

UNIVERSITY OF MICHIGAN CONSENT TO BE PART OF A RESEARCH STUDY

1. KEY INFORMATION ABOUT THE RESEARCHERS AND THIS STUDY

Study title: Community Corrections Fines and Fees

Principal Investigator: Meghan O'Neil, Ph.D., University of Michigan

Faculty Advisor: JJ Prescott, J.D., University of Michigan

Study Sponsor: University of Cincinnati and Arnold Ventures

You are invited to take part in a research study. This form contains information that will help you decide whether to join the study

1.1 Key Information

Things you should know:

- The purpose of the study is to explore how fines and fees impact or impacted someone you knew who is or were previously on community supervision. Questions will ask you about how you assisted [INSERT PARTICIPANTS NAME] while they were on community supervision.
- If you choose to participate, you will be asked to complete a one-time, 30 minute to 1-hour interview. If you agree, this interview will be recorded. The interviewer will focus on your experiences assisting [INSERT PARTICIPANTS NAME] while they were on community supervision. The interviewer will ask you questions about [INSERT PARTICIPANTS NAME] supervision and contributions/assistance you may have given to them during supervision.
- It is not expected that you will be exposed to any risk by being in this research study. However, it is possible you may find some questions personal or distressing. You can skip any questions that you do not wish to answer or stop the interview at any time. If you are doing this interview over the phone or by video call, you may want to go to an area that is private so that others cannot overhear your responses to the interview questions.
- There are no direct benefits to you for participating in this study.

Taking part in this research project is voluntary. You do not have to participate and you can stop at any time. Please take time to read this entire form and ask questions before deciding whether to take part in this research project.

2. PURPOSE OF THIS 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 research study is to explore how fines and fees impact or impacted someone you knew who is or were previously on community supervision. Questions will ask you about how you assisted [INSERT PARTICIPANTS NAME] while they were on community supervision.

3. WHO CAN PARTICIPATE IN THE STUDY

3.1 Who can take part in this study?

Only individuals identified by the supervisees we interviewed as someone who helped them while on community supervision within the past year are eligible for this study. Adults who are unable to consent will be excluded from the study. Individuals under the age of 18 and currently incarcerated inmates will be excluded from this study, as they are not the focus of the study. Individuals who cannot speak or read English will also be excluded, as we do not have resources for interpreters.

3.2 How many people are expected to take part in this 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 has helped them while they were on community supervision in Michigan.

4. INFORMATION ABOUT STUDY PARTICIPATION

4.1 What will happen to me in this study?

You will be asked to complete a one-time, 30 minute to 1-hour interview. If you agree, this interview will be recorded. The interviewer will focus on your experiences assisting [INSERT PARTICIPANTS NAME] while they were on community supervision. The interviewer will ask you questions about [INSERT PARTICIPANTS NAME] supervision and contributions/assistance you may have given to them during supervision.

4.2 How much of my time will be needed to take part in this study?

Participants will be asked to participate in a one-time 30 minute-to-1-hour long interview. Your participation in the study will be complete at the end of this interview.

5. INFORMATION ABOUT STUDY RISKS AND BENEFITS

5.1 What risks will I face by taking part in the study? What will the researchers do to protect me against these risks?

It is not expected that you will be exposed to any risk by being in this research study. However:

- It is possible you may find some questions personal or distressing. You can skip any questions that you do not wish to answer or stop the interview at any time.
- If you are doing this interview over the phone or by video call, you may want to go to an area that is private so that others cannot overhear your responses to the interview questions.
- The researcher cannot promise that information sent by the internet or email will be private because of the vulnerable nature of the internet.
- There is a chance your data could be seen by someone who shouldn't have access to it if something goes wrong. We are minimizing this risk by:
 - Storing all electronic data in a password-protected, encrypted folder
 - 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 at the University of Michigan

- Password-protecting individual files that contain personal information

Because this study collects information about you, one of the risks of this research is a loss of confidentiality. See Section 8 of this document for more information on how the study team will protect your confidentiality and privacy.

5.2 How could I benefit if I take part in this study? How could others benefit?

You may not receive any personal benefits from being in this study. You may not receive any personal benefits from being in this study. Likewise, you will not be penalized in any way if you choose not to complete the interview. There are no costs associated with participation. However, others may benefit from the knowledge gained from this study. Being in this study will help the CCFF team better understand the impact of fines and fees on community supervisees.

6. ENDING THE STUDY

6.1 If I want to stop participating in the study, what should I do?

You are free to leave the study at any time. If you leave the study before it is finished, there will be no penalty to you. If you decide to leave the study before it is finished, please tell one of the persons listed in Section 9. "Contact Information". If you choose to tell the researchers why you are leaving the study, your reasons may be kept as part of the study record. The researchers will keep the information collected about you for the research unless you ask us to delete it from our records. If the researchers have already used your information in a research analysis it will not be possible to remove your information.

7. FINANCIAL INFORMATION

7.1 Will I be paid or given anything for taking part in this study?

By completing a research interview, you will receive a \$25 VISA gift card for participating in the study. You will still receive the gift card even if you choose not to answer certain questions or are unable to complete the interview.

8. PROTECTING AND SHARING RESEARCH INFORMATION

8.1 How will the researchers protect my information?

Information that may identify 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 OneDrive folder at the University of Michigan. People at your community

- supervision agency will NOT have access to your responses.
- Agents of the University of Michigan and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we are following laws and ethical guidelines governing research.
 - Our funding agency requires us to make our transcripts be 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 prior to sending them for archiving.
 - 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 in 2021.
 - Paper files will be shredded when the study is complete. The only exception to this is that signed consent forms must be kept for 3 years following the end of the study. Then they will be destroyed in 2024.
 - No confidential data will be transmitted through email.

The one exception to confidentiality is if you tell me that you are going to hurt someone or yourself, I am required to report it.

8.2 Who will have access to my research records?

There are reasons why information about you may be used or seen by the researchers or others during or after this study. Examples include:

- University, government officials, study sponsors or funders, auditors, and/or the Institutional Review Board (IRB) may need the information to make sure that the study is done in a safe and proper manner.
- 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 OneDrive folder at the University of Michigan. People at your community supervision agency will NOT have access to your responses.
- Agents of the University of Michigan and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we are following laws and ethical guidelines governing research.

8.3 What will happen to the information collected in this study?

We will keep the information we collect about you during the research for future research projects. Your name and other information that can directly identify you will be stored securely and separately from the research information we collected from you. 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.

We will not keep your name or other information that can identify you directly.

The results of this study could be published in an article or presentation, but will not include any information that would let others know who you are.

8.4 Will my information be used for future research or shared with others?

We may use or share your research information for future research studies. If we share your information with other researchers it will be de-identified, which means that it will not contain your name or other information that can directly identify you. This research may be similar to this study or completely different. We will not ask for your additional informed consent for these studies.

8.4.1 Special Requirements We will put the information we collect from you into a repository. The repository contains information about many people. Your information will be de-identified –or- labeled with a code, instead of your name or other information that could be used to directly identify you. The repository’s user guidelines will govern general access and use of the anonymized data. For example, only registered users of the repository are able to access data hosted there. We will examine all files and clean them by hand to ensure that no identifying information is present prior to sending them for archiving.

9. CONTACT INFORMATION

Who can I contact about this study?

Please contact the researchers listed below to:

- Obtain more information about the study
- Ask a question about the study procedures
- Report an illness, injury, or other problem (you may also need to tell your regular doctors)
- Leave the study before it is finished
- Express a concern about the study

Principal Investigator: Meghan O’Neil, Ph.D.

Email: meghanon@umich.edu

Phone: 734-647-8941

If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the following:

University of Michigan

Health Sciences and Behavioral Sciences Institutional Review Board (IRB-HSBS)

2800 Plymouth Road

Building 520, Room 1169Ann Arbor, MI 48109-2800

Telephone: 734-936-0933 or toll free (866) 936-0933

Fax: 734-936-1852

E-mail: irbhsbs@umich.edu

You can also contact the University of Michigan Compliance Hotline at 1-866-990-0111.

10. YOUR CONSENT

Consent/Assent to Participate in the Research Study

By providing your verbal consent and taking part in this interview, you are agreeing to be in this study. Make sure you understand what the study is about before you provide your verbal consent. I will give you a copy of this document for your records and I will keep a copy with the study records. If you have any questions about the study after you provide your verbal consent, you can contact the study team using the information in Section 9 provided above.

I understand what the study is about and my questions so far have been answered. I agree to take part in this study.

____ Check here to indicate that the interviewee gave verbal consent to participate

Signature of interviewer obtaining verbal consent:

Date of Signature (mm/dd/yy): _____