Policy: Research

Board Approved: **8/85**
Revised: 8/93, 8/02, 04/18
Reviewed: 1/11, 10/14

Section: 4.12

POLICY

The Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, is firmly committed to the improvement of existing and development of new techniques and technologies which will advance the body of knowledge applicable to persons with developmental disabilities. It also believes that research which is applied in the field and conducted according to the standards of statistical and scientific methodology ultimately contributes to the expansion of our knowledge base.

GUIDELINES

1. Written proposals for conducting research through the Board must be submitted to the Superintendent. All proposals must contain:
   a) Statement of purpose for the research;
   b) Hypothesis to be tested;
   c) The specific methodology and study design to be utilized;
   d) Copies of surveys and/or data collection instruments to be used;
   e) Copies of informed consent forms for parents of minors, legal guardians, or adults;
   f) Written approval from the college or university research review committee sponsoring the research.

2. Upon tentative approval of the Superintendent, the proposal will then be forwarded to the Human Rights Committee for review to ensure that the rights of individuals participating and/or their families are protected, and that the proposal in question presents no risks to the health and/or safety of individual participants. Upon recommendation by the Human Rights Committee, the proposal will be returned to the Superintendent for final approval. The Superintendent has the authority to approve or reject participation in any research project.

3. Eligible persons and their families who are eligible for inclusion in a research project, may elect not to participate. Informed consent, which identifies the potential benefits, risks and outcomes, will be obtained from all participants prior to the beginning of any approved research project. Copies of consent forms will be maintained in person specific case records.