

Participant Information and Consent form for a Research Project

Technology and Participation in Policy **Participant Information**

This research project explores the role of technologies such as the internet in public policy consultation, engagement and participation opportunities.

What will I be asked to do?

- *Participation is voluntary and you may withdraw without penalty or choose to skip any portions you are uncomfortable with (i.e. not being audio or videotaped).*
- Participation in this research involves activities such as answering questions in a semi-structured, audio-recorded interview – this is estimated to take approximately 1 hour of your time.
- Participants who have designed been involved with an online participation site (i.e. a Facebook group, Youtube video production or government produced web application) may also be asked to speak about it while screen recording software or a video camera is turned on – this is estimated to take 15 minutes.

Who are the participants in this project?

- Participants are anticipated to be Canadian residents including citizens and government employees who are able to communicate in English and who are over the age of 18
- The number of participants is expected to range from 20-50 individuals
- Participants are expected to include an array of individuals: students, citizens, government employees, consultants, etc..

How are anonymity and confidentiality addresses?

- Materials collected will be stored and accessed on the researchers in secure environments (i.e. on password protected computers, locked filing cabinets)
- You can select how you would like to be referred to in any materials which are produced out of this research
 - 1st name, full name, or pseudonym
 - Identify your organization or choose to keep it anonymous
- If applicable, you can choose if your participation initiative is recorded by audio-visual recording tools or not; if you are recorded visually you can also choose whether your face is shown
- Please note that guaranteeing anonymity and confidentiality may not be fully within the researcher's control for this project (i.e., if an interview

- occurs in a coffee shop or if contact with the researcher is conducted through a channel like Facebook, Gmail or your work email account) there is the possibility your identity could be revealed in some way which is beyond the researcher's control
- The researchers will securely archive the data from this project within 5 years of the final publication or presentation (i.e. on DVDs in a locked filing cabinet)

How will this research be shared?

- Data including quotes and images may be used in academic or community oriented papers, articles or presentations
- With permission, some audio-visual materials from this project may be shared on the internet

What are the risks/benefits?

- Risks are perceived to be minimal: they could however include embarrassment when answering questions or the need to remain silent due to confidentiality requirements of one's job
- Benefits may include that you contribute to enhanced understandings of citizen participation in policy

Is there any compensation for my time?

- No compensation will be provided

Who can I contact for more information

- If you have any concerns regarding this project you can contact the researcher at: 416-458-6641 or karen.louise.smith@utoronto.ca, you can also contact Karen's professor Dr. Andrew Clement at 416-978-3111 andrew.clement@utoronto.ca
- Regarding your rights as a participant in research you may also contact: the Ethics Review Office, 416-946-3273 or ethics.review@utoronto.ca

How can I withdraw from the research?

- If you wish to withdraw from this project, please let Karen Smith know as soon as possible. Withdrawing may not be possible if the results have been published or shared publicly.

Participant Consent

If you would voluntarily like to be involved in the Technology and Participation in Policy project, please review the following and provide your consent with your signature:

With my signature, I understand:

- The participant information discussed in the previous section (i.e. what the research involves and what my rights are as a participant)
- That the research is voluntary and I may quit participating at any point or refuse any questions or sections I am uncomfortable with
- That I may decline the use of any recording equipment I am uncomfortable with

In sharing research materials (including quotes, video footage, or information about me) the researcher should refer to me by (please 'X' one choice):

- My first name only
- My full name
- With a pseudonym

Please write in your preferred full name, first name, or preferred pseudonym:

****Please note, based on your preference the researcher may later need to make modifications to meet style guidelines.*

In sharing research materials (including quotes, video footage, or information about me) the researcher should:

- Note that I am speaking as a citizen or individual only
- Refer to my organization by name
- Refer to my organization by a pseudonym or with a general description only

Please write in your preferences for organizational identification if applicable:

AUDIO-VISUAL SHARING:

NOT APPLICABLE

APPLICABLE (also fill out the sections below if applicable)

Locations I give the researcher permission to display the video footage or still images from my participation in this research include (please 'X' all that apply):

- At a public meeting
- At an academic meeting or for a scholarly presentation
- In a scholarly publication
- On YouTube or video sharing sites to facilitate sharing
- None of the above. (I do not want the researcher to display images or video footage or images in any manner)

The researcher may share video footage or photos (please 'X' one choice):

- Do not show my face (i.e. a blur or box will obscure your face)
- Show my face
- None of the above. (I do not want the researcher to display images or video footage or images in any manner)

Name [please print]: _____ Age: _____

Signature: _____ Date: _____

Researcher _____ Date _____