



## Supporting Documents for Human Subjects Research

### Recruitment plan and scripts:

- Describe how you will recruit participants for your study and how you will introduce your study to them. Submit any verbal, email, flyer, and/or letter recruitment scripts.

### Consent and Assent Forms

- **Most studies require active consent.** Passive consent is only approved in cases where student records are not used and student activities are solely academic.
- Adult participants (parents, teachers, principals, etc.) need to be consented before they participate in any research such as observations, surveys, or interviews.
- Parent consent forms must be obtained for all research (surveys, assessments, interviews, etc.) with students. In addition, child assent forms must be obtained if the student is younger than 18. Parent consent and student assent forms must be completed before any data collection involving students may start.
- Parent consent forms should be free from jargon and written in language easily understood by parents and guardians; we suggest that text be composed at an eighth grade reading level.
- Child assent forms should be written in very simple language; we suggest that text be composed at a third grade reading level.
- Consent forms should be printed on the researcher's stationery and not on that of any office or school within the School District of Philadelphia.
- Consent forms may not state or imply that school staff or administrators endorse the study; language may only indicate that the researchers have been given permission by school administration to seek participants for inclusion in the study.

### Protocols

- Include copies of any protocols or written procedures (e.g. interview protocols, focus group protocols, etc.).

### Instruments

- Include copies of all instruments planned for use in the study (e.g. surveys, assessments, etc.). All instruments should be in final form to prevent delay of RRC decision. If your instruments are not finalized at the time of your submission, please indicate as such and provide an estimated date for completion.

### Proof of Internal Review Board (IRB) Approval or Exemption

- Please include proof that your research has been approved or deemed exempt by an Institutional Review Board (IRB).
- If you must receive RRC approval before your IRB will review your proposal, the RRC will issue a conditional approval, with final approval contingent upon proof of IRB approval or exemption being submitted to the RRC before commencement of research.

## Clearances

- Any person entering a school must have an FBI fingerprint background clearance, a PA Child Abuse Clearance, and a PA Criminal Background Check.
- Clearances must be current (i.e., issued within one calendar year prior to application to conduct research in the School District of Philadelphia). This applies for each new proposal if a researcher is listed on several studies. For example, a researcher submitting in January 2017 should have clearances that are no older than February 2016. Once approved, clearances need only be updated every 36 months unless a new proposal is submitted.
- If the applicant is a SDP staff, employment clearances on file with the Office of Talent can be used. Please provide copies with your proposal.
- For FBI clearance on IdentoGO: use **1KG6XN** as the “Service Code.” Once the background check is completed, IdentoGO system generates an FBI clearance report but allows users to view it only one time. Make sure you download and save this report to submit in your application.