

## Participant Consent Form

### *A Consideration of the Canada Performing Arts Workers Resilience Fund*

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**Purpose of the Research:** The research aims to better understand the new funding model, examining effects on the service organizations individually and as a collective. It considers the potential shifts in the role of the organizations, the organizational capacity needed to administer funding, how the organizations distributed funding, and the role of government.

**Procedures:** You are invited to participate in the above-mentioned study conducted by me (Robin Nelson).

*Focus group:* Participants will be asked questions about their collective experiences administering the Canada Performing Arts Workers Resilience Fund. The focus group will take place \_\_\_\_\_ (date, time) in \_\_\_\_\_ (Location). I will make an audio recording and edited transcription of the focus group.

*Interview:* Participation involves answering questions relating to experiences with the Canada Performing Arts Workers Resilience Fund 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 and Support:** At this time, the project has not received any funding. However, MASS Culture is providing support by hosting focus group(s) at their event(s). You can see up to date information about funders and supporters on my blog: [www.museoception.ca](http://www.museoception.ca)

**Conflict of Interest:** MASS Culture will provide administrative support and space for the research. Further, I will create a final report on the research for MASS Culture at the conclusion of the project. They will not have access to the raw data and will not be present during focus groups or interviews.

**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 providing funding. 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 scholarship on arts funding models, leading to a better understanding of a specific approach to arms length funding.

**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 publication of any results.

Whether you chose to participate or not will have no effect on your relationship with MASS Culture or how you will be treated.

**Confidentiality and Anonymity:** In order to protect confidentially, the interview and focus group content shared in publications 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 or focus groups. 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, the data may be used in academic publishing or presentations, a project blog, and/or in the final report. 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 requires approval.
  - Other:
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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. If you choose to provide student research assistants 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 project is finished. You have consented to provide the following people access to the full, unedited interview or focus group recording:

- Student research assistants for assistance in transcription

No additional individuals

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. However, anonymity can be partially protected by excluding your name.

Fully identifiable:

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

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

\_\_\_\_\_ (position)

\_\_\_\_\_ (Organizational affiliation)

Partially identifiable:

\_\_\_\_\_ (position)

\_\_\_\_\_ (Organizational affiliation)

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 ([www.museoception.ca](http://www.museoception.ca))

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 May 19, 2021. Any questions regarding your rights as a participant may be addressed to the Board at 780-497-4280 or [REB@macewan.ca](mailto: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.

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*Name of Participant*

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*Signature*

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*Date*

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*Researcher's Signature*

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*Date*

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