

## Procedures for Conducting Research at the Child and Family Development Resource Center at 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. After receiving approval from the director of the CFDRC, the investigator will submit the following documents to the Research Approval Committee of the CFDRC via email to [CFDRCresearch@easternct.edu](mailto:CFDRCresearch@easternct.edu):
  - *Research Procedures Information Form*
  - *Video Technology Request Form* (if applicable)
  - Draft surveys
  - Draft permission forms
  - Draft of any instruments and materials to be used with study subjects
3. 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 are reasonable and feasible.
4. The investigator may be asked to meet with the Research Approval Committee to review the project and answer the questions of committee members. The investigator may also be asked to make changes to the *Research Procedures Information Form*.
5. The investigator will be apprised in writing of the Research Approval Committee's decision within two weeks of submission.
6. Once approved, the investigator may submit a formal written proposal to the [Committee on the Use of Human Subjects in Research](#) (CUHSR) for approval.
7. After approval for the study is granted by the CUHSR, the investigator will provide the CFDRC director with seven hard copies of the finalized *Research Procedures Information Form*. Copies will be distributed to classroom teachers.

**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 this document. 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 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 CFDR.

**Submission to the Research Approval Committee of the CFDR**

The Research Approval Committee will be appointed by the director to serve a one-year term. The committee is generally comprised of the director, one head teacher, one faculty member in early childhood education, the CECE director, and may include one parent or other family member. 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. The researcher is responsible for providing the CFDR with copies of permission forms. Permissions will be collected internally by the CFDR.

### **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. Investigators are expected to safeguard all information gathered, including images and videos.

### **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 CFDR's partner research institute. Researchers who wish to use the video technology must complete the Video Technology Request portion of the *Research Procedures Information Form* and submit it with their application to the Research Approval Committee. Questions about the technology can be directed to Julia DeLapp, CECE Director, at 860/465-0687 or [delappj@easternct.edu](mailto: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 CFDR must commit to sharing the results of that research to CFDR staff and families within six months of the completion of the study. Results may be shared in writing or through an informal presentation. In addition, a hand-out with the study's findings should be written in family-friendly language. Investigators who use CECE resources, including video technology or staff support, are expected to share information that can be posted to the CECE's website.