that study participants could be identified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Direct identifiers and/or the key to the codes will be destroyed upon completion of the research (all data will be stripped of identifying information and/or the key to codes destroyed, paper documents shredded, electronic files purged, electronic media securely erased)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study data and records (signed consent forms, etc.) will be retained for at least the minimum amount of time required by federal regulations and policies (minimum three years)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. How will the findings of your study be used (for example, dissertation, publish in journal, present at conference)? \*

23. Please upload and submit a copy of the informed consent to be used with human subjects at Santa Monica College. \*

Browse...

24. Please upload and submit a copy of the instruments to be used to collect data from human subjects at Santa Monica College. If you are administering more than one instrument in your study, please attach them in a single document. \*

Browse...

25. Please upload and submit a copy of the invitation to participate in research (if applicable).

Browse...

### Exempt from Further Review

---

#### Page entry logic:

This page will show when: #11 Question "Indicate the type of IRB review you are applying for (please review the "types of reviews" document)" is one of the following answers ("Exempt Review - Analyzing data that has already been collected about SMC students or employees")

26. Provide a narrative of the proposed study, including purpose. \*

27. How will the findings of your study be used (for example, dissertation, publish in journal, present at conference)? \*

28. Describe how you will extract or get access to the data that has already been collected. What will you do to protect the identity of human subjects? \*