Context

In Spring 2022, the SDCCD Institutional Review Board (IRB) launched a new proposal application system in the web-based platform JIRA to streamline both the application and review process. This desk guide serves to assist users with submitting their application materials in the application system.

Step-by-Step Guide

1. Access the JIRA application form on the SDCCD IRB website.

Figure 1: Image of IRB website with proposal form link highlighted.

or agency. **No proposals will be reviewed prior to IRB approval from the investigator's institution or agency.**

2. SDCCD employees who are seeking to conduct research and/or use existing data and information for publication or public presentation purposes doctoral dissertations or master's degree thesis) are considered external investigators and must go through the SDCCD IRB review process in order gain approval prior to conducting research. SDCCD employees **should not access** data or information for their research even though the access m available through the employee's work responsibility.

3. All external investigators must submit the following:

Proposal

- SDCCD IRB Proposal Form

Forms

- SECTION C: The Investigator Compliance Attestation

Other Documents

- A copy of the signed human subjects IRB approval letter from the external investigator's institution or agency
- A copy of all Informed Consent forms that meet 45 CFR § 46.116
- A copy of each research data collection instrument including: questionnaires, interview guides, survey instruments and testing instruments
- A copy of all recruitment materials including content for email notifications

2. First, upload all necessary supplemental materials for your proposal in the drop box on the form. Supplemental materials include other IRB approval letters, questionnaires, recruitment flyers, emails, or other relevant materials. Applicants will also upload their signed copy of the investigator compliance form on the IRB website.

Figure 2: Image of IRB proposal form with drop box highlighted.

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Figure 3: Image of IRB website with Investigator Compliance Form link highlighted.

3. Fill out the form. Note that some new questions may appear depending upon your answers to other questions. If you have any questions about the form or how to answer specific questions, please contact the Chair of the IRB, Natalia Alarcon (she/her/ella) at nalarcon@sdccd.edu, the IRB Co-chair Jaime Seiverd (they/them) at jsykes@sdccd.edu, and/or general OIER email (irp@sdccd.edu).

4. Once the form is complete, check your work and ensure all attachments are included and that the form is answered fully. When you are ready to submit, check the box on the final acknowledgment statement and hit send. Understand that the check box functions as a binding signature, so be sure to read the statement fully.

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Figure 4: Image of IRB application form including the final statement and send button.

Please check the box after reading this statement in its entirety to indicate you understand and agree to adhere by the statement below. *

I, the Principal Investigator cited as responsible for performing and monitoring the research under the protocol titled , have read and understand the provisions of Title 45 Code of Federal Regulations Part 46 (Protection of Human Subjects) and the San Diego Community College District Investigator Guidelines for Research Using Human Subjects. In the event that I have a question regarding my obligations during the conduct of this project, I have ready access to these regulations. I understand that as the Principal Investigator I am wholly responsible for the understanding that my immediate resource for clarification of any issues related to the protection of research volunteers is the Chairperson of the San Diego Community College District campus IRB. I also attest that I will immediately inform the Chairperson of the IRB of any actions taken by a reviewing IRB concerning my study and will inform the Chairperson of the IRB when all study activities at the campus have concluded.

☐ I have read the statement

[Send] Cancel

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