



## UNIVERSITY OF CINCINNATI INFORMATION SHEET FOR RESEARCH STUDY

<b>STUDY TITLE:</b>	
<i>Community Corrections Fines and Fees Qualitative Interviews</i>	
<b>PRINCIPAL INVESTIGATOR NAME:</b>	<b>PHONE NUMBER (24-hour Emergency Contact)</b>
<i>Ebony Ruhland, PhD</i>	<i>513-556-5294</i>
<b>FACULTY ADVISOR (if PI is student):</b>	<b>DEPARTMENT:</b>
<i>N/A</i>	<i>School of Criminal Justice</i>

### **INTRODUCTION**

You are being asked to take part in a research study. Please read this paper carefully and ask questions about anything that you do not understand. This research is funded by Arnold Ventures.

### **WHO IS DOING THIS RESEARCH STUDY?**

This study is being carried out by the Community Corrections Fines and Fees (CCFF) Research Study Team. The person in charge of this research study is Dr. Ebony Ruhland of the University of Cincinnati (UC) School of Criminal Justice. There may also be other people on the research team helping at different times during the study.

### **WHAT IS THE PURPOSE OF THIS RESEARCH STUDY?**

The overall purpose of this research study is to examine how fees and fines in community corrections impact current or former individuals on probation and parole across the United States. The purpose of this interview is to explore how fines and fees may have impacted someone you knew who is or was previously on community supervision. Questions will ask you how you assisted [INSERT PARTICIPANTS NAME] while they were on community supervision.

### **WHO WILL BE IN THIS RESEARCH STUDY?**

This study includes 25-50 individuals who supported someone while they were on community supervision. You are eligible to participate in this study because [INSERT PARTICIPANTS NAME] identified you as someone who helped them while they were on community supervision in Texas.

### **WHAT WILL YOU BE ASKED TO DO IN THIS RESEARCH STUDY, AND HOW LONG WILL IT TAKE?**

You will be asked to complete a one-time, 30-minute to 1-hour interview. Interviews will take place via telephone or internet calling software. If you agree, this interview will be audiotaped. The interviewer will focus on your experiences assisting [INSERT PARTICIPANTS NAME] while they were on community supervision. The interviewer will also ask you questions about [INSERT PARTICIPANTS NAME]'s supervision and contributions/assistance you may have provided them during supervision.



### **ARE THERE ANY RISKS TO BEING IN THIS RESEARCH STUDY?**

It is not expected that you will be exposed to any risk by being in this research study. However, some questions could make you feel uncomfortable. You can skip any questions that you don't want to answer or stop the interview at any time.

Additionally, although we make every effort to ensure that your responses remain confidential, there is a chance your data could be seen by someone who shouldn't have access to it if something goes wrong. The researcher cannot promise that information sent by the internet or email will be private because of the vulnerable nature of the internet. We are minimizing this risk by:

- Storing all electronic data in a secure password-protected, encrypted folder
- Not transmitting or sharing files among study staff via email
- Requiring study staff to undergo confidentiality training
- Keeping consent forms and interview data in separate places
- Storing paper consent forms and other paper study files in a locked filing cabinet in a locked office
- Password-protecting individual files that contain personal information

### **ARE THERE ANY BENEFITS FROM BEING IN THIS RESEARCH STUDY?**

You will probably not get any benefit from taking part in this study. But, being in this study may help the Community Corrections Fines & Fees Study understand how fines and fees impact individuals on community supervision and their loved ones. Likewise, you will not be penalized in any way if you choose not to complete the interview. There are no costs associated with participation. We will not tell [INSERT PARTICIPANT NAME] if you choose to participate.

### **WHAT WILL YOU GET BECAUSE OF BEING IN THIS RESEARCH STUDY?**

By completing a research interview, you will receive a \$25 gift card to your choice of either Walmart or Amazon as a thank you for your time. Gift cards can be received electronically or via mail – it is your choice which method you prefer. Electronic gift cards will be disbursed to participants immediately upon termination or completion of the interview. Non-electronic gift cards will be sent via mail immediately upon completion of the interview. Individuals who start the interview will still receive payment - even if they stop the interview or elect not to answer certain questions.

### **DO YOU HAVE CHOICES ABOUT TAKING PART IN THIS RESEARCH STUDY?**

If you do not want to take part in this research study, you may simply not participate. This interview is completely voluntary. Whether or not you participate in this study, will not affect your relationships with the University of Cincinnati. It will also not impact the person who referred you to the research team in any way. You are free to skip questions or discontinue the interview at any time, even after you begin. When reporting study results, your answers will be combined with other participants to further protect your anonymity. If you choose not to participate, please inform the interviewer now.

Your interview will be recorded as part of your participation in this study. Only the audio of your responses will be captured, whenever possible, and only study staff will have access to recordings. Recordings will be transcribed and during the transcription process any potentially identifying



information will be removed. At the end of this study, the recording containing your voice will be deleted.

### **HOW WILL YOUR RESEARCH INFORMATION BE KEPT CONFIDENTIAL?**

Information about you will be kept private. We will ensure confidentiality is maintained through the following methods:

- Your interview answers will be associated with a unique number rather than your personal data. Files containing both the unique number and your personal data will be stored separately from your interview information.
- The data from this research study may be published; but you will not be identified by name. If we refer to your responses, we will not use your real name and will remove any identifying information first.
- Only members of the research team will be able to access your interview responses via a secure username and password. This is so we can analyze the data and conduct the study. Information will be stored in a password protected folder at the University of Cincinnati. The person who referred you to the research team and/or people at their community supervision agency will NOT have access to your responses.
- Agents of the University of Cincinnati and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we're following laws and ethical guidelines governing research.
- Our funding agency requires us to make our dataset public indefinitely so other researchers can use it once the study is finished. This public dataset will NOT include any identifying information. We will examine all files and clean them by hand to ensure that no identifying information is present in the public dataset. You can request that your anonymized responses are not included in this public dataset.
- Identifiable study data will not be used or shared for future research studies.
- Audio files will be transcribed without the inclusion of identifiable information. All audio will then be deleted once data collection and analyses for the project ends. Anonymized responses and aggregate data generated from their analysis may be used for future research studies without notifying you.
- Paper files will be shredded when the study is complete.
- No confidential data will be transmitted via email.

The identity of participants and information about them will be kept confidential, unless the authorities have to be notified about abuse or immediate harm that may come to the participant or others. For example, if the investigator learns about abuse of a child or elderly person or that you intend to harm yourself or someone else, or about certain communicable diseases, they will report that to the proper authorities. If keeping information private would immediately put you or someone else in danger, the researchers would release information to protect you or another person.

### **WHAT ARE YOUR LEGAL RIGHTS IN THIS RESEARCH STUDY?**

Nothing in this consent form waives any legal rights you may have. This consent form also does not release the investigator(s), Arnold Ventures, the institution(s), or its agents from liability for negligence.



**WHAT IF YOU HAVE QUESTIONS ABOUT THIS RESEARCH STUDY?**

If you have any questions or concerns about this research study, you should contact Dr. Ebony Ruhland at 513-556-5827 or [ruhlaney@ucmail.uc.edu](mailto:ruhlaney@ucmail.uc.edu).

The UC Institutional Review Board reviews all research projects that involve human participants to be sure the rights and welfare of participants are protected.

If you have questions about your rights as a participant, complaints and/or suggestions about the study, you may contact the UC IRB at (513) 558-5259. Or, you may call the UC Research Compliance Hotline at (800) 889-1547, or write to the IRB, 300 University Hall, ML 0567, 51 Goodman Drive, Cincinnati, OH 45221-0567, or email the IRB office at [irb@ucmail.uc.edu](mailto:irb@ucmail.uc.edu).

**DO YOU HAVE TO TAKE PART IN THIS RESEARCH STUDY?**

No one has to be in this research study. Refusing to take part will NOT cause any penalty or loss of benefits that you would otherwise have. You may skip any questions that you don't want to answer. To stop being in the study or have your answers removed after they are submitted, you should contact Dr. Ebony Ruhland at [ruhlaney@ucmail.uc.edu](mailto:ruhlaney@ucmail.uc.edu). When reporting interview results, your answers will be combined with other participants to protect your anonymity. No individual results will be released.

**HOW WILL THIS RESEARCH STUDY AFFECT YOUR LEGAL STATUS?**

Being in this study or refusing to be in this study will have NO EFFECT on your court case, probation or parole. Being in this study or refusing to be in this study will also have NO EFFECT on the court case, probation or parole of the individual on community supervision who referred you to the research team. You will NOT get in trouble for refusing. You will NOT get special privileges if you agree.

BY TAKING PART IN THIS INTERVIEW YOU INDICATE YOUR CONSENT FOR YOUR ANSWERS TO BE USED IN THIS RESEARCH STUDY.

To download an electronic copy of this information sheet, please go to [www.cffstudy.org](http://www.cffstudy.org). You can also ask your interviewer to send you a copy.

**CONSENT TO PARTICIPATE**

\_\_\_\_\_ Check here to indicate that the interviewee gave verbal consent to participate

\_\_\_\_\_  
Signature of Person Obtaining Verbal Consent

\_\_\_\_\_  
Date