

IRB Review Request Form

Purpose: This form is used to request IRB review for data collection projects conducted by SAPC-contracted Community-Based Organizations. Submissions are reviewed by HODA Division to determine whether IRB approval is required and whether materials are complete.

To submit: Email this completed form and the required attachments to the HODA IRB email at sapc-hoda-irb@ph.lacounty.gov.

1. Submitting Organization & Contact

Agency name:

Your name:

2. Project Overview

Project title:

Purpose of data collection:

(e.g., program evaluation, assessment)

Location of data collection:

(e.g., school site, community center)

Date of data collection:

3. Participants

Number of participants (estimated):

Youngest participant's age (years):

Will this project focus on any populations typically considered vulnerable by an IRB, other than minors? *(e.g., pregnant persons, incarcerated persons, individuals with impaired decision-making capacity)*

Yes

No

If yes, please describe:

4. Project personnel

List all personnel who will be involved in data collection or data processing. For each individual, include prefix, full name, degree(s), title, and email address. If additional space is needed, list remaining personnel in the body of the submission email.

Prefix	Name	Degree	Title	Email

5. Submission Materials Checklist

Have you included the following as attachments in your email to HODA?

This form (completed)

HRP and HIPAA certifications for all listed personnel

Data collection instruments (e.g., surveys, interview guides, and translations)

Recruitment materials (if applicable)

Please confirm the following:

This project follows HODA best practices for data collection instrument design

I have submitted a Materials Review Form to my Prevention Specialist

All required materials are attached to this submission

*For any questions or concerns related to this form, please contact
sapc-hoda-irb@ph.lacounty.gov.*