



Children's Campus at SF State

A Center for Early Care and Education, Professional Development and Research

Guidelines for Conducting Research at Children's Campus

We appreciate your interest in conducting research at Children's Campus (CC). These guidelines explain our procedures and requirements for submitting your research proposal.

Children's Campus is a full-day, year-round early care and education program serving SF State faculty, staff, and families from the community. Children's Campus provides quality care and education for approximately 75 infants, toddlers and preschool children ages six months to five years old. The center supports research for faculty as well as graduate and undergraduate students from a variety of disciplines. The Children's Campus welcomes researchers to conduct relevant, well-designed studies at the center. The center may be an appropriate setting for projects designed to advance knowledge in the fields of early childhood education; nature, music, and art education; teacher preparation; developmental psychology; kinesiology and physical education; communication studies and journalism; and social work and policies affecting children and families. Research and collaborations that benefit and support the growth and development of teachers, staff, children, and their families are especially welcome. Pilot studies and instrument/measurement development projects are also appropriate.

Children's Campus follows the National Association for the Education of Young Children (NAEYC) ethical standards for research <http://www.naeyc.org/resources/research/ethical> and is committed to sharing research knowledge with its members and other early childhood professionals.

Proposals are to be submitted via email to the Chair of the Children's Campus Research Committee at least 10 days prior to a Research Committee meeting. See Children's Campus website <http://childrenscampus.sfsu.edu/> for a meeting calendar and contact information. A representative of the research team will be required to attend the meeting for purposes of answering any questions and expediting the review. In the case of student research, the student's advisor will be encouraged to attend the meeting. Proposals will be reviewed by the Children's Campus Research Committee composed of faculty/staff representatives from across campus, the Director or Program Coordinator of Children's Campus, parent representatives, and when possible an ad-hoc member of IRB Office of Research and Sponsored Programs. Proposals meeting preliminary approval from CC will receive a letter that can then be submitted by the researchers with their application to the Office for the Protection of Human and Animal Subjects at SF State for IRB approval.

Please provide the following information in your research proposal:

- A description of methods to be employed (including affected classrooms and/or ages of children, apparatus or materials you will use, procedures and research design).
- Sample letter for parents describing purpose and value of research
- A statement of impact on classroom or CC staff
- A 3-4 sentence description of your study that parents could understand
- Your IRB research protocol <http://www.sfsu.edu/~protocol/human.htm> with consent form



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For research that involves direct contact with children:

- *In addition to the above information, before starting data collection, the researcher must provide:*
 - Proof of current (not more than one year old) TB screening test result for all individuals who will have direct contact with children
 - Statement of Good Health (please download form from the Children's Campus website)

For research that requires removing children from the classroom for a pull-out session (and for all research in which the researcher will be alone with children at any time and/or not under the supervision of Children's Campus staff):

- *In addition to the above information, before starting data collection, the researcher must provide:*
 - A State of California Fingerprint Clearance (Live Scan) for each person who has direct contact with the children (please download form from the Children's Campus website). Please be aware of fee for background check (see: http://ccld.ca.gov/res/pdf/live_scan_fees.pdf). The Research Committee and Children's Campus staff are available to assist in identifying alternative strategies for conducting the research that would not require Fingerprint Clearance.
 - A Criminal Record Statement (please download form from Children's Campus website)

Preliminary Approval of a proposal will be based on:

- Design and purpose of research project as it impacts staff, children, and parents
- Whether the schedule at Children's Campus can accommodate the timeline for data collection

Final approval of a proposal to conduct research at the Children's Campus will be based on:

- Final IRB approval
- Consultation between the primary investigator and the Program Coordinator (*Please note that all visits to Children's Campus, including those for recruitment and data collection, must be approved by and coordinated with the Program Coordinator at least 48 hours in advance of the requested visit).

For the purposes of record-keeping, upon completion of the project (or 12 months from the time of final approval), the researcher will be required to submit an approximately two page written report of the project status (including findings and results if appropriate) to the committee. A copy of any publications resulting from the research at Children's Campus should be sent to the Research Committee and may be made available to teachers and families. When feasible, publications, presentations, and posters reporting on research conducted at Children's Campus should acknowledge the parents, children, and staff of Children's Campus at SF State. For example, "We extend our gratitude to the parents, children, and staff of Children's Campus at SF State."



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POSSIBLE METHODOLOGIES

NATURALISTIC OBSERVATIONS

The center is able to accommodate researchers who do not require direct experience in the Children's Campus activities but who are able to conduct their observations through the one-way mirror or video feed from the observation room. This room is available for individual observation or in small groups. Scheduled observation times must be reserved prior to project start.

A limited number of participant observations, where researcher is inside the classroom, are available and need to be reserved prior to project start.

VIDEOTAPING and/or PHOTOGRAPHING

Research using videotaping and/or photographing methods should not disturb or interrupt the classroom routine and schedule as much as possible. Researchers must stay positioned on the peripheral boundaries of an activity. Researchers should avoid interrupting or otherwise impeding traffic flow or access to equipment and materials. The outside space can be videotaped and/or photographed from the peripheral boundaries inside the gates. Researchers should be careful not to sit, step, or walk into any of the equipment or interrupt pathways or traffic flow. It should be noted that parents indicate at enrollment whether they give permission to have their child videotaped/photographed. The center staff can identify which children can or cannot be videotaped/photographed. Discussion with the Program Coordinator prior to videotaping/photographing will be required to ensure safety and comfort for teachers and children.

INDIVIDUAL PROJECTS OR RESEARCH ROOM USAGE

Research that requires removing children from the classroom for a pull-out session is acceptable for all children. However, for research involving pull-out sessions with infants, a parent must be present. Children's Campus supports the intrinsic motivation and drive to learn among all children and does not support extrinsic reward system (such as candy, toys, stickers, etc.) as a means for thanking or otherwise gifting children for behavior, performance or interactions.

No child is to be separated from the group for more than 20 minutes for any purpose. If the task is not completed in that time, the examiner must return the child to the classroom and resume data collection at a later time. The Children's Campus is aware of the *Office for the Protection of Human and Animal Subjects* <http://www.sfsu.edu/~protocol/index.htm> regulations and complies with them.