

**Center for Children (CYC) Fact Sheet: Guidelines for Conducting Research**

Building 381 Valley Drive, College Park, MD

<http://www.education.umd.edu/CYC/>

Returned forms will be placed in a folder labeled "Research" across from the front office desk. The Research Specialist will sort consent forms into individual study folders that will be stored in the Research Room. RAs may pick up signed parental forms during CYC business hours. When feasible, it is preferred that RAs present a brief description of their research project to the Research Specialist. The Research Specialist can then highlight specific studies and/or research labs at parent Open School Night.

7. RAs will contact the CYC Research Specialist to make an appointment to visit each classroom where the consent forms are distributed. The Research Specialist will consult the classroom schedule and request the RA's schedule to assist with scheduling these visits. The RAs will spend 5 minutes describing the study to the children and what will be done, and will then spend about 20 minutes joining the classroom activity in an informal manner. Teachers will help RAs identify children who will participate.
8. The Research Room may be scheduled for the semester. The Research Specialist will check in with the labs at the mid-point of the semester to ensure studies are still ongoing and to request researchers release holds for sessions that are no longer needed. Researchers should contact the Research Specialist who will use the Google Calendar for the Research Room schedule. Researchers will update the schedule with their sessions, but it is expected that the Research Specialist will oversee the schedule. The maximum amount that any one faculty member can have access to the Research Room is 3 sessions per week (with a maximum of two morning sessions per week). In consultation with the Research Specialist, faculty can request more time if the room is not being used on another day. If there is a conflict with timing, the CYC encourages RAs to reach out to one another, and to consult with the Research Specialist if a resolution cannot be reached.

13. It is expected that all