Appendix 2

Procedures for Compliance with the U of A Standards

Human research conducted under the auspices of the University of Alberta must follow the Standards reflected in the GFC Policy Manual Section 66 entitled “Human Research - University of Alberta Standards for the Protection of Human Research Participants.” This document is available on the University web site at http://www.ualberta.ca/~unisecr/policy/sec66.html

Attached are the following:

• Information letter to participant
• Consent form for participant
• A copy of the advertisements to be used in the solicitation of participants.
• Sample interview questions.
• A copy of the Confidentiality Agreement.

Please describe clearly and concisely how you intend to comply with the Standards by answering each of the following questions.

1. How will you explain the purpose and nature of your research to prospective participants?

   The explanation of the purpose and nature of my research will be explained to participants when they first contact me about the study either by phone or email. Then these will be explained again in the Information Letter participants will be asked to read before reading and signing the consent form. I will reiterate again the goals and purpose of the study to the participant after the consent form is signed but before the interview begins.

2. (a) What steps will you take to obtain the free and informed consent of the participants? e.g. How will you provide opportunities for potential participants to exercise their right to not participate?

   As previously mentioned, I will take every opportunity to inform the participants of the purpose and nature of the research; at these times I will not persuade participants to participate, rather I will present the information to them in an explanatory way, alerting them to their right not to participate. After the initial contact, I will alert the participants to the risks (none) and benefits (personal). I will ensure the participant has had all of their questions answered and let them know that the may withdraw at any time with no questions asked and no penalty.

   (b) Are there limited and/or temporary exceptions to the general requirements for full disclosure of information? If yes, (i) please describe the exception(s) (ii) justify the need for the exception(s), and (iii) explain the provisions for debriefing participants.

   No.

   (c) Are there any circumstances which could compromise the voluntary consent of participants (e.g., incentives, captive populations, second relationship)? If yes, how will these circumstances be dealt with?

   No.

3. How will you provide opportunities for your participants to exercise the right to opt out without penalty, harm or loss of promised benefit?

   I will provide opportunities for participants to exercise the right to opt out without penalty, harm or loss of promised benefit by preceding questions they may be personally uncomfortable with (I have a question regarding what age category they fit into) by explaining that they need answer only if they're comfortable. Additionally, participants will be reminded that they can opt out without penalty before the interview; I will
provide them with contact information for myself and my supervisor so they can opt out at a later time if need be.

4. (a) How will you address privacy, anonymity and confidentiality issues?

I will explain to the participant the right to privacy, anonymity and confidentiality. I will then explain that all research personnel working on this study sign a confidentiality agreement. I will also explain that their real names will not be used in publications and that I will assign them pseudonyms of which I will only be aware and the key for these pseudonyms will be kept with all other data, locked in a cabinet only accessible by myself.

(b) If you plan to record sounds or images in your project, how will you address anonymity and confidentiality of participants and non-participants?

I will again explain the confidentiality agreement that is signed by all research personnel, including transcribers. I will explain that if the recordings are ever used in a presentation situation, the tape will be slowed down to distort their voices.

5. Will there be any risk, threat or harm to the participants or to others? If yes, (a) please elaborate and (b) how will you minimize the risk, threat or harm?

No.

6. How will you provide for security of the data during the study and for a minimum of 5 years thereafter?

Data will be kept in a locked filing cabinet in my office. I will be the only person with a key and access to that cabinet. After the conclusion of the project, all data will be destroyed.

7. If you involve research assistants, transcribers, interpreters and/or other personnel to carry out specific research tasks in your research, how will you ensure that they comply with the Standards?

I will require all research assistants, transcribers, interpreters and/or other personnel to read the Standards and address any questions about the Standards to me before submitting a one-page piece on the importance of the Standards to human research. Then all research personnel will be required to sign a confidentiality agreement.

Please describe any other procedures relevant to complying with the Standards.