

Policy for Recruiting Research Participants at the Center for Child and Family Studies (CCFS)

All recruitment must be approved by the Research and Outreach Director before participants are recruited at the CCFS by any method. The policy contained in this document pertains to those wishing only to recruit participants from the CCFS. Those wishing to conduct a research project at the CCFS should refer to the Policy for Conducting Research at the Center for Child and Family Studies.

To obtain approval for recruitment only, the following items must be submitted to the Chair of the CCFS Advisory Committee either *by email or hardcopy* delivered to the department mailbox.

1. Application to Recruit Research Participants at the CCFS.
2. UC Davis Institutional Review Board (IRB) *approval* Form, *approved* Description of Study, and approved recruitment materials and consent form.

Note: If a letter of support from the CCFS is required to obtain IRB approval, this may be discussed with the CCFS Advisory Committee chairperson. Once the IRB has approved the study, the full application will be required to be approved by the CCFS Advisory Committee prior to the research being conducted.

3. Summary of the research project to be posted to the CCFS Current Research website.

The Summary should be concise and cover the main hypotheses and design.

4. A signed "Acknowledgement Agreement", which can be obtained through the Research section of the CCFS website. The agreement specifies the statement that must be included in journal article submissions. In addition, you agree to share all published journal articles that which result from the project which will allow us to continue documenting the research activity facilitated by the CCFS.

Timeline for Approval:

The CCFS Advisory Committee understands that time is of the essence for many research projects, and thus recruitment for projects will be approved as quickly as possible. If possible, projects will be approved within 48 hours of submission of all required documents.

Approved Methods of Recruitment:

Flyers and verbal recruitment methods are the most commonly used forms. If you would like to request another form of recruitment, please note this in your application and we will try to accommodate your needs.

A. Flyers

Flyers may be submitted to the CCFS Administrative Assistant in West House, and the CCFS will distribute them to children's cubbies or hang them in classrooms. The CCFS will not make photocopies. The number of children available for recruitment in the age-range of interest may be obtained from the Administrative Assistant. If you wish to personally hand flyers to parents or other family members, you must coordinate this with the director of the Early Childhood Laboratory.

B. Verbal Recruitment

Programs end with Parent Circle Time which is an ideal time to meet with parents and explain your project. After circle time, you can talk with parents one-on-one, or return on another day to answer questions and speak directly with parents. Other times may also be used for verbal recruitment. To ease disruptions to class operations, time and day of recruitment must be discussed with the Program Coordinator for the age group of interest.

Contact Information:

All initial inquiries to recruit research participants and application materials should be directed to:

Lenna Ontai, Chair CCFS Advisory Committee:

Email: lontai@ucdavis.edu

Tel: 530-752-6410

Fax: 530-752-5660

CCFS Advisory Committee Members:

Ann Mastergeorge: ammastergeorge@ucdavis.edu

Kathi Conger: kjconger@ucdavis.edu

Janet Thompson (CCFS Director): jethompson@ucdavis.edu

Zhe Chen, zhechen@ucdavis.edu

All general inquiries can be directed to the CCFS Administrative Assistant:

Molly Logan-Jones 530-752-2888, mloganj@ucdavis.edu