

SAMPLE CONSENT FORM

The following is an example of how the standard guidelines can be applied to a project.

This is just ONE example of the sample form put into practice. Please use this as a GUIDELINE ONLY. Your own project may require more, less, or different information in order to be approved.

PLEASE NOTE:

This sample form covers the 'officials' from each community that may take part in the research. These officials will do individual interviews and, in the future, may take part in community-based focus groups. This consent form **only** covers the interview portion of the research. Separate information and consent forms will be amended to the ethics application and will be reviewed and signed before each focus group meeting.

Sample only - Do not copy

PARTICIPANT CONSENT FORM

Title of Study: 'Big Things' on the Alberta Landscape.

Contact Information

Principal Investigator: Akila Abongo, MA student, Human Geography
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Supervisor: Theresa Garvin, Professor, Human Geography
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Phone: 780-492-4593 (voicemail only)

You are being invited to take part in a research study. Before you take part, a member of the study team is available to explain the project and you are free to ask any questions about anything you do not understand. You will be given a copy of this form for your records.

Why am I being asked to take part in this research study?

You are being invited to take part in this study because you are a leader in a community that has a large statue and your name has been put forward as someone that can contribute to this project. These large statues, sometimes called 'icons' or 'big things' are found across Alberta in both large and small communities. The purpose of this research to develop an historical record of Alberta's 'big things' and to better understand the meaning of those icons for their communities.

What is the reason for doing the study?

The idea of community is often debated. It can be both a group of people and a process; a place and a feeling. This research wants to better understand the role that large, iconic statues play in developing and maintaining a sense of community. Your community was selected to take part in this research because you have had a large icon for more than 20 years, so can help us understand how and why it was developed, and what it means in your local context.

What will I be asked to do?

You are being invited to take part in two ways. First, we would like to interview you by having a discussion with one of our researchers about the statue in your community. This will be a one-

on-one conversation where you will answer questions about the history of the statue, how it was developed and installed, and what the community thinks of the statue now. The conversation will be recorded and transcribed word-for-word by our research team. The written transcript will be returned to you via email and you will have two weeks to make any changes or revisions as you see fit. After that, we will confirm with you that the transcript is accurate and it will become part of our data set.

These individual discussions will last between 30 and 90 minutes in length, depending on what you have to say and will take place either in person (face-to-face) or virtually (zoom, skype, google meets). If we meet in person, you can select where we meet and all Covid-19 protocols will be in place including masking and distancing. If we meet virtually, you have the option to turn off your camera at any time.

The second part of the study invites you to take part in a group conversation with 5-8 others in your community. This group discussion will take place in person, at a convenient location in your community, and will last between 1 and 2 hours. You will discuss how your community's icon has (or has not) contributed to notions of identity and belonging with your neighbours. You may contribute as much or as little as you like during this group conversation. As with the interviews, this group discussion will be tape-recorded and transcribed by our research team. If you would like a copy of the transcript mailed to you to check for accuracy, you can indicate so at the end of the meeting and given the opportunity to make changes, revisions or deletions to your comments.

What are the risks and discomforts?

You are unlikely to experience risks or discomforts by taking part in this research. As a part of the group discussion, your opinions and ideas may become known to other participants so you are invited to contribute as much or as little as you like. It is not possible to know all of the risks that may happen in a study, but we have taken all reasonable safeguards to minimize any known risks to you.

What are the benefits to me?

There may not be any direct benefit to you for participating in this research. However, some participants find it helpful to think and talk about something (like a large statue) that is generally a taken-for-granted part of their community's landscape. In addition, participating in the group discussion may better help you understand what others in your community think. Finally, you and your community will receive a written document summarizing what was said about your community, which can become part of your community's archive.

Do I have to take part in the study?

Being in this study is your choice. If you decide to take part, you can change your mind and stop being in the study at any point until September 30, 2022. After that point we cannot remove you from the study because data will have been analyzed in full. To withdraw from the study please contact Akila Abongo (aabongo@ualberta.ca) or her supervisor Theresa Garvin (tgarkin@ualberta.ca).

Even if you remain in the research study, you may choose to withdraw some or all of your responses. Individual interview transcripts will be sent to you via email and you will have two weeks to review the contents and remove, change, or withdraw anything that you like. In the group discussions, we will provide a transcript on request and, likewise, you will have two weeks to remove, change, or withdraw your own comments. We will be unable to withdraw data after September 30, 2022 because by that time data analysis will be complete.

Will I be paid to be in the research?

At the focus group, you will be served light snacks as part of the meeting. If you incur an out-of-pocket expenses such as parking fees or childcare costs, these will be reimbursed. There will be no payment for interviews. If you leave the focus group or withdraw your participation, out-of-pocket expenses will still be covered

Will my information be kept private?

During this study we will do everything we can to make sure that all information you provide is kept private. No information relating to this study that includes your name will be released outside of the researcher's office or published by the researchers unless you give us your express permission. Sometimes, by law, we may have to release your information with your name so we cannot guarantee absolute privacy. However, we will make every legal effort to make sure that your information is kept private. For interviews, your name will not be used. We will use an alternate name. You can choose a name yourself at the end of this form or we can choose a name for you. If you would like to use your real name, please discuss this with the researchers and indicate this on the form at the end of this document. For focus groups, please be aware that what you say will be heard by others in the group. Again, we will not use your name unless you ask.

During analysis, electronic data will be stored on a secure Google drive at the University of Alberta. When not in use, paper copies of data will be kept in locked cabinets at the Community, Health and Environment Research lab.

The information from this study will be seen only by members of the research group. On occasion, this data will need to be checked for accuracy. For this reason, your data, including your name, may also be looked at by people from the Research Ethics Board.

What will happen to the information or data that I provide?

The information you provide will form part of Ms. Abongo's Master's thesis in Human Geography. It will also be used to assemble a written document summarizing the history of your community's icon and this document will be returned to your community, which may choose to make the document public. What you say may also be used as part of public or academic presentations, in news or academic publications, as well as for examples during teaching. At no point will you be identified in this work. However, please understand that the icon in your community is unique and identifiable, so others may become aware of the community we are talking about.

After the study is done, we will store your data for a minimum of 5 years. Any physical papers and transcripts will be stored in locked cabinets in the Community, Health and Environment

Research lab at the University of Alberta. These papers will be securely shredded after Ms Abongo's thesis is complete. Electronic data will be stored on a secure University of Alberta Google drive. The data will be stored for at least 5 years, but may be kept longer for future research. Your name will never be associated with any electronic data. Your data may be linked to other data for research purposes only to increase the usefulness of the data. . Any researcher who wants to use this data in the future must have the new project reviewed by an ethics board.

What if I have questions?

If you have any questions about the research now or later, please contact Akila Abongo (aabongo@ualberta.ca) or her supervisor Theresa Garvin (tgarvin@ualberta.ca). You are also welcome to leave a message on Dr. Garvin's voicemail at 780-492-4593 and your call will be returned.

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If you have any questions regarding your rights as a research participant, you may contact the University of Alberta Research Ethics Office at reoffice@ualberta.ca or 780-492-2615 and quote Ethics ID Pro000123456. This office is independent of the study investigators.

How do I indicate my agreement to be in this study?

By signing below, you understand:

- That you have read the above information and have had anything that you do not understand explained to you to your satisfaction.
- That you will be taking part in a research study.
- That you may freely leave the research study at any time.
- That you do not waive your legal rights by being in the study
- That the legal and professional obligations of the investigators and involved institutions are not changed by your taking part in this study.
- That you agree to the data being stored as part of a data repository

SIGNATURE OF STUDY PARTICIPANT

Name of Participant

I give permission for my real name to be used Yes No

Pseudonym: _____

Signature of Participant

Date

SIGNATURE OF PERSON OBTAINING CONSENT

Name of Person Obtaining Consent

Contact Email/Number

A copy of this information and consent form has been given to you to keep for your records and reference.