Department of Human Resources Social Services Administration Child Welfare and Policy:

Inclusion of Foster Children in Human Subjects Research or Research-related activities

**Instruction Sheet**

Purpose or hypotheses of study:

Potential knowledge to be gained: The particular relevance of this knowledge to children and families, if any, should be specified. Any potential benefit of this research to the administrators, supervisors, or other staff of the agency may also be specified in this section.

Brief Description of study methodology and design: This description should include how subjects will be involved (through observation, completing questionnaires, use of records, etc.) and, if applicable, how cultural sensitivity issues will be addressed in interviewing and interactive data collection. Also to be included are a description of the intervention and treatment and an indication of whether experimental manipulation will be involved. Medical research should indicate any drugs and the dosage to be received by both the control and experimental groups, as well as the duration of treatment.

Description of sample: This includes the legal status of the children to be involved, recruitment procedures, and inclusion and exclusion criteria. If the majority of the children to be involved in the research are in the custody or guardianship of the agency, the reason for selecting this population for the research should be explained, particularly if the research hypotheses do not address questions specific to this population. If the ethnic and gender mix of the sample is not proportionate with the population represented by the sample, the disproportionate sample should be justified. Also any difficulties presented by the sampling procedures in the generalizing of results should be addressed.

Potential risks and benefits: This section must include an assessment of the level of risk and the type of risk (physical, psychological, legal, etc.), and any determination on these issues by the relevant Institutional Review Board. Include both objective risks and risks which might be perceived by the subjects. Describe procedures through which any objective risk might be minimized, and how perceived risks will be clarified for the subjects. If appropriate, describe alternative research methods that could have been used to minimize risk, and state why they were rejected. The special conditions or protections to be provided to children for whom the agency is legally responsible and their families should be specified. If a control group is utilized, any potential risks to these subjects should be addressed as well.

Consents: Procedures to obtain and document informed legal consent and, in research involving children, informed voluntary verbal or written assent. Exact details concerning the obtaining of consent must be provided, such as how parents will be contacted in cases in which parents must provide consent. Copies of the consent forms to be used must be provided.

The content of required consents must comply with applicable laws, regulations and policies, and at a minimum, must include:

* a statement that he or she voluntarily agrees to participate
* a statement that the agency will continue to provide services whether he or she agrees to participate
* an explanation of the nature and purpose of the research
* a clear description of the possible risks or discomfort
* a guarantee of confidentiality

A sample consent form is attached as Exhibit A.

Incentives: Specify any incentives given to subjects.

Confidentiality: Describe the procedures planned to maintain the confidentiality of records and data.

Monitoring: A statement regarding the scope and frequency of information to be provided to the agency to permit the RRB to adequately monitor the compliance of the researcher with the stated provisions of the research activities.

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**Form**

Purpose or hypotheses of study:

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Potential knowledge to be gained:

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Brief description of study methodology and design:

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Description of sample:

Potential risks and benefits:

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Consents:

Incentives:

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Confidentiality:

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Monitoring:

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