

IRB APPLICATION CHECKLIST

NO RESEARCH CAN PROCEED UNTIL YOU HAVE RECEIVED IRB APPROVAL

Use the following list to confirm that all required steps of the IRB Application process are completed. Complete this form by clicking on the boxes and submit a copy along with your IRB Application.

- ☒ The researcher using human subjects completed an electronic IRB Application for IRB Committee Review.
- ☒ The IRB Application was submitted both as hard copy and electronically to the Office of Research and Sponsored Programs (ORSP).
- ☒ The researcher submitted one electronic copy, two hard copies, and the signed original of the completed IRB Application, a total of three copies. All proposals/applications should be received no later than close of bus on Tuesday to make the Thursday review cut off for that week.
- ☒ The researcher attached copies of protocol, informed consent forms, and other instruments that will be used for research. (see example consent forms)
- ☒ The researcher completed the PI Certification Training
- ☐ The researcher included an informed consent form for the parent/guardian for minors (under age 18) and an informative letter or script that explains the project to the minor, written in language appropriate for the participant's age.
- ☒ The researcher answered question # 22 of the IRB application in detail. For example, give the length of time that the data will be stored, where it will be stored, and when it will be destroyed. Data is not secure if it is stored on the CSUCI network, server, or desktop.
- ☒ The researcher identified appropriate storage. If storing data on CD Rom remember that 7 year-old CDs will not retain data and data will need to be backed-up often.
- ☒ The researcher agreed to send notification via email to the ORSP when the research project is finished or will reapply annually for an extension.
- ☒ The researcher signed all paper copies of the IRB Application and obtained appropriate signatures on page 4.
- ☒ The researcher had program chair/administrator sign application before submitting to the IRB.

Emails inquiries should be directed to Amanda Quintero, Interim Associate Vice President/Director for Research and Sponsored Programs at amanda.quintero@csuci.edu or at 805-437-8954

The IRB Chair and ORSP meet every Thursday to review category 1 Research: Exempt/Expedited proposals. The IRB Committee meets monthly for category 2 Research: Full-review proposals.

All proposals/applications should be received no later than close of bus on Tuesday to make the Thursday review cut off for that week.

Completed by IRB:

IRB PROJECT #:

☐ Exempt/Expedited Review: _____

☐ Full Review: _____

INSTITUTIONAL REVIEW BOARD (I.R.B)

APPLICATION FOR THE REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

Directions: Please complete Sections I - IV. **In all cases, no research may proceed on or off campus unless approved by the IRB.**

Submission Instructions: Email an electronic copy of the completed IRB Application, proposal and attachments to irb@csuci.edu in the following format:

1. **Email subject heading:** *IRB Application*
2. **Attachments:** *Include all attachments (surveys, consent forms, letters)*
3. **Interoffice mail or hand deliver:** *2 copies and 1 signed original IRB Application and package to Amanda Quintero or Betty Ortiz at Lindero Hall office # 3226, or 3236*
4. **DO NOT SUBMIT IN PDF FORMAT**

All IRB Applications and proposals must be submitted by close of business on Tuesday to make the Thursday review cut off for that week. This application and its attachments (Protocol) will be returned without review if this form is not COMPLETE. An IRB Application is incomplete without the signature of the Principal Investigator and Program Chair/Administrator on page 4. Before research starts the PI must take the PI Certification Training and present proof to ORSP.

SECTION I: Type of Research (Refer to Attached Appendix I) CLICK ON CHECK BOX

☒ Category 1 Research: Exempt/Expedited Review

☐ Category 2 Research: Full Review

SECTION II:

1. Responsible Project Investigator:	Phone:	Email:
Pilar Pacheco	437.8851	Pilar.pacheco@csuci.edu
Julia Balen	437.8435	Julia.balen@csuci.edu

2. Name of Investigator (if different):	Phone:	E-mail:
Frank Barajas	437.8862	Frank.barajas@csuci.edu
Marie Francois	437.3123	marie.francois@csuci.edu
Evelyn Taylor	437.8830	evelyn.taylor@csuci.edu

3. Program Affiliation:	4. Sponsor (if funded):
Center for Community Engagement and Center for Multicultural Learning and Engagement	
5. Amount of Award: \$	6. ☐ Internal Funding or ☐ External Funding

7. Title of Project:	Project Start Date:	End:
Bracero Oral History Project: Legacy of a Community	February 2008	June 2009

8. Investigator is (CLICK ON CHECK BOX): ☒ Faculty ☒ Staff ☐ Graduate Student ☐ Undergraduate

9. This application is for (PLEASE SELECT FROM LIST BY CLICKING ON TEXT): **New Project**

10. Age Range of Subjects: 18 and up

11. Type of subject: ☒ Adult ☐ Non-student ☐ Minor ☐ CSUCI Student
☐ Other (describe):

12. Subjects (CLICK ON CHECK BOX): ☒ Normal Volunteer ☐ In-patient ☐ Out-patient ☐ Mentally retarded

☐ Mentally disabled ☐ Pregnant women & fetuses ☐ Individual with limited civil freedom

13. Estimated # of Subjects/participants: 20+ # of Treatment Subjects (If Applicable):
of Control Subjects (If Applicable):

APPLICATION FOR THE REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

Section III:

Please check the appropriate response for questions 14 to 18. Please be brief and concise in your responses to each of these questions. Failure to respond to any questions will cause significant delays.

14. ☐ Yes ☒ No	Does this project involve secondary analysis of public data sets? If yes, slip questions 20, 21 and 23 of the IRB application. Please provide the following information in the explanation box below (name of the data set, public URL address, and the name of the organization)
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Explanation:

15. ☐ Yes ☒ No	Will subjects receive payment or extra credit point compensation for participation? If yes, detail amount, form, and conditions of award.
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Explanation:

16. ☐ Yes ☒ No	Will access to subjects be gained through cooperating institution? If yes, indicate cooperating institution and attach copy of approval letter from that institution. (e.g. Copy of institution's IRB approval, copy of approval letter from school board, etc.)
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Explanation:

17. ☐ Yes ☒ No	Does this project involve investigator(s) at another institution? If yes, identify investigator(s) and institution and attach copy of agreement to cooperate.
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Explanation:

18. ☐ Yes ☒ No	Will the subjects be deceived, misled, or have information about the project withheld? If so, identify the information involved, justify the deception, and describe the debriefing plan if there is one.
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Explanation:

DIRECTIONS: In a total of no more than four pages, please answer the questions 18-24. Please be brief and concise in your responses to each of these questions. Failure to respond to any questions will cause significant delays.

Research Protocol Description (Please attached surveys and instruments to the IRB Application):

19. Describe the objectives and significance of the proposed research below.

CSUCI through our Mission Centers for Community Engagement and Multicultural Learning and Engagement, have an opportunity to collaborate with the Smithsonian National Museum of American History (SNMAH) on an oral history project entitled, *The Bracero History Project, Legacy of a Community*, and become a part of a network of higher education institutions that includes the [Center for History and New Media](#) at George Mason University, the [Institute of Oral History](#) at the University of Texas at El Paso, and the [Center for the Study of Race and Ethnicity in America](#) at Brown University, and museums to preserve the history of the 1942-1964 guest worker program.

The Bracero History Project, Legacy of a Community is a grass-roots effort to collect, document, exhibit, and share a complex and sometimes controversial history of the Bracero program (1942-1964); shedding insight on the social and cultural aspects, how it affected the families, the towns in Mexico, their children and their communities.

This oral history project will center around an interdisciplinary service learning component in classes across the History, Chicana/o Studies, Library and Spanish programs. The scope of the service learning project will include: 1) training students participants in oral history practices; 2) holding a town hall meeting to gather potential Braceros to interview and documenting their memorabilia; 3) students following up with each potential interviewee to schedule and conduct full interviews over the spring semester.

The courses that will be involved in this service learning project include:

- 1) HIST 360, *History of Colonial Latin America*
- 2) History 280 *The Historian's Craft* and History 350 *Chicano History and Culture*
- 3) Library 490, *Special Topics, Oral History*
- 4) SPAN 320 *Introduction to Spanish Translation* students will assist in the interview process by conducting oral histories as well as serving as translators for non-Spanish speaking students.
- 5) MECHa students have also signed up to participate in this project.

Today many historians have recognized the Bracero Program as a watershed in the history of Latinos in the United States. Yet few people today know of them or their stories. As Braceros are aging there is a sense of urgency among scholars and immigration advocates to document and preserve their stories in United States. The interviews will explore participant's memories of the Bracero program; the hiring process, job experiences, daily routine and living conditions, salary, and challenges on the job. The interviews will also seek information on their family background, childhood, education, and life after the Bracero program.

This project aims to capture the history and stories of the Bracero Program in order to recognize and educate our students and the community about this important chapter in history. In doing so we hope to give voice to this time period, while preserving and celebrating the legacy of these hardworking individuals who gave so much in helping grow and shape the identity of United States.

20. Describe methods for selecting subjects and assuring that their participation is voluntary. Attach a copy of the consent form that will be used. If no consent form will be used, explain the procedures used to ensure that participation is voluntary. (See attached: sample/standard consent form and guide)

The Centers for Community Engagement and Multicultural Learning and Engagement will work with local media (i.e. newspapers and radio) and Latino community based organizations (e.g., United Farmworkers) to call a town hall meeting on February 26, 2008 at Café on A in Oxnard, to gather potential Braceros. The purpose of the meeting is to introduce former Braceros to the project and gather potential participants via pre-interviews as well as document their memorabilia. We will follow up with each potential interviewee to schedule and conduct full interviews in spring 2008. We will use consent forms (English and Spanish) and a list of interview questions provided to us by the SNMAH (see attached).

21. Describe the details of the procedures that relate to the subject's participation below. Attach copies of all questionnaires or test instruments. Additionally, (NOT IN LIEU OF) attach a copy of the technical portion of the grant application if this project is part of a sponsored funding request.

Research subjects (former Braceros) will receive an explanation of the project in English and in Spanish, via the consent form (see attached). Research subjects can opt to have their real names included or not. Research subjects can choose whether to participate in this project or not and may withdraw at any time without consequences of any kind. All interviews will be transcribed.

22. Describe below the methods that will be used to ensure the confidentiality of all subjects' identities and the stored data (include how data will be handled after research is completed). Confidentiality of data is required.

Tapes resulting from these interviews will be held for five to ten (5-10) years at the Center for Community Engagement in a locked file cabinet, at such time the tapes will be destroyed. Access to files will be limited to participating faculty.

23. Describe below the risks to the subjects and precautions that will be taken to minimize the risks to the subjects. Risk goes beyond physical risk and includes risks to the subject's dignity and self-respect, as well as psychological, emotional, employment, legal, and/or behavioral risk. (Note: There is always minimal risk (s) associated with a project.)

There are no foreseeable risks associated with this project. All interviewees are volunteers. All interviews will be conducted in the subjects' homes at the hour that accommodates the subjects' schedules. Interviews will be conducted by pairs of students -- one to conduct the interview in Spanish and simultaneously translate (if needed).

24. Describe below the benefits of the project to science and/or society. Also describe benefits to the subject, if any exist. The IRB must have sufficient information to make a determination that the benefits outweigh the risks of the project.

This project is of great importance and beneficial given that the CSUCI campus is surrounded by agricultural fields. On any given day, students and faculty entering the campus through the main entrance will see farm workers picking strawberries, lemons or artichokes. The disparity between privilege of students and the poverty of farm labor is vividly illustrated. It is our hope that this project will bring about greater awareness amongst students about the difficult life circumstances farm worker families face, including poverty, frequent moves, and linguistic and cultural barriers. Consequently, this project also presents an opportunity for our students to better understand the Bracero's historical contributions and gain a better perspective of farm worker's current realities.

This project will also serve as a focal point during the week of Cesar Chavez Day of Service and Learning in 2009. This day is of particular importance to farm workers and our community as Chavez was not only a resident of Oxnard, CA but his legacy continues to be a voice for farm workers. All events will be open to the campus and community-at-large and will highlight one of Chavez' core values. Braceros and their families participating in this project will be specially invited to attend all events.

APPLICATION FOR THE REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

SECTION IV – ASSURANCES

This protocol review form has been completed and typed. I am familiar with the ethical and legal guidelines and regulations (i.e. The Belmont Report, The Code of Federal Regulations Title 45 Part 46, and CSUCI's Policy) and will adhere to them. Should material changes in procedure involving human subjects become advisable, I will submit them to the IRB for review prior to initiating the change. I understand that I am to notify the IRB when the project is completed. Furthermore, if any problems involving human subjects occur, I will immediately notify the IRB. I understand that IRB review must be conducted annually and that continuation of the project beyond one year requires resubmission and review.

_____/_____
Responsible Project Investigator / Date

_____/_____
Program Chair/Administrator / Date

End of Application – THIS SECTION MUST BE COMPLETED FOR IRB REVIEW.