

El Camino College

Conducting Human Subjects Research

Frequently Asked Questions



Thank you for your interest in conducting research at El Camino College (ECC). In order to conduct research involving human subjects or data at ECC, you must be approved by El Camino College's Institutional Review Board (IRB).

1. How do I get started with the IRB process?

Persons interested in conducting research at El Camino College or Compton College 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 research proposal's Principal Investigator (P.I.) will receive a follow-up email with the application materials.

2. Do I need to submit an IRB application?

Yes. The Request to Conduct Research Form is the IRB application that is emailed to the P.I. after the P.I. submits the online Notification of Interest Form. The Request to Conduct Research Form must be completed by the submission deadline noted in the [IRB Schedule of Meetings & Deadlines](#). Researchers should be in the final stages of readiness to conduct research before submitting the Request to Conduct Research Form. An El Camino College IRB application is required regardless of the existence of IRB approvals granted by other institutions.

3. What other documents do I need to submit with the IRB application?

The following additional documents must accompany the Request to Conduct Research Form, if applicable. Consult the [Checklist for External Researchers](#) for other key information needed.

- Participant Consent Form
- Survey
- Interview Questions
- Recruitment Materials such as fliers and/or email scripts
- Verification of human subjects training

4. Do I need a sponsor?

Yes. 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. The sponsor can help assist the P.I. conduct research by facilitating contact with research subjects, assisting with campus processes (ex. assist in arranging locations to conduct research), and relaying unexpected events or questions to IRB. Contact Institutional Research & Planning if you have difficulty finding a sponsor.

5. Do I need to provide verification of human subjects training?

Yes. You will need to provide a copy of your certificate indicating you have completed recent training for research involving human subjects.

6. Do I need IRB approval from my home institution or agency?

Yes. 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.

7. When is the deadline to submit the Notification of Interest Form and Request to Conduct Research Form?

Refer to the [IRB Schedule of Meetings and Deadlines](#) on the IRB webpage for the latest due dates. Generally, a Notification of Interest must be submitted 4 weeks, and the Request to Conduct Research application form 3 weeks, in advance of the IRB meeting.

8. Does ECC IRB provide letter of support?

No. ECC IRB does not provide a letter of support prior to review and approval of all IRB applications, as it was found to be duplicative and potentially suggestive of actual IRB approval. If your research study is approved by the IRB, the formal approval letter we provide will serve as the letter of support.

For any further inquiry about conducting research at El Camino College, please contact Diora Hong, Research Technician, at the Institutional Research & Planning Office at dhong@elcamino.edu or (310) 660-3593, extension 3150.

To access the Notification of Interest Form and learn more about the process of conducting research at El Camino College, please visit www.elcamino.edu/about/depts/ir/irb.aspx.

Please note, El Camino College has the right to decline participation in any research study.