
**THE CRANE CENTER FOR EARLY CHILDHOOD
RESEARCH AND POLICY (CCEC)**

The Ohio State University

CCEC
Handbook

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Mission

The Crane Center for Early Childhood Research and Policy is a multidisciplinary research center dedicated to conducting high-quality research that improves children's learning and development at home, in school and in the community.

General Guidelines for Staff

The following guidelines provide a general framework for how to conduct oneself when working in the CCEC. All are equally important and should be honored.

1. Confidentiality

At all times the confidentiality of our participants must be maintained. Thus, data containing the names of participants may never leave the CCEC, unless these data are secure and permission is granted by CCEC administrators. At no time is the name of a participant in our work to be divulged to outside sources. Confidentiality should also be maintained by monitoring conversations related to CCEC research. Discussions of highly specific CCEC issues (involving participants or particular findings) should be kept to a minimum when outside the CCEC.

2. Protection of Human Subjects

It is essential that all human subject protections are in place at all times. This means the following:

- a. all Institutional Review Board (IRB) protocols must be up to date
- b. the security of all data carrying participants' names must be strictly maintained.
- c. all persons affiliated with the CCEC must take the online human subjects training protocol at The Ohio State University and renew this training as required. The training program is available through the Office of Responsible Research Practices.
- d. all personnel must complete a Conflict of Interest (COI) disclosure online through the Office of Research Compliance.
- e. all data must be stored in compliance with the CCEC's Data Archival Policy.

3. Disseminating Research Findings

Each person in the CCEC is encouraged to disseminate research findings and applications to practice through professional venues, including conferences, in-service training, and manuscript submissions. Upon hire, researchers will also be asked to create and link a Google Scholar profile so that their work can be included in the CCEC's Research Repository on Google Scholar.

4. Authorship

While it is important to disseminate our ideas and research through manuscripts, grant proposals, coding protocols and presentations, it is also important to bear in mind that

plagiarism is alive and well in the world around us. Therefore, when disseminating materials from the CCEC, these should be clearly marked as originating from our CCEC, with all contributing authors clearly indicated and the appropriate use of the materials identified (e.g., this work may not be cited; this work may be cited with permission of the authors; the work may be photocopied for professional use, etc.).

Per APA guidelines, from which the following recommendations are drawn verbatim, authorship on a particular paper is reserved only for those who actually performed or contributed to a work.

1. It is for those who hold the responsibility of a work, to include ensuring its accuracy and its contribution
2. It includes those who have made a significant scientific contribution to a work, such as formulating a hypothesis, structuring the design, organizing or conducting statistical analyses, interpreting results or writing a major portion of the paper
3. CCEC faculty who provide intellectual guidance for a disseminated work should be consulted as to whether they are to be included as an author.

Lesser contributions are listed in an author note. This should include all and any student research assistants or associates who assisted. It should also include any field-based partners who were instrumental in the research. Author notes may identify persons who assisted with:

1. Designing or building technologies or coding schemes
2. Advising on statistics
3. Collecting or entering data
4. Recruiting participants
5. Conducting routine observations

Combination of these tasks may constitute authorship.

The earlier authorship is decided upon, the better. Prior to publication, the contributors can reassess authorship to determine if the order should be changed. The order of authors should reflect the relative scientific or professional contributions of the individuals, regardless of relative status.

5. Collaboration

To be a productive research center, a collaborative atmosphere must be maintained to the fullest extent. Researchers within the CCEC are expected to regularly attend SFC/CCEC events and meetings and continually seek to be better collaborators. A good collaborator is one who:

1. communicates openly and honestly
2. accepts and gives constructive criticism
3. is self-managed and self-initiated
4. seeks answers to challenges by problem solving

5. meets deadlines
6. holds self accountable to commitments
7. strives to resolve conflicts
8. moderates crises
9. listens to others
10. treats others with respect and dignity

As conflicts or issues arise, CCEC employees are expected to be proactive and first endeavor to address these issues on their own or with the assistance of CCEC administrators.

6. Courtesy

Many people work in our research space. Please respect one another by maintaining a clean, organized, healthy and safe work environment.

When using open workspace at the Schoenbaum Family Center, please respect one another's personal belongings and personal workspace. Use headphones when listening to music and hold conversations in common areas, such as conference rooms and the break room. Leave shared workstations organized and fully equipped for the next user. Paperwork in shared areas should be properly stored, recycled or destroyed. Please replace printer ink and paper, or request additional supplies as needed.

Eating and drinking is permitted in many parts of the CCEC. Please clean dishes, microwaves, counters, etc. after use. Label food stored in the common refrigerator and discard expired food items on a regular basis.

When using shared computers, staff and students using specialized software (e.g. Noldus and SPSS) will have priority and may politely ask other staff or students to use another workspace.

Specific Policies

Work Hours

Staff, faculty, and RAs may work at the Schoenbaum Family Center between the hours of 7:30 AM and 6:00 PM. Generally, CCEC employees work between 9 A.M. and 5 P.M. In the evenings, early mornings, and on weekends, The Schoenbaum Family Center is armed using a silent alarm system. If you need to work outside of general business hours for whatever reason, please contact the Director of Operations and SFC Building Coordinator in advance to obtain their permission.

Scheduling for Biweekly Staff and Student Research Assistants

RAs and biweekly staff agree to work in the CCEC for a designated number of hours each week. All hours must be worked in the CCEC, unless permission has been granted by an immediate supervisor to work from home or another location. RAs must communicate their schedules for the following week to their immediate supervisors by the preceding Friday. Excessive absences will be discussed with immediate supervisors and can be grounds for dismissal. RAs (as well as staff) are expected to arrive at work on time. Time missed due to tardiness must be made up during that week.

Timesheets

Biweekly Staff and RAs enter times in/out via e-Timesheet when entering/leaving CCEC for their scheduled shifts.

Payroll

Please refer to the Office of Controller's Payroll Services for the most recent pay calendar for the university.

Flexible Work Arrangements

Faculty and staff may be eligible for flexible work arrangements. Please note that flexible work arrangements are not the same as an occasional need for flexibility. Flexible work arrangements generally last longer than two months and must be documented when they are established by the supervisor and employee. Please consult your supervisor and refer to OSU's Office of Human Resources policies on Flexible Work Arrangements.

Lunch

RAs enter times in/out via e-Timesheet when interrupting work for lunch or other personal activities. Faculty and staff who take a lunch break of 30 minutes or less, do not need to enter times in/out on e-Timesheet or make up their lunch time at the end of the day. Faculty and staff who take a lunch break of longer than 30 minutes should either enter their times in/out on e-Timesheet or make up their break at the end of the day, for example, by working from 8:00 AM to 5:00 PM.

Breaks

Faculty, staff and RAs receive a paid, 15-minute break for every consecutive four hours worked. Do not sign in/out on e-Timesheet or make up your hours if you are taking a paid break.

Leave

CCEC staff are encouraged to take eligible vacation and sick time as needed. All absences and requests for leave should be submitted online via the Office of Human Resource's e-Leave system. Many positions at the university do not accrue paid Family and Medical Leave, Vacation Time or Sick Time. Please familiarize yourself with the Office of Human Resources policies on Paid and Unpaid Leave, as pertains to your specific appointment. Leave for business purposes should be submitted online via OSU's Business Leave System.

In addition to e-Leave, please e-mail or call your immediate supervisor if you are not able to come into work. Failure to communicate your absence may be considered "no call, no show." You may wish to contact others in your work group. If it is a confidential issue, feel free to provide limited information and discuss details of your absence with your immediate supervisor, CCEC Director, or Human Resources Administrator as appropriate.

Excessive absences should be addressed between the employee, supervisor and Human Resources Administrator, as appropriate and may result in corrective action or termination.

Nursing and Lactation

Faculty, staff and RAs are entitled to paid breaks to nurse or pump as necessary. The SFC/CCEC provides a private lactation space at the Schoenbaum Family Center. Please contact SFC/CCEC administrators for more information.

Security

Many doors at the Schoenbaum Family Center, particularly those leading to the A. Sophie Rogers School for Early Learning, must be opened with a Buck-ID. Please contact your immediate supervisor or the CCEC Coordinator for assistance with obtaining a Buck-ID. Please see the SFC Building Coordinator to obtain swipe access for your Buck-ID.

Keys and Keypads

Many offices in the CCEC use a keypad in lieu of or in addition to a key. Keypad codes can be obtained from the SFC Building Coordinator. Some CCEC staff, employees and, and in some instances, student research assistants, are also issued a key to their personal office or workspace. Please contact the SFC Building Coordinator to obtain a key for your personal office or workspace. Master keys are also kept at the front desk of the Schoenbaum Family Center and can be borrowed from front desk staff as needed. When one's affiliation with the CCEC ends, any keys must be returned to the SFC Building Coordinator.

Report lost or stolen keys to the SFC Building Coordinator immediately.

Protection of Data

We must protect research data. All data must be “double-locked” (e.g. in a locked office, behind a door with a keypad). Please refer to the CCEC’s Data Archival Policy and Checklist for more information.

When disposing of data containing personal or sensitive information, please use the paper shredder rather than placing the item directly into the recycling bin. Secured shredding bins are available for large amounts of data.

Data containing participants’ names should never leave the CCEC. There are few exceptions to this rule, including taking materials on the road for home visits or work in preschools. In these exceptions, be sure that any personal data is identified by number, and that these data cannot be linked to a person’s name.

Background Checks

In addition to the background check conducted by the Office of Human Resources, many researchers must also complete FBI and BCII background checks in order to, for example, conduct field assessments in schools. To complete an FBI and BCII background check, please contact your supervisor, who will submit an eRequest on your behalf. All background checks should be mailed directly to the CCEC Coordinator (or the A. Sophie Rogers School for Early Learning, if working solely in the classrooms at SFC). You will receive an email from the CCEC Coordinator when your background check has been received. You can then sign out a copy of your background check in person from the CCEC Coordinator, with proof of ID.

Computer and Network Use

The CCEC provides computers and a shared drive for data storage, called the J Drive. Access to CCEC computers and the shared network drive is obtained by requesting an EHE username and password through OIT. Contact your immediate supervisor and the SFC Building Coordinator to request a username and password on your behalf.

Computers, computer systems, networks, software and associated equipment are purchased through state and federal dollars; their use for research and CCEC purposes must be maintained and respected. Personal files and files unrelated to CCEC work should not be stored on the shared drive (i.e., j-drive). Misuse or abuse of CCEC resources may be grounds for corrective action (including termination).

CCEC personnel are obligated to report any technical problems immediately to either OIT or OCIO. For more information, please consult OCIO’s policy on the Responsible Use of University Computing and Network Resources.

Equipment

CCEC equipment includes cameras, software, tape recorders, transcribing machines, tests, toys, books, manuals, etc. Please refer to the CCEC Tech Policy for more information on requesting equipment for research-related purposes and returning said equipment.

Travel

Many people in the CCEC will be required or asked to travel for business purposes. In order to receive reimbursement for said travel, you or your supervisor must submit an eRequest. It is your responsibility to familiarize yourself with the OSU's Office of Business and Finance policies regarding travel and contact SFC/CCEC administrators and the EHE Service Center for assistance.

Even if you will not receive funding for your travel, you must submit a University Business Leave request online in order for your absence to be approved.

Conferences

CCEC researchers may request support for travel and/or conference expenses that provide an opportunity to present their research or to gain valuable training to further their research. Priority is given to those who pursue multiple sources of funding (e.g., Ray Travel Awards, EHE doctoral and postdoctoral travel grants), and additional criteria, including (but not limited to):

- primary authorship and linkage to a peer-reviewed publication in preparation/submitted
- description of opportunity, your role and your contribution
- total number of current requests

For more information, please refer to the CCEC's Research Incentive Program.

Additional Benefits

In addition to the many benefits you may be entitled to as an employee of The Ohio State University, you are also entitled to several additional benefits as an employee of the CCEC, including, but not limited to: access to exercise equipment at the Schoenbaum Family Center; free exercise classes offered at the Schoenbaum Family Center; invites to book clubs and other social events on a rolling basis.

Communication

Communication within the CCEC occurs through our website, organizational listservs and in-person at various organizational meetings. Upon hire, your immediate supervisor should contact the CCEC Coordinator, SFC Building Coordinator, and Director of Communications to be added to appropriate listservs and event invites.

Crane Center for Early Childhood Research and Policy (CCEC) Performance Expectations

Each member of the CCEC is expected to adhere to the following performance expectations:

- 1. Compliance with policies and procedures.** CCEC members will comply with all OSU, departmental, and CCEC policies and procedures as they apply to each member's role and duties. CCEC members will have the Staff Handbook to familiarize themselves with these policies and procedures. In the absence of clear guidance, CCEC members will seek clarification from the appropriate authorities (e.g., CCEC Administration, relevant Project Director, and CCEC Director).
- 2. Confidential information.** CCEC members will maintain confidentiality with respect to CCEC data and dissemination, as detailed in the CCEC Manual. Security of participant information will be strictly maintained. CCEC members will comply with all Internal Review Board and Human Subjects requirements. Any breach of confidentiality is cause for immediate termination.
- 3. Integrity.** CCEC members will maintain the integrity of CCEC operations. CCEC members will strive for excellence in their work and commit to high standards of research and professionalism.
- 4. Professionalism.** CCEC members will behave in a responsible manner at all times when in the research space or when conducting CCEC-related business. While it is important to work in an environment that is engaging and interesting, it is also important that CCEC members are respectful and courteous towards others and seek to create a positive work environment. CCEC members will honor their commitments and responsibilities in terms of scheduling and completing work in a timely manner. It is also important that we all work together collegially and collaboratively. For this reason, please communicate to others directly about concerns you may have about professionalism to the extent you are comfortable.
- 5. Upholding the Performance Expectations.** CCEC members are obligated to uphold this set of performance expectations. Failure to do so will result in appropriate action being taken by CCEC leadership. Major breaches, including breaches of confidentiality, may result in immediate dismissal.

By signing below, you acknowledge that you have read the CCEC Manual and will abide by its policies and procedures as well as the Code of Conduct above.

Signature

Date

Printed name

Crane Center for Early Childhood Research and Policy (CCEC) Dissemination of CCEC Research Agreement

I, _____, understand CCEC policies and procedures with respect to research dissemination, including my own roles and responsibilities.

- I will not remove any data from the CCEC.
- I will not divulge the names of research participants.
- I will not disseminate any research publications or presentations without the permission of the CCEC director.
- I will give proper credit to all contributors per APA guidelines when disseminating research publications or presentations.
- I will cite funding sources (e.g., grant number) when disseminating research publications or presentations.
- I will use the following as a CCEC citation for unpublished works: Author Last Name, Author First Initial. (Year). *Title of work*. Crane Center for Early Childhood Research and Policy (CCEC), The Ohio State University, Columbus, OH
- I will provide copies of all research publications and/or presentations to the Crane Center for Early Childhood Research and Policy (CCEC)
- I agree to abide by these policies and procedures.
- I understand that not following these policies and procedures may result in termination of my CCEC affiliation.

Signature

Date

Printed name