

Research and Special Projects Application Policy and Procedures

It is the policy of the ISU Child Care Center to serve as a research and special project site for ISU students and faculty. The Center will cooperate in ways consistent with appropriate practice to ensure the emotional, social, physical and mental well-being of children and families served as well as program staff.

Those wishing to utilize the Center must complete 2 separate application forms. Applications for human subjects research must be submitted to and approved by ISU's Institutional Review Board at least one month prior to proposed implementation of research. Applications may be obtained from the CAST Research Office or from the University Research Office. (Obtaining permission from the Review Board for human subjects research will take 4-6 weeks.)

In addition, the Research or Special Projects Application form of ISU Child Care Center must be completed and approved. Submit both applications with appropriate signatures to the Center Director at least two weeks in advance of proposed project starting date.

Prior to implementation, the applicant must participate in an interview with Center staff to discuss project activities. Applicant must be readily available for ongoing consultation throughout the duration of the project. Applicant must secure written permission of each participating child's parent before research or project begins.

The Center reserves the right to deny permission to conduct research or special projects. If warranted, the Center also reserves the right to rescind permission for continuation of research or special projects while in progress.

Causes for denial or rescission of approval include, but are not limited to the following. The research or special project is deemed:

1. Developmentally inappropriate for children and families served;
2. Unethical or inappropriate in terms of practice or protocol;
3. In violation of ISU's guidelines for ethical treatment of human or animal subjects;
4. At risk of violating privacy and confidentiality standards;
5. Inconsistent with Center's stated goals and philosophy;
6. Too disruptive to Center's daily program and services;
7. Too demanding of Center Staff time or involvement; or
8. Discriminatory regarding gender, color, ethnic background, race, culture, religion, disability, or national origin

Date Approval Granted: _____ Date Approval Denied: _____

RESEARCH OR SPECIAL PROJECTS APPLICATION FORM

Only typed requests will be reviewed.

Applicant's Full Name _____ E-mail address: _____

Local address _____ Daytime Ph. # _____

Name of Academic Dept or Agency _____

Address of Academic Dept or Agency _____

Dept or Agency office phone number _____

Project Title: _____

Project Description Requirements

Attach up to two typed pages to describe the project. The project description must include information under the following headings:

Project title, Researchers and assistants involved (include names, addresses and phone numbers of all involved, purpose of project, age and numbers of children needed for participation, procedures/methods to be used, materials involved, use of audio/visual equipment, proposed starting and ending dates of project (including number and length of each researcher/observer visit to the child care center), expected outcome, potential use of project (i.e. publication, presentation, etc.), method of informing center and parents of results, or other information deemed pertinent by the applicant.

Assurances

In submitting this application, applicant verifies that he/she has received and agrees to abide by the ISU Child Care Center's stated research and special projects policies and procedures.

Applicant Signature _____ Date _____

Principle Investigator/Researcher _____ Date _____

Supervising Professor _____ Date _____

Child Care Center Director _____ Date _____

ISU Family & Consumer Sciences Chair _____ Date _____

Return form to: ISU Child Care Center, Mail code 5060, Normal, IL 61790-6050 or email to: Carrie Carlson at ccarlso@ilstu.edu.

Date Approval Granted: _____ Date Approval Denied: _____