

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

This policy statement is intended to guide and facilitate research activities at the Center, and to ensure protection of the children and families participating in the Early Childhood Laboratory. (Those wishing only to recruit participants from the CCFS should refer to the Policy for Recruiting Research Participants at the Center for Child and Family Studies) The CCFS staff and Advisory Committee highly encourage the conduct of research by members of the university community at the CCFS, and to that aim, the CCFS Advisory Committee is available to answer questions and help expedite the research application process. Once IRB approval has been granted, the process of obtaining permission to conduct research at the CCFS is typically quick and easy.

Prior to submitting an application to conduct research, please read this document and sign the Researcher Agreement contained at the end. The agreement form will be submitted with your application.

Guidelines for Child Participation in Research at the CCFS:

To ensure the least disruption to the classroom and safety of the children:

- A. A maximum of 2 observers per classroom at any time is permitted. This is true whether or not observers are from the same research project. Observers are only allowed once per day in the infant and toddler rooms.
- B. A maximum of two sessions of individual testing is permitted (not more than 30 minutes for each) for any single child to be taken out of class during a week. Infants and toddlers may not be taken out of their classroom without parents present.
- C. A maximum of 8 hours is permitted for any child to participate in research for a quarter.
- D. If testing or researcher interaction is required with infant or toddlers, parents must be present. Observation and videotaping outside of parental presence is allowed with parent consent. Testing of infants and toddlers during class time must be limited to 10 minutes and must not disrupt the normal workings of the classroom for children not participating. We suggest testing with parents present outside of class space and can work with you to provide a space if needed. Parents of preschoolers can discuss with researchers whether they wish to be present when researchers are interacting with their children.
- E. Student caregivers may not be asked to assist a researcher unless prior approval has been obtained from the Program Coordinator and the student caregivers have been briefed on their roles. Instead, the Head Teacher may be asked when

- momentary help is required. Be aware that fulfilling classroom duties is the top priority and as a result, program staff may not always be available to assist researchers.
- F. All researchers who wish to take children out of the classroom or interact with children other than by just observing must first visit the classroom to allow children to become familiar with them. Program coordinators and teachers will assist with this process.
 - G. For their own safety and that of the children, all researchers who take a child out of class must remain on CCFS property with the child. They must also either have another approved researcher or CCFS staff member with them and the child at all times or videotape the child during the entire time away from class.
 - H. Observers and researchers must contact the CCFS Director to schedule observation or research times.
 - I. Researchers who will conduct their research with ECL children while they are in class must provide to Head Teachers a list of children whose parents signed informed consent and a schedule of testing so that teachers know when to expect researchers.
 - J. Before going to a classroom, all observers and researchers must check in with the Administrative Assistant in the office of West House. They must wear observer/researcher identification badges at all times while on CCFS grounds.
 - K. Researchers conducting research with ECL children while they are in class must inform Head Teachers when they arrive in the classroom each day, must post a sign on the classroom door informing parents that research is taking place on that day, and if removing children from the classroom, must sign children out by their first name and the time that the child leaves from and returns to the room.
 - L. Before conducting any observation or research, each observer and researcher must read the center philosophy statement and observation guidelines and agree to abide by them.
 - M. No toys, gifts, or food rewards may be given to children during program time. Other options for making research participation attractive to children may be discussed with CCFS staff.
 - N. ECL staff make every reasonable effort to facilitate research at the CCFS, but their main priority is to protect children in their care acting en locum parentis. If any ECL or CCFS staff member thinks that what a researcher is doing at any given moment will harm a child or does not conform to the informed consent obtained by the researcher, that staff member will ask the researcher to leave the

classroom immediately. The researcher must comply but should contact the CCFS Advisory Committee to resolve the issue so the research can continue.

Guidelines for submitting research proposals to CCFS:

Research projects must be approved by the CCFS Advisory Committee before research may be conducted at the CCFS. An application to conduct research can be found on the Research section of the CCFS website. The application for conducting research at CCFS and all supplemental forms shall be submitted to the Chair of the CCFS Advisory Committee. The documents can be submitted via email or hardcopy to the department mailbox of the Chairperson.

Before submitting an application, the PI or other lead personnel is encouraged to contact the Chair of the CCFS Advisory Committee and visit the center in order to establish viability/feasibility.

The following materials are required to be included with the Application to Conduct Research at CCFS:

- A. 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. Yearly IRB renewals will be required to be submitted to the Advisory Committee for as long as the research continues at the CCFS. Any IRB approved modifications to the research protocol must also be submitted to the CCFS Advisory Committee when they occur.

- B. 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.
- C. 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 approved research project which will allow us to continue documenting the research activity at the CCFS.
- C. A signed “Researcher Agreement” stating that you have read this policy document and agree to abide by the Guidelines for Child Participation.

Proposals may be submitted at any time. Acceptance/rejection notices should be available no more than three weeks after submission.

Priorities given to proposals submitted to CCFS:

It is our intention to facilitate all research projects that seek to be conducted at the CCFS to the best of our ability. However, there are limitations on the space, time, and child participants that may necessitate prioritizing research projects. In the event that multiple researchers apply to conduct research at the same time in the same classroom, priority for conducting research will be given as follows:

1. HDFS department faculty and CCFS staff
2. HDGG graduate students
3. HDGG faculty
4. Other UCD faculty and students
5. Non UCD researchers

Contact Information:

All initial inquiries to conduct research 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