



TEXAS TECH UNIVERSITY

College of Human Sciences

Early Head Start™

January 2017

## **Policy for Conducting Research at Texas Tech University Early Head Start**

This policy statement is intended to guide and facilitate research activities at TTU Early Head Start, and to ensure protection of the children and families at TTU EHS. (Those wishing only to recruit participants from TTU EHS should refer to the [Policy for Recruiting Research Participants](#) at TTU EHS). TTU EHS staff and the Research Director welcome research by members of the university, and to that aim, the Research Director 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 TTU EHS 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 TTU EHS:**

#### General Requirements:

- A. Each researcher/research assistant who will have access to children at TTU EHS must first pass a [criminal history background check](#) through the Texas Department of Family and Protective Services at no cost to the PI. The form for completing the background check can be found [here](#) and should be turned as soon as the application has been approved. A PI who fails to pass the criminal history check will not be able to do research in the center under any circumstance.
- B. Before a research project can begin it is required for you to supply general information regarding the project the EHS Director and teaching staff who will often be approached by parents regarding requests for participation. A brief informational meeting (15 minutes or so) occurring during an EHS staff meeting may be necessary to share information and answer questions. Please contact the EHS Director to arrange this meeting.
- C. Be aware that fulfilling classroom duties is the top priority and as a result, program staff may not always be available to assist researchers. If momentary help is required, one of the Lead Teachers may be asked for assistance. Student Assistants may not be asked to assist a researcher unless prior approval has been obtained from the EHS Director and the student assistants have been briefed on their roles.
- D. Observers and researchers must contact the EHS Director to schedule observation or research times. In order to minimize disruption to the children, observations

- taking place inside the classroom will be limited based on the age of children and the number of other adults in the classroom at the requested time. No observations can take place during naptime for the children (12:00-2:00).
- E. Upon arriving at TTU EHS, all observers and researchers must check at the reception desk. They must wear observer/researcher identification badges at all times while on TTU EHS grounds.
  - F. Research activities must not disrupt the normal workings of the classroom for children not participating.
  - G. No toys or food rewards may be given to children during program time. Other options for making research participation attractive to children may be discussed with the EHS Director.
  - H. If any EHS staff member thinks that what a researcher is doing at any given moment will harm a child or is disruptive to the classroom or staff, that staff member will ask the researcher to leave the classroom/center immediately. The researcher must comply but should contact the Research Director to resolve the issue so the research can continue.

To ensure the least disruption to the classroom and safety of the children when needing to remove a child from their classroom (i.e. for testing or interviewing):

- I. 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. EHS administrators and lead teachers will assist with this process.
- J. For their own safety and that of the children, all researchers who take a child out of class must remain inside the EHS building with the child. They must also either have another approved researcher or EHS staff member with them and the child at all times.
- K. If testing or researcher interaction is required with infants or toddlers under the age of two, a parent or a familiar staff member must be present at all times.
- L. Limitations in the number of times (and length of time) a child may be taken out of the classroom for testing/interviewing will be established in the best interest of the child.
- M. Researchers who will conduct their research with children while they are in class must provide to the Lead Teachers a list of children whose parents signed informed consent and a schedule of activity so that teachers know when to expect researchers. Researchers must inform Lead Teachers when they arrive in the classroom each 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. The sign in/out sheet will be provided by the PI and left in the child's classroom.

**Guidelines for submitting research proposals to TTU EHS:**

Research projects must be approved by the TTU EHS Director and HDFS Research Director before research may be conducted at TTU EHS. An [application to conduct](#)

[research](#) can be found on the Research section of the TTU EHS website. The [application for conducting research](#) at TTU EHS and all supplemental forms shall be submitted to the HDFS Research Director by email.

Before submitting an application, the PI or other lead personnel is encouraged to contact the TTU EHS Director 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 TTU EHS:

- Texas Tech University Institutional Review Board (IRB) *approval Form, approved Description of Study*, and approved recruitment materials and consent form.

*Note:* If a letter of support from TTU EHS is required to obtain IRB approval, this may be discussed with the Research Director. Once the IRB has approved the study, the full application will be required to be approved by the Research Director prior to the research being conducted. Yearly IRB renewals will be required to be submitted to the Research Director for as long as the research continues at TTU EHS. Any IRB approved modifications to the research protocol must also be submitted to the Research Director when they occur.

- A summary of the research project to be posted to the Research section of the EHS website once data collection is complete. The summary should be concise and descriptive.
- A signed "[Acknowledgement Agreement](#)", which can be obtained through the Research section of the TTU EHS 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 TTU EHS.
- 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 working days after submission.

**Priorities given to proposals submitted to TTU EHS:**

It is our intention to facilitate all research projects that seek to be conducted at TTU EHS 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
2. HDFS graduate students
3. Human Sciences faculty
4. Other TTU faculty and students
5. Non TTU researchers

**Contact Information:**

Any inquiries regarding conducting research and application materials should be directed to the HDFS Department Chairperson:

Ann Mastergeorge

[ann.mastergeorge@ttu.edu](mailto:ann.mastergeorge@ttu.edu)

All general inquiries can be directed to the TTU EHS Director:

Denise Stovall

[denise.stovall@ttu.edu](mailto:denise.stovall@ttu.edu)

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