

SAMPLE CONSENT FORM

CONSENT TO PARTICIPATE IN RESEARCH

Human-Centered Needs Assessment for CALS 501: Creating Digital Resources

You are being invited to volunteer to participate in a human-centered needs assessment conducted by [*insert name of researcher and research team*], a student in the Master of Arts in Climate Action Leadership program at Royal Roads University (RRU) because [*explain how needs assessment is related to the participant – to be completed by student team*].

If you have any questions or concerns about the research, please feel free to contact Dr. Robin S. Cox (robin.cox@royalroads.ca) and/or Dr. Elizabeth Childs (Elizabeth.childs@royalroads.ca).] RRU's Dean of Social and Applied Sciences, Dr. Brigitte Harris, may be contacted at FSAS.OfficeoftheDean@RoyalRoads.ca; 250-391-2600; or the Research Ethics office at ethics.review@royalroads.ca.

PURPOSE OF THE STUDY

This research is part of a Design Thinking challenge assignment in a course (CALS 501) in the Master of Arts Climate Action Leadership (MACAL) program at RRU. The assignment asks students to engage in a design thinking process to explore and develop an innovative prototype response to the question: What are ways we might use to encourage the public [*businesses, politicians, educational institutions, not for profits, communities*] to engage in **exploring and** become more **actively engaged** in creating and implementing climate adaptation strategies?

Working in teams, students are tasked with developing a prototype of a component of an open educational program or initiative designed to empower and engage [the audience] in order to help those users begin to create a sense of their role, responsibilities and actions towards climate action. The prototypes student teams develop will focus on engaging [the target audience] in intellectual risk taking and becoming more actively engaged in inclusive climate adaptation and/or mitigation strategies.

You are being invited to share your expertise and insights to inform the design of this prototype.

VOLUNTARY PARTICIPATION

Your participation in this study is voluntary. It is your choice to be part of this study or not.

PARTICIPATION AND WITHDRAWAL

If you volunteer to participate in this study, you may withdraw at any time from the study, for whatever reason, even after signing this consent form or part way through the study. If you decide to withdraw from the study, there will be no consequence to you of any kind.

In case of withdrawal, any data you have provided will be destroyed unless you indicate otherwise.

RIGHTS OF RESEARCH PARTICIPANTS

If you withdraw your consent at any time and discontinue participation, there will be no negative consequences to you or penalties. You are not waiving any legal claims, rights or remedies because of your participation in this research study. If you have questions regarding your rights as a research participant, contact The Office of Research Ethics at ethicalreview@royalroads.ca; 250-391-2600 ext. 4425.

PROCEDURES

If you volunteer to participate in this study, we would ask you to do the following things:

Participate in an informal interview (45 min to 90 min) to explore the questions related to the user needs and potential outcomes related to the students' design process. There may be an opportunity/request for a follow up interview to clarify any of your answers (30 min).

These interviews will be conducted by phone or zoom (or equivalent meeting platform) at a time that is mutually agreeable to you and the research team and may be recorded for the purposes of note taking and ensuring the valuable information you share is not lost. The information you provide will inform the design of the prototype. No identifying information will be shared publicly, and your participation will remain confidential. The outputs of this project will be shared through student blogs and the program website as open-educational, digital learning resources for anyone to use/reuse/remix. Student-blogs can be reviewed on the CALS 501 website which can be reached by accessing the MACAL program website macal.royalroads.ca.

POTENTIAL RISKS AND DISCOMFORTS

We do not foresee any potential risks to your participation in this student research.

POTENTIAL BENEFITS TO PARTICIPANTS AND/OR TO SOCIETY

As a participant, you will have an opportunity to share your specific ideas and inputs into the design of a prototype climate action outreach and engagement strategy – the outputs of these projects will be shared through student blogs and the program website as open-educational, digital learning resources for anyone to use/reuse/remix. This may contribute to the development of a resource to meet your needs and/or the needs of others interested in activating and amplifying citizen engagement in climate action.

This assignment contributes to students completion of the CALS 501 course, and the MACAL program.

COMPENSATION FOR PARTICIPATION

As this is a student project, designed to support their learning and share that learning as a contribution to the learning of others, there is no financial compensation offered.

CONFIDENTIALITY

You are participating in this study confidentially. We will not use your name or other information that would allow you to be identified.

[For focus groups] Participants will be informed of the potential risk of fellow group participants discussing details outside of the focus group, and thus participants will be advised to share information with that in mind. As a result, confidentiality cannot be guaranteed as some

participants may share information outside of the group.

All information gathered in these interviews will be stored on password protected computers. The raw data will be destroyed (deleted from student and instructor computers) 2 years after the course completion

If the interview is recorded, you may ask to access that recording and/or a transcript if one is created. These recordings and associated transcripts will be used only for the purposes of informing this assignment and the outputs of this assignment.

QUESTIONS ABOUT THE STUDY

If you have any questions about the research now, please ask. If you have questions later about the research, you may contact:

Dr. Robin S. Cox and/or Dr. Elizabeth Childs

Robin.cox@royalroads.ca
250-391-2600, X4855

Elizabeth.childs@royalroads.ca
250-391-2600

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