

SBCUSD Research Approval Outline

In an effort to streamline the research conducted in the San Bernardino City Unified School District (SBCUSD), the Community Engaged Research (CER) subcommittee, LLUH Institutional Review Board and SBCUSD Office of Accountability and Technology mapped out the following steps to make application process easier on all parties Involved.

Step 1: Researcher

The researcher will fill out the SBCUSD Research Packet and the 'LLU-SBCUSD Data Research Form and submit it to LLUH Institute for Community Partnerships (ICP@llu.edu) for processing. If applicable, the packet should be submitted with flyers, surveys, or any other assessment tools.

Step 2: Institute for Community Partnerships

Institute for Community Partnerships (ICP) will make sure the research meets SBCUSD requirements before submitting to Educational Services for review.

Step 3: SBCUSD Educational Service

The office of Accountability and Technology will review the application and respond to ICP and the researcher in 2-3 weeks.

Step 4: LLUH IRB

Upon approval from SBCUSD, the researcher will then fill out the IRB application designated for SBCUSD researcher. The researcher will submit the SBCUSD Research Packet, IRB application and letter of approval from SBCUSD to IRB.

Step 5: SBCUSD Educational Services

After IRB Approval email the IRB approval to SBCUSD for a final approval.