

El Camino College

Checklist for External Researchers



This checklist is provided to assist external researchers (referred to as Principal Investigators, or P.I.s) with developing research proposals for consideration by El Camino College (ECC). Additional resources are available on the [ECC Institutional Review Board \(IRB\) webpage](#). For any inquiry about conducting research at ECC, please contact Dora Hong, Research Technician at the Institutional Research & Planning Office at dhong@elcamino.edu or (310) 660-3593, extension 3150.

Step 1: Submit Online Notification of Interest to Conduct Research Study Form

Persons interested in conducting research at El Camino College or El Camino College Compton Center must submit an online [Notification of Interest form](#), which can also be accessed on the [ECC IRB webpage](#). Upon submission of the notification of interest, the P.I. will receive a follow-up email with the application materials.

Step 2: Obtain a Sponsor

All external research requires a local sponsor willing to oversee and support the P.I.'s research efforts. A sponsor is typically a dean, director or program coordinator at the desired research location. Contact Institutional Research & Planning if you have difficulty finding a sponsor.

Step 3: Complete the Request to Conduct Research Form

The Request to Conduct Research must be completed by the Submission Deadline noted in the IRB Meeting & Proposal Submission Calendar. Researchers should be in the final stages of readiness to conduct research (and of achieving a home institution's IRB approval) before submitting the request.

Components of the Request to Conduct Research

1. External Researcher (P.I.) and institutional contact information
2. El Camino College Sponsor contact information
3. Project title and summary
4. Scope of research/data collection methods
5. Proposed period of data collection
6. Target population
7. Data collection instruments (surveys, tests, interview protocols, etc.)
8. Participant consent form
9. Verification of human subjects training
10. Recruitment materials (email scripts, fliers)

Step 4: Submit IRB Approval from Home Institution or Agency

Once approved by ECC's IRB, research may not commence until IRB approval is received from P.I.'s home institution or agency (where applicable). Final versions of all previously-submitted documents must also be provided bearing the El Camino College approval footnote.

Step 5: Notify Institutional Research & Planning of any Status Changes

The P.I. **must** notify Institutional Research & Planning of the occurrence of adverse events, the termination of research, or the need to continue research beyond one year of approval date.