

SMC IRB Approval Request Form version 2025

IRB Approval

1. Investigator Name *

2. Position Title (*if applicable*)

3. Department (*if applicable*)

4. Organization (Institution or Company Name) *

5. Are you an SMC employee?

- Yes
- 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):

IRB Approval from Other Organization

11. Project Title *

12. Have you received any IRB approval from another organization? *

- Yes
- No

13. Does your study falls in one of the exempt categories in the Common Rule? (Check ALL that apply). Click here for more information on Exempt Categories. *

- Education research
- Surveys, interviews, educational tests, public observations (that do not involve children)
- Benign behavioral interventions
- Analysis of previously-collected, identifiable info/specimens
- Federal research/demonstration projects
- Taste and food evaluation studies
- None of the above

Acceptance Review

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

Browse...

15. Please upload and submit documentation indicating that your IRB application at the other organization/institution has been approved. *

Browse...

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

Browse...

17. 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...

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

Browse...

Conditional Acceptance Review

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

20. Describe the study population. *

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

- Yes
- No

22. If applicable, include information on your plan for recruiting participants and sampling procedures.

23. If applicable, describe the design, the methods, procedures, and tools that will be used to collect data.

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

25. How will you ensure the confidentiality of Santa Monica Collège? *

26. 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 recordings will be transcribed and then will be destroyed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Audio and/or 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"/> |

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

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

Browse...

29. 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...

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

Browse...