***Protocol Preparation Guide***

1. **Project Description:** Describe the purpose of the research, the methods to be used including data collection procedures and any features of the research design that may involve special conditions or procedures for the subjects. Identify any risks to which subjects may be exposed. Interview guide and/or copies of survey must be included (if applicable).

*Homeless children are a vulnerable population that affected by the adversities around them. The risks they face as they grow up puts homeless children at a disadvantage for future academic goals, development and behavioral outcomes. It is prevalent to research homeless children and ACEs because not a lot of research done on the link of ACEs to educational outcomes.* *Research has shown that there is a growing rate of 20-25% of children that experience adverse family experiences nationwide.* *There is nearly a third of U.S children ages 12-17 that have experienced two or more types of childhood adversity that affects physical and mental health by the time they become adults. When multiple challenges, barriers, and trauma surface in children’s early life, their future outcomes become harder to reach. Recently it is researched that adverse childhood experiences have multiple negative impact in academic success, behavior and mental health*

*This research is going to examine homeless children and the effects on childhood adversity on their educational outcomes. It will look at homeless families from Olympia’s downtown homeless family shelter, Pear Blossom Place. This is a survey research. Parents at Pear Blossom Place will be asked if they want to participate in the study. The parents will be asked to fill out the survey that will include 1) demographic information, 2) adversities that their child have face, and 3) the educational progress of their child.*

(B) Subject Recruitment:

1. Identify the number of subjects to be recruited for the research. Identify how and where subjects are recruited and the criteria used to select and exclude subjects.

*The researcher will inform the parents at the intake process. Interested parents can pick up a survey, located at the front desk, and complete it on their own time. Once completed, they can return the survey back to the collection box at the front desk. It is anticipated that approximately 30 parents will participate. Criteria that must be met are: (1) must be over 18, (2) must be residing in a homeless shelter or family homeless shelter, (3) be an active member in the homeless management information system, and 3) have one child of school age.*

2. Describe the characteristics of the subjects with regard to age, sex, race, special affiliations which cause them to be included in the study population, institution status (i.e., patients or prisoners), and their general state of mental and physical health. Explain why it is necessary to use any particular population subgroups or special populations.

*This population* *will be homeless and living in a family shelter. Races will range from Caucasian to African American. Ages will range from Mid 20s to late 30s. It is important to use this population for this study to have reliable results according to my research stance.*

3. Include any incentive, cost or payment to the subject, or reimbursement for related expenses. Mention any conditions affecting payment and time of payment. Be sure to clarify the source of the funding if applicable.

*There will be no incentives for those who participate.*

**(C) Confidentiality of Data:** Explain how data will be secured to safeguard identifiable records of individuals.

*The names of participants will not appear on any materials containing their responses. All identifying materials such as the surveys will be kept in a locked file in the Social Work Department at Saint Martin's University. The Shelter staff assisting with research will also explain to shelter residents about the study and together we will ask for consent.*

**(D) Risks to Subjects:** Describe in detail any immediate or long-range risks to subjects that may arise from the procedures used in the study. (Risks may be physical, psychological, social, legal or economic.) Describe the precautions that you have taken to minimize these risks.

*There will be minimal risk to participants****.*** *However, due to the sensitive nature of the questions, participants may be sensitive when answering about their educational goals and goals for their future. Participants will be informed of the potential risks before the interview will be conducted.*

**(E) Benefits:** Describe the anticipated benefits to subjects, science, and/or society which may occur as a result of this study.

*Understanding the challenges, history and barriers homeless children are exposed to will help other homeless shelter systems be aware and implement better attention and support for their clients. This will help create future working programs, planning and interventions, as well as eliminate potential risks and disadvantages.*

*This project does not involve the use or handling of body fluids in any amount must describe how the researcher(s) will conform to Saint Martin's University Bloodborne Pathogen Exposure Control Plan and Policy.*

(5) Qualifications of investigator(s), briefly summarized. (Please, no CV’s or biographical sketches). Students and other nonfaculty investigators must be sponsored by a faculty member, whose signed, sponsoring letter must be included.

*The principal investigator is a SW 499 student in Dr. Dinh’s class.*

(6) Literature Cited (if applicable).

*n/a*

(7) *This project does not involve the use of medications, dietary supplements, or any instances that will be introduced into the body must include referenced information regarding the known side effects of those substances.*

(8) Consent form(s). (See Saint Martin's University Policy and Standards for Protection of Human Subjects in Research and Investigational Activities for consent form requirements. See consent form examples available on our web site.)

**Number of copies required:**

Full Board Review: **1 paper copy and a single pdf of entire proposal w/ cover page**

Exempt and Expedited Review: **1 paper copy and a single pdf of entire proposal w/ coverpage**