Procedures for Conducting Research  
Child and Family Development Resource Center  
Eastern Connecticut State University

The Child and Family Development Resource Center (CRDRC) of Eastern Connecticut State University invites scholars in all disciplines to conduct research on children and families within our technology-enhanced, state-of-the-art facility. Any project that meets the ethical standards of the university and the profession and is compatible with the mission of the center is encouraged. The following are steps for seeking approval for conducting a study:

1. The investigator meets informally with the director of CFDRC, Ms. Niloufar Rezai, to review ideas for the study. The director will raise any preliminary ethical or methodological concerns that could prohibit or impede the conduct of the project.

2. A formal written proposal is submitted to the Committee on the Use of Human Subjects in Research for approval (CUHSR). Guidelines for this proposal are presented in the ECSU Faculty Handbook, available on Eastern’s website.

3. After approval by the CUHSR, four copies of the same proposal are submitted to the Research Approval Committee of the CFDRC, at least three weeks prior to the start date of the study. This proposal must be accompanied by the letter from the CUHSR granting approval and a completed Research Procedures Information Form.

4. The Research Approval Committee reads submitted materials and evaluates them on three criteria: a) the degree to which the study is compatible with the mission and goals of the center; b) the degree to which the center can accommodate the space needs, number of adult observers, and time commitments required for the proposed project; and c) the degree to which any demands on teachers’, children’s, or families’ time or are reasonable and feasible.

5. The investigator meets with the Research Approval Committee to review the project and answer the questions of committee members.

6. The investigator will be apprised of the Research Approval Committee’s decision within one week of this meeting.
Research Policies
The Child and Family Development Resource Center
Eastern Connecticut State University

Research that Requires Formal Approval

All research by faculty and students at the Child and Family Development Resource Center must be approved by the Committee on the Use of Human Subjects in Research (CUHSR) and the center’s Research Approval Committee, following the steps outlined in Procedures for Conducting Research. Research is defined by the CUHSR as any systematic investigation, including experiments, observations, testing, or evaluation that is intended to contribute to generalizable knowledge in a field or discipline.

Activities that are not considered research and are, thus, exempt from this approval process are: 1.) a pedagogical exercise for an academic course, including field experiences, teaching practice, child observations, interviews, assessments, and other projects, the results of which will not be presented to an audience other than the students in that course or the course instructor or other faculty in the sponsoring department, 2.) a study that uses surveys, educational tests, or other methods that do not record the responses or performance of individual children or families, 3.) an analysis of existing data that is recorded so that individual children and families cannot be identified, 4.) evaluation or demonstration projects that are intended to test the public benefit of or improve on or modify a service or educational practice for children and families.

Ethical Conduct and the Committee on the Use of Human Subjects in Research

No study that is physically or psychologically harmful to children and families or is, in any other way, unethical may be conducted in the center. Any study to be carried out in the center must first be approved by the Committee on the Use of Human Subjects in Research (CUHSR), who evaluates the ethical dimensions of the research. Full approval by the committee must be granted prior to the initiation of any aspect of the study within the CFDRC.

Submission to the Research Approval Committee of the CFDRC

The Research Approval Committee will be appointed by the director to serve a two-year term. The committee is comprised of the director, one head teacher, one parent, and one faculty member in early childhood education. The role of this committee is to review and approve studies to be carried out in the center. The criteria used by the committee will be:

1. The degree to which the study is compatible with the mission and goals of the center.
2. The degree to which the center can accommodate a project of the duration, time intensity, space and technology needs, and with the number of adult observers of the proposed project.
3. The degree to which any demands on staff or children’s time are reasonable and feasible.

This committee does not examine ethical issues related to the research, as these are fully evaluated by the CUHSR. Also the committee does not make subjective judgments about the quality of the research methodology or its value to the field.
Permissions

Written permission forms, required by the CUHSR, must be signed by parents or other legal guardians before children or families may be studied in any way, formally or informally.

Confidentiality

All safeguards for confidentiality, mandated by the CUHSR, must be adhered to by the investigator. This includes keeping all information on subjects confidential in interactions with staff, parents, children, or any individual outside of the center.

Right to Withdraw from a Study

As mandated by the CUHSR, any child, staff member, or parent has the right to withdraw from (or withdraw a child from) a study without penalty. At any time, the director has a right to postpone or terminate any activity of a researcher, if center circumstances require this or if a procedure is deemed to interfere with the daily program or threaten the well-being of children and families. Researchers must cease any activity that causes an individual child to cry or show significant upset or who expresses verbally or through physical gesture a desire not to be included.

Use of Technology

Researchers are encouraged to use the video observation, recording, archiving, and editing technology of the Center for Early Childhood Education (CECE), the CFDRC’s partner research institute. Researchers who wish to use the video technology must complete the Video Technology Request Form (see page 5) and submit it with their application to the Research Approval Committee. Questions about the technology can be directed to Julia DeLapp, CECE Coordinator, at 860/465-0687 or delappj@easternct.edu.

Special Requirements for Student Researchers

Student researchers must include on their proposal the name and department affiliation of the supervising faculty member. In addition, the permission form to be signed by parents must include the name and contact information of the faculty advisor.

Presentation of Results

Any individual who conducts research in the CFDRC must commit to present the results of that research to CFDRC staff and families within six months of the completion of the study.
Research Procedures Information Form
The Child and Family Development Resource Center
Eastern Connecticut State University

Name of Investigator: _________________________________________________________________
Phone: ____________ email: ______________________
Campus Address: _________________________________________________________________
Department:
Status:   Full Time Faculty ___  Part Time Faculty ___  Student ____
Faculty Advisor (if a Student):  Name: _____________________________________________________
Department: ________________________________________________
Abbreviated Title of Project: _____________________________________________________________
Study Duration:  Projected Start Date: ______ Projected Ending Date: ______

Subjects to be studied (check all that apply):  Type of Methodology (check all that apply):
___ Toddlers  ___ Classroom Observation
___ Preschoolers  ___ Experiment or Educational Treatment
___ Parents  ___ Interview/Individual Assessment
___ Other Family Members  ___ Other (please specify):
___ Staff Members
___ Other (please specify):

Location of Study (check all that apply)  Technology to be Used (check all that apply):
___ Toddler Classroom  ___ Remote videocameras/microphones
___ Preschool Classrooms  ___ Wireless microphones (for teachers to wear)
___ Child Study Room  ___ Video editing suite and equipment
___ Great Room  ___ Hand-held cameras
___ Playground or Back Outdoor Space  ___ Other (please specify):
___ Video Recording/Observation Room (a.k.a. Master Control Room)
___ Other (please specify):

Will children be asked to accompany the researcher out of the classroom?   Yes ___   No ___
If yes, please explain:

Will staff be asked to spend time with the researcher outside the classroom? Yes ___  No ___
If yes, please explain:

Will there be other obligations requested of staff members? Yes ____ No ____
If yes, please explain:

Projected schedule for the study (please include times the researcher will be in the center):
Monday: ______  Tuesday: ______  Wednesday: ______  Thursday: ______  Friday: ______

Will family members be involved in the study in any way? Yes ____ No ____
If yes, please explain:

Proposed date for presentation to staff and families on research findings:
Video Technology Request Form
For Using Technology While Conducting Research at the
Child and Family Development Resource Center

Brief description of how video observation and/or recording technology will be used:

Requested dates and times for the use of video observation/recording technology:

Would you like assistance in videotaping with a hand-held camera? Yes ____ No ____
Would you like assistance in editing video footage? Yes ____ No ____
Sign to indicate that you agree to the policies outlined below: _________________________

Policies and Procedures for Technology Use

1. **Training:** Anyone who wishes to use the remote video observation and recording equipment in the Child Study Room or the Master Control Room is required to receive comprehensive training from Ken Measimer, the Production Specialist. Training can be scheduled by calling 860/465-0020 or emailing measimerk@easternct.edu.

2. **Technical Support:** The Production Specialist is able to provide ongoing technical support—including videotaping and editing—to researchers on a first-come, first-served basis. Technical support should be scheduled in advance.

3. **Teacher Permissions:** Researchers are responsible for obtaining permission from the classroom teacher prior to videotaping in his or her classroom every time videotaping will occur. Teachers should never be observed or videotaped without their knowledge.

4. **Scheduling:** Use of the technology must be scheduled through the Production Specialist at 465-0020. The Production Specialist will confirm the appointment by email and will copy both Niloufar Rezai and the classroom teacher whose room will be observed/videotaped. Please call to cancel your time slot if you cannot keep the appointment.

5. **Deletion of Footage:** Video footage resides on the server of the Center for Early Childhood Education. At the conclusion of the research study, the researcher must indicate to the Production Specialist which footage may be deleted immediately and make plans for transferring the remaining footage to another storage site. All unclaimed footage will be deleted automatically after six months.

**Questions Regarding Technology Use:** Contact Julia DeLapp, Center for Early Childhood Education Program Coordinator, at 465-0687 or delappj@easternct.edu.

---

1 Any scheduling conflicts will be resolved by the CECE Program Coordinator. Projects that are critical to the operation of the CECE will receive scheduling priority.
Research Proposal Guidelines
Committee on the Use of Human Subjects in Research

Investigators planning to conduct research on human subjects that does not qualify for exempt status (as defined above) should submit to the Chair of the CUHSR six (6) copies of a research proposal containing the information outlined below (student research proposals should be forwarded to the CUHSR by a faculty sponsor). The proposal should be written for a general audience and should avoid technical jargon specific to a particular discipline.

1. Title of research project.

2. Statement of the qualifications of the investigator, by training and experience, to carry out the research. Proposals submitted by undergraduate or graduate students should include the name and affiliation of the faculty supervisor(s) overseeing the research project.

3. Brief literature review of the research topic, and clear statements of the rationale and objectives of the proposed research.

4. Concise description of the research protocol, indicating criteria and method for selecting subjects, experimental procedures, type of data to be gathered, method of data analysis, etc. Where appropriate, a copy or sample of the research instrument to be employed should accompany the proposal.

5. Anticipated dates for starting and completing the study.

6. Statement of how confidentiality of subjects will be addressed.

7. Statement of whether or not deception will be used. If deception will be used, the rationale for such deception and the method for debriefing the subject(s) should be described.

8. Where appropriate, the investigator should explain how the consent of a non-English speaking or non-literate individual will be obtained.

9. A copy of the consent form to be signed by each subject or the subject’s legally authorized representative must accompany the proposal. The consent form should be printed on official ECSU letterhead and should contain the following information:
   a) A statement of the purpose and procedures of the research.
   b) An explanation of the subject's responsibilities and the duration of participation.
   c) A description of any foreseeable risks and benefits to the subject. If the research poses only minimal or no risk, this should be clearly stated.
   d) A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
e) A statement indicating that participation is voluntary, and that the subject can refuse to participate or terminate his/her participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

f) A statement that the results of the investigation will be made available to the subject upon request by the subject.

g) An explanation of whom to contact for answers to pertinent questions about the research and the research subject’s rights, along with an institutional address for the person to be contacted. For student projects, the name and address of a faculty supervisor should be included.

For CUHSR submission information, go to: www.easternct.edu/depts/aaffairs/faculty_hbk.htm