



International Korean Adoptee Associations (IKAA) Policies and Guidelines for Conducting Scholarly Research

While IKAA supports research on the Korean adoptee community for the purposes of advancing knowledge to and/or about our community, we have an even greater stake in protecting individual members of our community who are brought together by IKAA. Therefore, IKAA has developed policies for researchers who wish to conduct human subjects research on adoptees who attend any IKAA Gathering, Mini-Gathering, event, or activity.

1. In the interests of protecting IKAA Gathering attendees from unwanted contact with researchers, IKAA generally prohibits any and all researchers from conducting research at IKAA Gatherings.
2. Researchers wishing to conduct research at an IKAA Gathering must apply for and obtain prior written approval from the IKAA Board of Directors and the IKAA Gathering Planning Committee. **Please see below for details on how to apply.**
3. All researchers who receive permission from IKAA to conduct research at an IKAA Gathering must inform their potential research subjects in advance of the research and obtain each potential subject's written consent.
4. All research surveys and questionnaires must be distributed in a manner designated in writing by IKAA.
5. All researchers who receive approval from IKAA to conduct research at an IKAA Gathering must be clearly identified as researchers at all times while conducting their research.
6. Researchers who are adoptees may attend adoptee-only sessions during the IKAA Gathering, but they are not allowed under any circumstances to conduct research at these sessions, regardless of whether individuals attending the adoptee-only sessions consent to the research.
7. Researchers who are not adoptees are not allowed under any circumstances to attend adoptee-only sessions.
8. A grant of approval to a researcher by IKAA to conduct research at an IKAA Gathering does not constitute an endorsement by IKAA of the researcher's agenda.

Violation of these Policies and Guidelines for Conducting Scholarly Research may result in, among other things, the revocation of permission to conduct research at the IKAA Gathering, as well as the expulsion of the researcher from the IKAA Gathering. IKAA reserves the right to inform any individual (s), association(s), and/or institution(s) both within and outside of IKAA of the facts and circumstances of any violation.

If you wish to conduct scholarly research on human subjects at an IKAA Gathering, please submit a research proposal that includes the following:

1. A copy of your letter of approval from your institution's IRB.
2. An abstract of your proposal of not more than 500 words that describes your project and your research goals.
3. A blank copy of the informed consent form you intend to use with IKAA Gathering attendees. Please note that your request to conduct research *will be denied* if you do not furnish an informed consent form. This form may be read to the subject or the subject's legally authorized representative, but in any event, the researcher shall give either the subject or the representative adequate opportunity to read it before it is signed. Your consent form must include:
 - A statement of potential risk(s) as a result of participating in your research. If there are no risks, you must state this.
 - A statement describing your measures for confidentiality to protect the privacy of subjects. If you do not intend to keep your subjects' identities and experiences confidential and private, you must state this.

You must collect signed copies of this form from your subject and supply a copy to each subject.

4. A statement describing your research methodology, including:
 - How IKAA Gathering attendees would be used in the research.
 - How you plan to recruit these subjects.
 - Whether you believe any of your potential subjects to be part of a vulnerable group, including, but not limited to, children, prisoners, persons engaged in illegal behavior, mentally disabled persons, or economically or educationally disadvantaged persons. If you plan to include people from any of these groups, you must describe additional safeguards have been included in the study to protect the rights and welfare of these subjects.
 - If you do not speak the native language of any of your subjects, include your translation plan for communicating to these subjects.
 - How you plan to disseminate your research back to the Korean adoptee community.
5. A written statement, attached to your proposal, which indicates that you have read and intend to comply with the IKAA Policies and Guidelines for Conducting Scholarly Research.

Submit your proposal and required attachments electronically to the IKAA Executive Committee at lisa.e@ikaa.org by December 1, 2018.

Incomplete proposals will not be accepted.