



**Korean American Adoptee Adoptive Family Network**  
**Box 140022 | 1625 Walker Ave NW**  
**Grand Rapids, MI 49514**

---

## **Korean American Adoptee Adoptive Family Network (KAAN)**

### **Policies and Guidelines for Conducting Scholarly Research<sup>1</sup>**

While KAAN supports scholarship of Korean Adoption Studies and Adoption Studies, more broadly, we recognize the importance in protecting the rights of members of our community. KAAN developed the following policies for researchers interested in conducting human subject research on adoptees, adoptive parents, birth parents, and other attendees at the annual conference or sharing their research call for participants on social media.

1. Researchers wishing to conduct research at an annual KAAN conference or those interested in disseminating their call for participants on social media must apply for and obtain prior written approval from the KAAN Executive Director and KAAN Assistant Director/Secretary. Please see details below for how to apply.
2. Those researchers who receive permission to conduct research at an annual KAAN conference must inform potential research subjects in advance of their research and obtain each potential subject's written consent. All approved researchers must be clearly identified as researchers while conducting their research.
3. Researchers who are adoptees may attend adoptee-only sessions during the KAAN conference, but they are not allowed under any circumstances to conduct research at these sessions, regardless of whether individuals within those sessions consent to the research.
4. Researchers who are not adoptees are not allowed to attend adoptee-only sessions.
5. A grant of approval to a researcher by KAAN to conduct research at an annual KAAN conference or to disseminate their call for research participants does not constitute an endorsement by KAAN of the researcher's research.

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 KAAN conference, as well as the expulsion of the researcher from the KAAN conference. KAAN reserves the right to inform any individual(s), association(s), and/or institution(s) both within and outside of KAAN of the facts and circumstances of any violation.

---

<sup>1</sup> These guidelines were adapted from the "International Korean Adoptee Associations (IKAA) Policies and Guidelines for Conducting Scholarly Research" (2016, 2018).

**If you wish to conduct scholarly research on human subjects at a KAAN conference, 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 project and research goals (350-500 words)
3. A blank copy of the informed consent form you intend to use with KAAN attendees. Please note that an informed consent form is required for your proposal to be reviewed. Your consent form must include:
  - a. A statement of potential risk(s) as a result of participating in your research. If there are no risks, you must state this.
  - b. 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.
  - c. 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:
  - a. How KAAN conference attendees would be used in the research
  - b. Participant recruitment
  - c. 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.
5. If you do not speak the native language of any of your subjects, include your translation plan for communicating to these subjects.
6. How you plan to disseminate your research back to the Korean adoptee community.
7. A written statement, attached to your proposal, which indicates that you have read and intend to comply with the KAAN Policies and Guidelines for Conducting Scholarly Research.

**If you are interested in KAAN disseminating your call for participants, 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 project and research goals (350-500 words)
3. A blank copy of the informed consent form you intend to use with KAAN attendees. Please note that an informed consent form is required for your proposal to be reviewed. Your consent form must include:
  - a. A statement of potential risk(s) as a result of participating in your research. If there are no risks, you must state this.

- b. 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.
  - c. 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:
  - a. How KAAN conference attendees would be used in the research
  - b. Participant recruitment
- 5. 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.
- 6. How you plan to disseminate your research back to the Korean adoptee community.

**Submit your proposal and required attachments electronically to the KAAN Assistant Director/Secretary Kimberly McKee at [mckee.kimberly@gmail.com](mailto:mckee.kimberly@gmail.com) by May 1. Incomplete proposals will not be accepted.**

*last updated 3/20/2019*