

Department of Public Health Institutional Review Board
313 N. Figueroa St., Room 127
Los Angeles, CA 90012
Email: irb@ph.lacounty.gov

<http://publichealth.lacounty.gov/irb/>

Checklist of Items You Will Need to Submit a New IRB Application

REMEMBER: Project activities cannot begin until an official approval letter from the IRB has been obtained.

Before you submit an IRB application

- ***Projects originating in DPH, involving DPH staff/clients, or funded by DPH:***

You will need to include with your IRB application documentation that all surveys you intend to use have undergone review by the Office of Health Assessment and Evaluation's Rapid Assessment, Evaluation and Training (RATE) team. RATE review of surveys is required per DPH policy 117. To request RATE review, please submit your project protocol [must follow template on [our website](#)] and survey(s) to irb@ph.lacounty.gov. IRB staff will forward the documents to RATE. **Please DO NOT send materials directly to the RATE team.** The requester will be contacted via email with the results of the RATE review. Save this email confirmation as a PDF document and upload it to your IRB application. If you make changes to your protocol and/or survey(s) in response to RATE feedback, only include "clean" versions (no comments or tracked changes) with your IRB application.

- ***Projects originating in DHS:***

You will need to include with your IRB application documentation that the project has been reviewed and assigned a category by DHS' Research Oversight Board (ROB). To comply with the ROB requirement, please submit all project materials including a project protocol [must follow template on [our website](#)] to irb@ph.lacounty.gov and IRB staff will forward it to the ROB for review. The requester will be contacted via email with the results of the ROB review. Save this email confirmation as a PDF document and upload it to your IRB application.

Failure to obtain RATE/ROB documentation will delay the IRB review process!

New IRB application checklist

- Division Chief/Program Director signature**

You will need to list your Division Chief/Program Director on your application. If they do not already have a "Contact" in the IRBManager system, you will need to create one for them (refer to the IRBManager user [manual found on our website](#)). They will receive automated emails from the IRBManager system with instructions for providing their required signature as needed during the review process. Please ensure they

- Revised on 8/12/2024

check their email (including spam/junk folders) for any notifications.

□ **Principal Investigator(PI)/project lead and Co-PI (if applicable) signatures**

The PI/project lead and Co-PI (if applicable) will receive automated emails from the IRBManager system with instructions for providing their required signature(s) as needed during the review process. Please ensure they check their email (including spam/junk folders) for any notifications. Volunteers, contractors and students are permitted to be the PI/project lead so long as the Co-PI is a permanent DPH or DHS staff.

□ **DPH/DHS liaison signature (if applicable)**

If the Principal Investigator/Project lead and Co-PI are not affiliated with the County (e.g., if they are from an organization that is external to the County such as a university), a permanent DPH/DHS staff member will need to be designated as DPH/DHS liaison on the IRB application. The DPH/DHS liaison will receive automated emails from the IRBManager system with instructions for providing their required signature as needed throughout the review process. Please ensure they check their email (including spam/junk folders) for any notifications.

□ **Protocol**

The protocol is a document which describes your project in detail. The protocol must follow the template posted on our [webpage](#).

□ **Informed Consent forms**

All forms that will be used to document informed consent of participants must be included with your IRB application. In addition, any scripts that will be used for obtaining effective consent (e.g., consent language embedded at the beginning of a data collection instrument), verbal consent, or simplified written consent, should also be included with your application. If you are seeking a waiver or alteration to documentation of informed consent, you will need to provide a strong justification in your application. If minors will be involved in the project, parent/guardian permission forms and minor assent forms at appropriate reading levels should be included. Parent/guardian permission forms should be at no greater than an 8th-grade reading level; teen assent forms (for ages 13-17) should be at no greater than a 6th-grade reading level; child assent forms (for ages 7 to 12) should be at no greater than a 2nd grade reading level. Reading grade levels of documents can be checked using the Microsoft Word Editor feature. Include any translated versions of consent/assent/permission documents with your application, if available.*

□ **HIPAA individual authorization (if applicable)**

If your project will collect/access Protected Health Information (PHI), you will need to obtain authorization from participants using the HIPAA Authorization form posted on the IRB website ([Forms and Templates](#)). Please remember that collection and/or access of PHI must be limited to the "minimum necessary" to achieve the purpose(s) of the project. If you are seeking a waiver of HIPAA individual authorization, you will need to provide a strong justification in your application including a description of how the research could

not be practicably carried out without the waiver. Convenience is not an adequate justification for granting a waiver of HIPAA authorization.

□ **Professional qualifications**

You will need to include a Curriculum Vitae/resume for the PI/project lead and the Co-PI (if applicable) in order to show that they are qualified to conduct the research activity. A CV/resume is not required for other key personnel.

□ **Lay summary**

You will be asked to provide a lay summary with your IRB application. This should be a concise and non-technical description of the project, written in a format similar to an abstract (in prose form and not a bulleted list), and a length of no more than 300 words. Please do not include any references in the lay summary.

□ **Data collection tools**

Any tools such as surveys, focus group scripts, interview questions, intake forms, etc., that will be used to collect data from or about participants must be included with your application. Please make sure all supporting materials and/or appendices are clearly labeled with a title/heading at the top. Include any translated versions with your application, if available.*

□ **Recruitment materials**

Include with your application any materials that will be used to recruit participants for your project such as flyers, scripts for emails/text messages, social media posts, reminder email scripts, etc. Include any translated versions with your application, if available.*

□ **Budget**

A budget or an explanation for why a budget is not available (such as an explanation of any commitment of County resources and/or in-kind funding, as applicable).

□ **Human Subjects Protection Training Certification**

All key personnel must have current Human Subjects Protection Training certification. This requirement can be satisfied by completing either 1) the free web-based training offered by OHRP (see the IRB [Trainings](#) page for more information), or 2) the IRB's Human Subjects Protection virtual training currently offered on a quarterly basis. Certificates are valid for 3 years from the certificate date. Please verify all certificates to make sure they correspond to the correct training and are uploaded in the proper location.

□ **HIPAA Training Certification**

County staff must complete the HIPAA for Covered Entities Training available on the TalentWorks website. Certificates are valid for 2 years from the certificate date. Please verify all certificates to make sure they correspond to the correct training and are uploaded in the proper location.

□ **Cybersecurity and Privacy Awareness Training Certification (if applicable)**

DPH staff who are badgeholders (employee #s beginning with “c” or “e”) are required to complete a Cybersecurity training and a Privacy Awareness training on an annual basis. If any key personnel on your project are DPH badgeholders, you will need to include the certificates of completion for the two trainings with your IRB application.

□ **Documentation of PHIS Information Security Office approval (if applicable)**

Public Health information Security (PHIS) approval for software use is required if your project meets one of the following two criteria:

1. the project involves non-County personnel AND Protected Health Information (PHI)/Personally Identifying Information (PII); or
2. the project involves DPH staff who are using non-County-approved devices/software.

DPH employees using County approved devices/software **do not** need PHIS-IT approval whether or not they are collecting/accessing PII/PHI.

To obtain PHIS-IT approval: After you submit your IRB application, a help ticket will be automatically created with PHIS-IT. You must work with PHIS-IT to create a secure folder that is only accessible to staff working with data. You will receive a confirmation email from PHIS-IT when your request is approved. A PDF of the email confirmation should be included with your IRB application. Please allow up to 1 week to obtain PHIS approval.

□ **Memoranda of Understanding (MOUs)/Data Use Agreements (DUAs)**

When needed, PIs/project leads will coordinate with their program’s Contracts and Grants Liaisons to obtain appropriate data use agreements for the use of DPH or DHS data and/or data accessible to but not owned by DPH/DHS (such as data provided by the CA Dept. of Public Health). If any MOUs or DUAs are in place for your project please include these documents in the Additional Documents section of the application.

□ **Laboratory Review Form**

This form is only required if using a DPH lab. Please refer to our [website](#) for a copy of the form.

Making changes to your IRB application in IRBManager

An application in process can only be modified when it is in the “Data Entry” stage. If you need to make changes to an application that is no longer in the “Data Entry” stage, please contact IRB staff via email. Please refer to the following figure for a description of the IRBManager application process:

http://www.publichealth.lacounty.gov/IRB/Docs/IRBManager_process.pdf

*** Regarding translation of study materials**

The IRB must first approve the original English document before a document can be translated. Any proposed translations should be noted in the protocol. When the translated documents are available, an amendment application should be submitted to the IRB for approval of the translated materials.

NEW: The DPH Center for Health Equity's Language Justice Unit is now offering written translation services available to DPH staff involved with DPH-related projects. If you would like more information about the languages that are offered and the process for submitting written translation requests, please visit the following page: <http://intranet.ph.lacounty.gov/ph/hitsystem.htm>