

Process for Children as Subjects of Research

The IRB requires IRB Co-Chair review of any research proposal involving children before the application is submitted, to ensure compliance with University policies on interactions with children.

1. **For all research involving children researchers must first submit the Pre-Review of Human Subjects Research Involving Children form to the IRB for evaluation and approval prior to submitting the full application.**
2. **Once the IRB has *approved* the Pre-Review:**
 - a. For research involving children where the parent and/or guardian will be required to be present at all times with the child, or if the researcher plans to see children in a group with other adults present, the applicant should submit their full application to the IRB.
Note: For those conducting research with minors outside the US, a parent or guardian must be present at all times, as option b is not available.
 - b. For research where the researcher may have one-on-one contact and/or be alone with the child, the applicant should initiate the program registration, full background check, and training requirements for programs involving children as outlined in the University's **Protocol for Programs Involving Children** form. For the purposes of this Protocol, the researcher is the "Program Supervisor." *To get started, please focus on the following key elements from the Protocol. Note that these are not exhaustive, and the full protocol should be reviewed in its entirety.*
 - i. **Programs Involving Children Registration Form** – please complete and submit to the University General Counsel at legal@lesley.edu and to irb@lesley.edu. Student researchers must also copy your faculty advisor.
 - ii. **Background Check** - Contact Lesley Human Resources (617-349-8787) hr@lesley.edu and request a full background check.
 - iii. **Training** – Researchers must complete the online training course "Protecting Children: Identifying and Reporting Sexual Misconduct." If any research assistants will have access to the child research participants, the researcher must also complete the course "Protecting Children: Hiring Staff Who Work with Minors." *These online training courses are available on the United Educators' website. Please contact Human Resources for password information.*
 - iv. Researchers must also read and follow the **University's Guideline for Interacting with Children** and submit the acknowledgement form to the IRB with the full application.
 - v. If using **research assistants**, see and comply with the "Program Staff" of the Protocol for Programs Involving Children. As Program Supervisor, the researcher is responsible for ensuring research assistants have completed required trainings and acknowledgements.

3. Once steps i) through v) have been completed, the researcher must submit the full **IRB application** to irb@lesley.edu for review. No data may be collected until IRB approval has been received.