**Participant Consent Form**

*An Investigation into the History and Development of the Dawson City Museum*

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**Purpose of the Research:** The research asks: How has the Dawson City Museum developed in relation to broader government and community initiatives? The purpose is to document the development of the museum and consider its relationship to both government policy and community action. The project results will be disseminated in a podcast miniseries, project blog, and academic papers or presentations.

**Procedures**: You are invited to participate in the above-mentioned study conducted by me (Robin Nelson) in collaboration with the Dawson City Museum. Participation involves answering questions relating to experiences with the Dawson City Museum, government policy, and/or community action in an interview, which may last up to two hours. The interview has been scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date, time)*. The interview will be conducted \_\_\_\_\_\_\_\_\_\_\_ (*by phone or on an online platform)*. I will make an audio recording and edited transcription of the interview. I may request a follow up interview.

Please feel free to ask any questions about the procedures and goals of the study and your role as a participant.

**Funding:** Funding for research assistants and podcast post-production is pending.You can see up to date information about funders on the project blog: <https://museoception.wordpress.com>

**Conflict of Interest:** The community partner – Alex Somerville with the Dawson City Museum – has a potential conflict of interest as the Executive Director of the Museum. We acknowledge the potential conflict and will engage in critical self-reflection on the project blog in the interest of transparency.

**Potential Risks**: Your participation in the study will involve detailing your professional or volunteer activities, which may cause discomfort or embarrassment. Moreover, your responses may risk offending your employer or those administrating support programs. I will make every effort to minimize these risks. You can choose the level of confidentiality, have the right to withdraw, and will be provided with opportunities to review consent as described below.

**Potential Benefits**: Your participation will contribute to the Dawson City Museum’s 60th anniversary celebration and critical reflection on its practices. It will contribute to scholarship on community museums, government policy, and community action, leading to a better understanding of community museums’ experiences.

**Right to withdraw:** Your participation is entirely voluntary. You may:

* Answer only those questions that you are comfortable with.
* Ask that the audio recorded be turned off at any time.
* Withdraw from the research project for any reason or penalty of any sort. Should you wish to withdraw, you must communicate your intention to me by phone or email before the approved transcript or audio recordings are submitted to the Dawson City Museum’s archive in June 2022. If you choose to withdraw, all data gathered until the time of withdrawal will be deleted. However, if you consented to the use of the approved transcript on the project blog or in academic work before June 2022, the published material will not be deleted.

Whether you chose to participate or not will have no effect on your relationship with the Dawson City Museum or how you will be treated.

**Confidentiality and Anonymity**: In order to protect confidentially, the interview content shared in publications (podcast miniseries, project blog, academic presentations/articles) will be limited to information in a transcript that you approve. The edited transcript will be sent to you for approval by email within 1 month of the interview. Transcripts can be sent by mail if requested. You will be able to add, alter, or delete information from the transcript as you see fit.

After you approve the edited transcript, it will be shared with the Dawson City Museum, a student research assistant, and practicum for research purposes as a numbered file in a Google Drive folder with restricted access. Immediately following your approval, I may use the transcript as data in the project blog and academic presentations/articles. You can add consent procedures for any direct quotes:

* Direct quotes from the approved transcript can be used in the project blog and academic presentations/articles immediately following the approval. No additional steps are necessary.
* Any use of a direct quote before June 2022 requires approval.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Dawson City Museum will hold a file of edited and approved transcripts in their permanent public archive from June 2022. The transcriptions will then become available without restrictions to researchers onsiteand, as such, no permission will be required for the use of direct quotes. You may opt out and choose not to include your edited and approved transcript in their archive:

* I understand and consent to the inclusion of my edited and approved transcript in the Dawson City Museum archive from June 2022.
* I understand and consent to the inclusion of my edited and approved transcript in the Dawson City Museum archive from June 2022. There should be no public access for \_\_\_\_\_\_\_ years.
* I do not consent to the inclusion of my edited and approved transcript in the Dawson City Museum archive. The document will be deleted and any paper copies destroyed at the conclusion of the research project.

The full, unedited audio recordings will be stored on my personal, password protected computer. The data will also be backed up and password protected on a USB device. In order to protect confidentiality, you can choose to limit access to the full, unedited interview recording to me. You have consented to provide the following people access to the full, unedited interview recording:

If you choose to limit access to the unedited audio recording to me, I will not share the full file. I will share the clips of the recorded interview included in the approved transcript that will be used as audio in the podcast miniseries. The edited clips will be shared as numbered files through a restricted Google Drive folder with those editing the podcast. The unedited file and clips will be deleted after the podcast miniseries is published.

* No addition individuals

If you choose to provide student research assistants or the practicum student access to the full, unedited recording(s), the audio file will be shared with these students for research purposes only as a numbered file in a restricted Google Drive folder. The unedited file will be deleted after the podcast miniseries is published.

* Student research assistants for assistance in transcription and podcast editing
* Practicum student for podcast creation and editing

If you choose to provide the Dawson City Museum permission to store the file in their archive, the full, unedited recording will be shared with you and the Museum as a file with restricted access on Google Drive.

* The Dawson City Museum’s archives for unrestricted public access
* The Dawson City Museum’s archives with no public access for \_\_\_\_\_\_\_ years

You can choose to add consent procedures for the use of audio clips in the podcast miniseries. You have stated:

* Audio clips of content from the approved transcript can be used in the podcast. No additional steps are necessary.
* Audio clips that may be used in the podcast must be sent to you before the podcast is published.
* Audio clips must be sent to you for approval before they are shared in any way (e.g., post-production work).
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anonymity is not guaranteed because institutional affiliation is directly related to the research project. Further, participants have been selected from a relatively small group and are likely to know each other. You may be identifiable on the basis of what you say or the time period you discuss. However, anonymity can be partially protected by excluding your name.

* Fully identifiable:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name*)

\_\_\_\_\_\_\_\_\_\_\_\_ (*pronouns)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*relationship with the* *Dawson City Museum*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*period of involvement*)

* Identified as follow:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow up:** To obtain results from the study, you can choose to:

* Receive an email update following the completion of the study.
* Sign up for updates on the project blog (<https://museoception.wordpress.com>)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions or Concerns:** If you have any questions or concerns, please contact me using the information at the top of page 1.

**Questions or Concerns about Ethical Conduct:** This project has been approved on ethical grounds by the MacEwan University Research Ethics Board on [date]. Any questions regarding your rights as a participant may be addressed to the Board at 780-497-4280 or REB@macewan.ca).

**Continued or On-going Consent**: If a follow up interview is requested and accepted, I will review the consent provided on the signed consent form. I will ask whether there are any changes, confirm consent orally, and record the consent using an audio recorder.

**Consent:** Your signature below indicates that you have read and understand the description provided. You have had an opportunity to ask questions and your questions have been answered. You consent to participate in the research project. A copy of this Consent Form has been given to you for your records.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |   |  |  |  |
| *Name of Participant* |  | *Signature* |  | *Date* |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 *Researcher’s Signature Date*

***A copy of this consent will be left with you, and a copy will be taken by the researcher***