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Letter of Information and Consent

Survey for the DRA EDIA Champion Project "Community Driven Accessible Mini-Courses and Workshops to Further the Uptake of DRA DRI Resources"

Principal Investigator

Dr. Robert Mercer, PhD
Professor Emeritus, Western University
mercerc@csd.uwo.ca

Additional Research Staff

Anemily Machina
PhD Candidate, Computer Science
Western University
anemily.machina@uwo.ca

Study Funding

This study is funded in part by The Digital Research Alliance of Canada (DRA) as part of their Equity Diversity Inclusion and Accessibility (EDIA) Champion pilot

Program.



Digital Research
Alliance of Canada

Alliance de recherche
numérique du Canada



Conflict of Interest

Anemily Machina, is receiving personal financial payment from the DRA for the completion of the EDIA Champion project. This includes the design and facilitation of this study. You may request any details about this payment.

Introduction

You are being invited to participate in this research study about the Digital Research Alliance of Canada (DRA) because you are a Graduate student at Western who is also a member of an equity deserving group.

The information provided in this form tells you about what is involved in the research, what you will be asked to do, and any potential risks or benefits. Please read this form carefully, take all the time you need, and ask any questions you may have.

Why is this study being done?

The DRA wants to increase the usage of Canadian Digital Research Infrastructure (DRI) among equity deserving groups.

Hence, the purpose of the research study is two part:

1. To gauge knowledge and usage of The Digital Research Alliance of Canada's (DRA's) services.

2. To collect feedback on future educational material that will be produced related to AI, Machine Learning, and The DRA's services

How long will you be in this study?

It is expected you will be in the study for 20 minutes. There will be two online surveys to complete, the first is expected to take approximately 15 minutes and the second approximately 5 minutes.

Who Can Take Part in the Research Study?

To participate in this survey you must meet the following criteria

1. Be a current graduate student at Western University
2. Be a member of an equity deserving group

What are the study procedures?

If you agree to participate in this research, you will be asked to complete an anonymous online survey, henceforth the DRA Survey, where you will answer questions related to the DRA's services and your opinion on topics for future educational material that will be produced related to AI, Machine Learning, and The DRA's services. The answer to questions will be Yes/No or freeform text. You have the option to not answer any question.

Optionally, at the end of the first survey, you may choose to participate in a second non-anonymous online survey where you can request compensation, henceforth the Compensation Survey. In this survey you will enter your name and email.

What are the risks and harms of participating in this study?

The likelihood of your being harmed as a result of participating in this study is extremely low. The harms or discomforts are no greater than what an average person would expect to experience in everyday life. If participants feel uncomfortable, they may withdraw at any time.

Please note that because we are collecting personal identifiers in this consent document, there is always the risk of a privacy breach if you choose to fill out this consent document.

What are the benefits?

You may not receive any direct benefit from participating in this study. However, you may access any educational material created based on this research, and will have the option to attend workshops based on said educational materials. The research may also help drive future initiatives at the DRA.

Can participants choose to leave the study?

If you decide to withdraw from the study after you have completed the surveys, you have the right to request, by email to Anemily Machina, the withdrawal of information collected about you. Any information collected in the Compensation Survey will be withdrawn.

If you decide to withdraw from the study while completing the DRA Survey, you may do so at any time by exiting the survey window. Due to the anonymous nature of your data, once your DRA Survey responses have been submitted, the researchers will be unable to withdraw your data. Once the study has been published, we will not be able to withdraw your information.

It is important to note that a record of your participation must remain with the study, and as such, the researchers may not be able to destroy your signed letter of information and consent, or your name on the master list.

How will participants' information be kept confidential?

Delegated institutional representatives of Western University and its Non-Medical Research Ethics Board may require access to your study-related records to monitor the conduct of the research in accordance with regulatory requirements.

Data will be collected using Western Qualtrics. Qualtrics' privacy statement can be found here: <https://www.qualtrics.com/privacy-statement/>. Western Qualtrics stores its data in Ireland. No data transfer over the internet is 100% risk free.

Identifiable information will be collected in the Reimbursement Survey for the purposes of reimbursing participants. Only the study researchers will have access to this information.

The researcher will keep all personal information about you in a secure and confidential location for 7 years. A list linking your study number with your consent declaration and a list linking your name and email for the purposes of reimbursement will be kept by the researcher in a secure place, separate from your study file.

When the results of the study are published it will be as aggregated data. Your name and other identifiable information will not be used.

All identifiable information collected during this study will be kept confidential and

will not be shared with anyone outside the study unless required by law.

Are participants compensated to be in this study?

As the survey takes place online, you may be subject to fees related to your internet connection.

You will be compensated with a 10\$ gift card for your participation in this study. If you do not complete the entire study but complete at least half the questions you will receive a 5\$ gift card. You will receive your compensation within 90 days of completing the Compensation Survey.

What are the Rights of Participants?

Your participation in this study is voluntary. You may decide not to be in this study. Even if you consent to participate you have the right to not answer individual questions or to withdraw from the study at any time. If you choose not to participate or to leave the study at any time it will have no effect on your academic standing, employment status, relationship with Western, or relationship with Western affiliates.

You do not waive any legal right by consenting to this study.

Consent is an ongoing process that continues for as long as you are in the study. We will give you any new information that may affect your decision to stay in the study. Remember that you are free to withdraw your consent at any time for any reason, even if nothing in the study has changed.

Whom do participants contact for questions?

If you have questions about this research study please contact Anemily Machina,

226-219-9138, anemily.machina@uwo.ca.

If you have any questions about your rights as a research participant or the conduct of this study, you may contact The Office of Human Research Ethics (519) 661-3036, 1-844-720-9816, email: ethics@uwo.ca. This office oversees the ethical conduct of research studies and is not part of the study team. Everything that you discuss will be kept confidential.

You will be provided with a copy of this letter to keep for future reference.

I consent to participate in the DRA Survey and the Compensation Survey as described above

☐ Yes

☐ No

This study has been explained to me and any questions I had have been answered.

I know that I may leave the study at any time. I agree to take part in this study.

I will be emailed a copy of this document.

Type First Name of Participant

Type Last Name of Participant

Signature of Participant

×

SIGN HERE

clear

Today's Date (DD-MM-YYYY)

FOR RESEARCH TEAM USE ONLY (if you are a participant, please use the next arrow below to submit)

My signature means that that I have explained the study to the participant named above. I have answered all questions.

Type the Name of Person Obtaining Informed Consent (to be completed by the research team on submission)

Signature of Person Obtaining Informed Consent (to be completed by the research team on submission)

×

SIGN HERE

clear

Date of Person Obtaining Informed Consent Signing (DD-MM-YYYY)

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