

Research Policy

Policy No. 310

The Puget Sound ESD Early Learning Program seeks to participate in research projects which will enrich the program, and/or add to knowledge of best practices in early childhood and family support, without placing undue burdens on the program and its participants. Early Learning Program staff and the Policy Council will consider research proposals as they arise.

For research proposals that **do not include** direct interaction with children, families, or staff (e.g. requests for existing data that has already been collected), the PSESD Associate Superintendent for Early Learning, Early Learning Data Services Manager, and the PSESD Research and Evaluation Director will decide if the program will participate. For proposals that **do include** direct interaction with children, families, or staff (e.g. original data collection), the Early Learning Data Services Manager, PSESD Early Learning staff, and the Policy Council Executive Board will review the proposal and make a recommendation to the Policy Council on participating in the project. For these proposals, the Policy Council, after considering recommendations from the Early Learning staff and the Policy Council Executive Board, must approve of the program's participation. Participation by individual families on a non-organizational basis will be up to those families.

The Policy Council and staff will use the following criteria to determine whether or not to approve PSESD Early Learning Program's participation as a partner in a research project. Research projects or activities involving PSESD Early Learning (Early Head Start, Head Start, and/or ECEAP) children and families shall:

1. Comply with FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and any other related laws and regulations.
2. Involve no harm, humiliation, or personal discomfort to any children, parents/guardians/family members, or staff. Advance knowledge and understanding about questions relevant or of interest to the PSESD Early Learning program and its participants.
3. Include research questions and an approach in line with the PSESD Early Learning philosophy.
4. Allow for staff and parents/guardians/family members to participate in the design and implementation of the project.
5. Not place an undue burden on staff that prevents them from carrying out normal duties in our existing program; reimburse PSESD for significant cost of additional staff time.
6. Meet all criteria established by the respective research institution's Human Subjects Review Committee (where relevant).
7. Ensure that written permission is obtained from parents/guardians/family members prior to initiating research activities involving individual children and/or parents (where relevant).
8. Provide interpretation/translation services (where relevant).
9. Provide an advance copy of research results to the PSESD Early Learning Program.

Research proposals should also include an explanation of whether the research will:

10. Provide resources, such as services, training, material, or money, to the program.
11. Provide stipends for parent/guardian/family member participants.

*Research is defined as projects or activities initiated and conducted by a public or private research institution involving PSESD Early Learning children, parents/guardians/family members, and/or staff as subjects.

Approved by Policy Council: July 17, 2018

Approved by Board of Directors: September 19, 2018