



## CONSENT FORM FOR DISABLED VOICES PROJECT

### 1. STUDY TEAM - *Who is conducting the study?*

#### **Principal Investigator**

**Dr. Jennifer M. Gagnon**

Lecturer

Disability Affinity Group Founder and President

School of Journalism, Writing, and Media (JWAM)

Email: [jennifer.gagnon@ubc.ca](mailto:jennifer.gagnon@ubc.ca)

#### **Co-Investigators**

**Kathryn Douglas-Campbell**

Manager

Strategic and Academic Initiatives, Faculty of Health, and Social Development

#### **Co-Investigator**

**Dr. Dana L. Solomon**

Owner and Founder: [D-Editions](#) and [Chalmers Solomon Solutions](#)

Vice President: [University of British Columbia Disability Affinity Group](#)

#### **Graduate Administrative Assistant**

**J.J. Watson-MacKay**

Graduate Student, Masters of Library and Information Studies (MLIS)

iSchool, Faculty of Arts

#### **Graduate Administrative Assistant**

**Marko Berrak-Tinaz**

Graduate student, HDLC MA Candidate

Faculty of Education

### 2. SPONSOR - *Is this study funded?*

This study is being funded by the StEAR Enhancement Fund at UBC.

### 3. INVITATION AND STUDY PURPOSE - *Why should you take part in this study?*

There is currently very little understanding of the experiences of disabled people at/ with UBC. You are being invited to take part in this study because you are 19 years or older and have self-identified as a student or alumni, current or former member of staff, faculty, or other employee, you are living with a disability and have had or currently have an affiliation to UBC. We want to learn more about barriers you have faced to full participation at UBC – at work, while studying, while navigating physical spaces, or while visiting. Your participation will help guide the disability justice/accessibility plans currently underway at UBC, as mandated by the BC Accessibility Act.

### 4. STUDY PROCEDURES - *What happens if you say “Yes, I want to participate in this study?”*

You can participate in this study in one or more of the following three ways:

1. Complete a questionnaire including 22 questions that will take approximately 30 minutes.
2. Join a focus group conversation and answer questions in a group setting for approximately 2 hours.
3. Engage in a one-on-one interview lasting approximately 45-60 minutes.

Before participating in interviews or focus group discussions, one of the research team will explain the purpose of this study and give you an opportunity to ask questions. Most interviews will take place over Zoom, but you may request an in-person interview at a mutually convenient location (UBC/UBCO campus or a government-run building such as a library or community center, or a public outdoor space such as a park or beach), if you prefer. Zoom focus groups and interviews will be audio and video recorded so that we can accurately transcribe and share your experiences. In-person interviews will be audio recorded.

Through the assistance of Dr. Rachelle Hole (Co-Director, UBC Canadian Institute for Inclusion and Citizenship, UBC) and, Cindy Chapman (Coordinator, Canadian Institute for Inclusion and Citizenship, UBC) audio recordings will be transcribed using an automated online transcription service called Otter.ai. Otter ai uses AWS services for its data storage in the AWS region West, United States (and is subject to U.S. privacy laws), to obtain transcriptions from the focus groups and interviews. Audio recording files will be deleted once the transcriptions are obtained and verified. Transcriptions will be deidentified and ID codes will be used to protect the personal information of participants. Transcription files will be stored in UBC secured OneDrive for five years. Only the individuals noted in the Study Team above, as well as Cindy Chapman and Rachelle Hole during the automated online transcription process described above, will have access to the transcription data.

During the Interview or Focus Group, we will ask you questions regarding your experiences as a person with disabilities studying or working at/with UBC. While we encourage all participants to refrain from disclosing the contents of the discussion outside of the focus group discussion, we cannot control what other participants do with the information discussed. You have the option to skip any questions you do not want to answer. Also, you may decide to withdraw from this study at any time by advising the researchers.

You also have the option to participate in the questionnaire. The questionnaire has a separate consent form and is anonymous. Should you choose to complete the questionnaire, you can choose to withdraw up until you click 'submit' at the end of the survey, after which point we will be unable to withdraw your responses from the study for the questionnaire portion. Consent for interviews or focus groups may be withdrawn at any time by contacting the researchers.

Using Zoom: To support participant confidentiality and anonymity, participants have choices around how to protect their identities while using Zoom. Participants can log in using only a nickname or a substitute name or research code (whatever is preferred) given ahead of time by the PI. You can turn off your camera, and you can mute your microphone (if it is not needed) or when you are not using it to speak.

##### **5. STUDY RESULTS - *What happens to the results of the study?***

The final report based on the results of this study will be posted on the Disability Affinity Group (DAG) website <https://disabilityaffinitygroup.ubc.ca/>. It will also be shared with relevant stakeholders at the Equity and Inclusion Office, the StEAR Committee, and the UBC Accessibility Committee. The final report based on the results of this study may also be shared with disability advocacy and/or community partners. Finally, the study findings may be published in academic journal articles, presented at conferences, or used in educational and advocacy related knowledge exchange, all of which will be shared on the Disability Affinity Group website.

The final report and other knowledge exchange media will not include any personal identifiable information but may include quotes from the questionnaire, focus groups and interviews. If you want to receive a copy of the final report or other knowledge exchange activities, you may download them

from the DAG website or request a copy by contacting Dr. Jennifer Gagnon (the principal investigator of this study) at [jennifer.gagnon@ubc.ca](mailto:jennifer.gagnon@ubc.ca).

**6. POTENTIAL RISKS OF THE STUDY - *Is there any way that being in this study could be bad for you?***

There are no known risks associated with participating in this study. However, if at any point during or after the interview or focus group you feel the need to discuss your reactions or answers, or if you experience any distress, please do not hesitate to reach out to Dr. Jennifer Gagnon (the principal investigator of this study) at [Jennifer.gagnon@ubc.ca](mailto:Jennifer.gagnon@ubc.ca). Our team is available to provide support and can guide you to additional resources as needed.

The researchers will do everything in our power to protect the privacy and confidentiality of participants in this study. We will not report quotes or information if we believe there is any chance of a participant being identified by that information. In taking these precautions, the researchers hope to avoid any chance of retaliation against individuals for participating in this study.

**7. POTENTIAL BENEFITS OF STUDY - *What are the benefits of participating?***

Your contributions will be useful for identifying initial strategies and resources to better support accessibility and Disability Justice at UBC. Sharing your experiences in a supportive environment with others with related lived experience may also be beneficial. The research team hopes that by sharing these experiences we, as a community, will be better able to advocate for positive change at UBC.

**8. CONFIDENTIALITY – *How will your privacy be maintained?***

Personal information about the participants collected in this study will be kept strictly confidential. Only the research team will have access to identifying information, and it will not be shared. Responses to the questionnaire are anonymous— even the research team will not have access to any identifying information from the questionnaire. Participants in focus groups will receive explicit statements asking them to maintain confidentiality of their fellow participants. Information shared with researchers in the interviews will be confidential and will not be shared.

Anonymous excerpts from the questionnaire and de-identified excerpts from the focus groups and interviews will appear in the final report and other publications. Your name and the name of anyone else you mention in the interview/focus group discussion will not be used in any reporting. All research notes and audio recordings will be electronically stored in accordance with FIPPA, and audio files will be password protected and encrypted. Five years following completion of the research process, all original recordings and transcriptions will be destroyed. For example, paper copies will be shredded, and electronic files deleted.

**9. CONTACT FOR INFORMATION ABOUT THE STUDY – *Who can you contact if you have questions about the study?***

If you have questions about this study or would like more information to help you, please contact PI Dr. Jennifer Gagnon at [jennifer.gagnon@ubc.ca](mailto:jennifer.gagnon@ubc.ca).

**10. CONTACT FOR COMPLAINTS - *Who can you contact if you have complaints or concerns about the interview?***

In addition to the contact information used in point 9 above, if you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study,

contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598.

### 11. PARTICIPANT CONSENT AND SIGNATURE PAGE

Taking part in this study is entirely up to you. You have the right to refuse to participate in this study. If you decide to take part, you may choose to withdraw from the study at any time without giving a reason. Participants cannot withdraw from the questionnaire **after** it has been submitted. As the questionnaire is anonymous, we have no way of knowing which set of responses belong to any given individual, as such, once responses have been submitted, they cannot be retracted.

- Your signature below indicates you received a copy of this consent form for your own records.
- Your signature indicates that you consent to participate in this study.

---

Participant Signature

---

Date (mm/dd/yyyy)

---

Participant Name (printed)