NC STATE UNIVERSITY

Informed Consent for Participation in Research Guidance

Employee Group Interview Consent Form

Title of Study: Examining sociotechnical workflows in small architectural firms when addressing building performance in design **(eIRB # 20396)**
Principal Investigator: Grey Isley, cgisley@ncsu.edu, 919-215-6729
Funding Source: None
Faculty Point of Contact: Dr. Traci Rider, traci_rider@ncsu.edu, 919-515-1153; Professor Dana Gulling, dana_gulling@ncsu.edu, 919-515-8362

What are some general things you should know about research studies?
You are invited to take part in a research study. Your participation in this study is voluntary. You have the right to be a part of this study, to choose not to participate, and to stop participating at any time without penalty. The purpose of this research study is to gain a better understanding of building performance and architectural workflows. We will do this through a case study of your firm.

You are not guaranteed any personal benefits from being in this study. Research studies also may pose risks to those who participate. You may want to participate in this research because **it will aid the architectural community in better understanding how architectural workflows can be adapted to better include building performance.** You may not want to participate in this research because **questions will be asked about your firm's work processes, though questions will focus on the firm level, not the individual contribution.**

Specific details about the research in which you are invited to participate are contained below. If you do not understand something in this form, please ask the researcher for clarification or more information. A copy of this consent form can be downloaded at <link> for future reference. If, at any time, you have questions about your participation in this research, do not hesitate to contact the researcher(s) named above or the NC State IRB office. The IRB office's contact information is listed in the *What if you have questions about your rights as a research participant?* section of this form.

What is the purpose of this study?
The purpose of the study is to **better understand how small architectural firms modify their workflows to better consider building performance during design.**

Am I eligible to be a participant in this study?
There will be approximately **80 individual participants** in this study **across four participating firms.**

In order to be a participant in this study, you must agree to be in the study and **you must be actively involved in the projects or workflows that are being studied in your firm.**

You cannot participate in this study if you do not want to be in the study or **you are not actively involved in the projects or workflows being studied in your firm.**

What will happen if you take part in the study?
If you agree to participate in this study, you will be asked to **participate in a group interview to discuss the research's understanding of your firm's workflows. The group interview will take**

between 60 to 90 minutes depending on the number of participants. The group interview will cover the research's understanding of your firm's workflows and consideration of building performance. The group interview will be conducted through a secure university approved conferencing program. All communications regarding the group interview will be sent to your personal email and blind copied to protect your decision on participation.

The total amount of time that you will be participating in this study is **approximately 1 day.**

Recording and images

As a part of this research, **I** would like your consent to **audio record or video record** you. Please initial next to the sentence(s) that you agree to.

_____I consent to being audio recorded. _____I do not consent to being audio recorded.

_____I consent to being video recorded. _____I do not consent to being video recorded.

Risks and benefits

There are minimal risks associated with participation in this research because the topic of study is workflows at the firm level and is well-removed from your individual effort. The risks to you as a result of this research include **the potential for re-identification through reporting of the data. However**, t**he likelihood or re-identification occurring is minimal in this study.**

This research will take steps to prevent re-identification from occurring. Care will be taken to strip any reported data or quotes of identifying marks such as location, dates, name references, etc. If stories are shared during data reporting, all identifying data, such as your position, name, project location, project names will be removed. Specific projects discussed during data collection will not be specifically identified in reporting. As a result of these procedures, the triangulation of the data and the subsequent re-identification of your participation would be extremely difficult as participating firms and individuals will not be identified in the reported data.

There are no direct benefits to your participation in the research. The indirect benefits are **helping to better the architecture community and learning about your building performance-supportive workflows.**

Right to withdraw your participation

You can stop participating in this study at any time for any reason. In order to stop your participation, please **notify Grey Isley at 919-215-6729.** If you choose to withdraw your consent and to stop participating in this research, you can expect to **not be included in study activities associated with this research.**

Confidentiality, personal privacy, and data management

Trust is the foundation of the participant/researcher relationship. Much of that principle of trust is tied to keeping your information private and in the manner that we have described to you in this form. The information that you share with **us** will be held in confidence to the fullest extent allowed by law.

There are very rare circumstances related to confidentiality where we may have to share information about you. Your information collected in this research study could be reviewed by representatives of the University, research sponsors, or government agencies (for example, the FDA) for purposes such

as quality control or safety. In other cases, we must report instances in which imminent harm could come to you or others.

How we manage, protect, and share your data are the principal ways that **we** protect your personal privacy. Data generated about you in this study will be de-identified.

> **De-identified.** De-identified data is information that at one time could directly identify you, but that we have recorded this data so that your identity is separated from the data. We do not have a master list with your code and real name that connects your information to the research data. When the research concludes, there will be no way your real identity will be linked to the data we publish.

To help maximize the benefits of your participation in this project, by further contributing to science and our community, your **de-identified** information will be stored for future research and may be shared with other people without additional consent from you.

Compensation
You will not be compensated for you participation.

If you withdraw from the study prior to its completion, you will **not be penalized.**

What if you have questions about this study?
If you have questions at any time about the study itself or the procedures implemented in this study, you may contact the researcher, Grey Isley, cgisley@ncsu.edu, 919-215-6729 or Traci Rider, traci_rider@ncsu.edu, 919-515-1153 or Dana Gulling, dana_gulling@ncsu.edu, 919-515-8362

What if you have questions about your rights as a research participant?
If you feel you have not been treated according to the descriptions in this form, or your rights as a participant in research have been violated during the course of this project, you may contact the NC State IRB (Institutional Review Board) Office. An IRB office helps participants if they have any issues regarding research activities. You can contact the NC State IRB Office via email at irb-director@ncsu.edu or via phone at (919) 515-8754.

Consent To Participate
By electronically signing this consent form, I am affirming that I have read and understand the above information. All of the questions that I had about this research have been answered. I have chosen to participate in this study with the understanding that I may stop participating at any time without penalty or loss of benefits to which I am otherwise entitled. I am aware that I may revoke my consent at any time.

☐ **Yes, I consent to participating in this research study**

☐ **No, I do not consent to participating in this research study.**