

# Microsoft Research Project Participation Consent Form

## INTRODUCTION

Thank you for taking the time to consider volunteering in a Microsoft Corporation research project. This form explains what would happen if you join this research project. Please read it carefully and take as much time as you need. Ask the study team about anything that is not clear. You can ask questions about the study any time.

Participation in this study is voluntary and you will not be penalized if you decide not to take part in the study or if you quit the study later.

## TITLE OF RESEARCH PROJECT

Calc Intelligence Interviews

## Principal Investigator:

Sam Lau and Advait Sarkar

## PURPOSE

The purpose of this project is to understand data science workflows in Excel workbooks.

## PROCEDURES

During this project, the following will happen: an interview of up to one hour.

Microsoft may document and collect information about your participation by audio and notes..

Approximately 11 participants will be involved in this study.

## PERSONAL INFORMATION AND CONFIDENTIALITY

- Microsoft Research is ultimately responsible for determining the purposes and uses of your personal information.

**Personal information we collect.** During the project we may collect personal information about you such as name, occupation, and email.

**How we use personal information.** The personal information and other data collected during this project will be used primarily to perform research for purposes described in the introduction above. Such information and data, or the results of the research may eventually be used to develop and improve our commercial products, services or technologies.

- **How we store and share your personal information.** Your name and other personal information will not be on the study information we receive about you or from you; this study information will be identified by a code. The key to the code will be kept separate from your personal and study information, which will be kept in a secured, limited access location.

Aside from the researchers of this study, your personal and study information may be shared with study team members outside of Microsoft, applicable individuals within Microsoft, but confidentiality will be maintained, as allowed by law.

- Your personal and study information will be stored for a period of up to 5 years.
- **How you can access and control your personal information.** If you wish to review or copy any personal information you provided during the study, or if you want us to delete or correct any such data, email your request to the research team at: [v-songj@microsoft.com].
- ☐ For additional information or concerns about how Microsoft handles your personal information, please see the [Microsoft Privacy Statement](#). For Employees, External Staff and Candidates please use the [Microsoft Data Privacy Notice](#)

## MICROSOFT AND CONFIDENTIALITY

The research project and information you learn by participating in the project is confidential to Microsoft. Sharing this confidential information with people other than those we've identified above could negatively affect the scientific integrity of the research study and could even make it more difficult for Microsoft to develop new products based on the information obtained in this study. It is therefore important that you do not talk about the project outside of the study team (unless you are legally required to do so by a court or other government order). This does not apply if the information is general public knowledge or if you have a legal right to share the information.

## BENEFITS AND RISKS

**Benefits:** There are no direct benefits to you that might reasonably be expected as a result of being in this study. The research team expects to learn about formula usage from the results of this research, as well as any public benefit that may come from these Research Results being shared with the greater scientific community.

**Risks:** There are no anticipated, foreseeable risks or discomforts to you as a result of being in this study.

## FUTURE USE OF YOUR IDENTIFIABLE INFORMATION

(i) Identifiers might be removed from your identifiable private information, and after such removal, the information could be used for future research studies or distributed to another investigator for future research studies without your (or your legally authorized representative's) additional informed consent.

## PAYMENT FOR PARTICIPATION

You will be paid a 20£ Amazon Voucher for participating in this interview, unless you are a government employee not working for the UK government.

Your data and/or samples may be used to make new products, tests or findings. These may have value and may be developed and owned by Microsoft and/or others. If this happens, there are no plans to pay you.

## PARTICIPATION

Taking part in research is always a choice. If you decide to be in the study, you can change your mind at any time without affecting any rights including payment to which you would otherwise be entitled. If you decide to withdraw, you should contact the person in charge of this study, and also inform that person if you would like your personal information removed as well.

Microsoft or the person in charge of this study may discontinue the study or your individual participation in the study at any time without your consent for reasons including:

- your failure to follow directions
- it is discovered that you do not meet study requirements
- it is in your best interest medically
- the study is canceled
- administrative reasons

If you leave the study, the study staff will still be able to use your information that they have already collected, however, you have the right to ask for it to be removed when you leave.

Significant new findings that develop during the course of this study that might impact your willingness to be in this study will be given to you.

## CONTACT INFORMATION

Should you have any questions concerning this project, or if you are injured as a result of being in this study, please contact; Samuel Lau at [v-samlau@microsoft.com](mailto:v-samlau@microsoft.com), or Advait Sarkar at [advait@microsoft.com](mailto:advait@microsoft.com).

Should you have any questions about your rights as a research subject, please contact Microsoft Research Ethics Program Feedback at [MSRStudyfeedback@microsoft.com](mailto:MSRStudyfeedback@microsoft.com)

## CONSENT

By signing this form, you confirm that the study was explained to you, you had a chance to ask questions before beginning the study, and all your questions were answered satisfactorily. At any time, you may ask other questions. By signing this form, you voluntarily consent to participate, and you do not give up any legal rights you have as a study participant.

Please confirm your consent by signing the bottom of this form. You will be given a copy of this consent form for your records. On behalf of Microsoft, we thank you for your contribution and look forward to your research session.

Optional: Initial here if we may contact you in the future to request consent for uses of your identifiable data that are not covered in this consent form.

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Initial here

Optional: Initial here if we may contact you in the future with information about follow-up or other future studies.

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Initial here

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Participant's Signature and Printed Name

Date