

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](#).

Step 1: Contact Institutional Research & Planning to request to conduct research.

Persons interested in conducting research at El Camino College or El Camino College Compton Center must contact the Institutional Research & Planning Office with their intentions by the Notification of Interest date listed in the [IRB Schedule of Meetings](#). **Contact:** Irene Graff, Director, Research & Planning, igraff@elcamino.edu or (310) 660-3593, extension 3515.

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.

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 Schedule of Meetings](#). 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. Recruitment materials (email scripts, fliers)
8. Data collection instruments (surveys, tests, interview protocols, etc)
9. Participant consent form
10. Verification of human subjects training

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 a 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: Complete and submit the Principal Investigator Compliance Pledge.

Before final approval is granted, the P.I. must submit a signed copy of the *Principal Investigator Compliance Pledge*. This form will be provided to the P.I. after IRB review.

Step 6: 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.