

June 18, 2014

# **Fourth Draft OMB Package, Version Two**

## **Appendix C – Phone Interview Consent Form**

### **PPSS TO 10: Studies of Rural Education Achievement Program (REAP) Grantees**

#### **Subtask 3.5: Prepare Fourth Draft OMB Clearance Package**

Contract Number GS-10F-0554N; Order Number ED-PEP-11-O-0090  
SRI Project #P21494

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## Appendix C: Participant Phone Interview Verbal Consent



### Study of Experiences and Needs of REAP Grantees PARTICIPANT PHONE INTERVIEW VERBAL CONSENT

#### INSTRUCTIONS TO INTERVIEWER

Prior to the interview send the Interviewee Study Description to the potential interviewee. The entire script below does not have to be read verbatim, but the key points in each paragraph should be addressed, the last question needs to be asked, and you must ask for permission to audio record.

1. Hello, this is \_\_\_\_\_ and I'm calling from SRI International about our interview as part of the study of the Rural Education Achievement Program (or REAP). Is this still a good time to talk? I anticipate the interview taking between 30 and 60 minutes.

*[If, no.] Try to reschedule interview. STOP*

*[If, yes]. Move on to #2.*

2. Great. Have you had a chance to read the study description that I sent you?

*[If, no] Move on to #3.*

*[If, yes]. Great. Move on to #4.*

3. *If, no, you may give them an opportunity to read the description or read the script below.*

Before we begin, let me give you a brief outline of the study again and go over your rights as a research participant. As you know, this interview is part of the Study of Experiences and Needs of REAP Grantees. This evaluation of the REAP program is being carried out under contract for the U.S. Department of Education by SRI International (SRI), an independent, nonprofit research institute, and Impaq International (Impaq).

The purpose of this study is to document and analyze practices funded by REAP — by itself or in combination with other federal funds — as well as how the components of the program work to help address the challenges faced by rural districts.

This interview will include questions about program administration, technical assistance needs, and recommendations for changing the REAP program to better meet the needs of rural districts. The interviews are designed to last 30–60 minutes. The interviews are intended to provide information about the overall program and not to evaluate individuals in their capabilities or performance. There are no anticipated or known risks in participating in this study.

Your participation in the study will contribute to identifying REAP-related practices that might warrant further study, identifying grantee technical assistance needs, and help inform the reauthorization of the *Elementary and Secondary Education Act*.

The study will keep individual responses confidential, except as may be required by law. The study will assign unique identification numbers to individuals and to sites for the data collected. Only research staff will have access to your interview responses. You will not be identified by name in any report and data will be reported in a manner that does not reveal your identity.

As part of the evaluation, the SRI research team will share its findings with the U.S. Department of Education and other federal agencies. The results of the study will be summarized across all the districts or states participating in the study. A publicly available report summarizing the findings from the study will be made available in late 2015.

If you have questions later, please call SRI at (800) xxx-xxxx or email [reap@sri.com](mailto:reap@sri.com). For questions about your rights as a human participating in this research, you may contact SRI's Human Subjects Committee at (650) 859-2686 and reference case number XXXX-XXXX.

4. Did you have any questions about the study or your rights as a research participant?

**[If yes]** Answer questions if asked. Move on to #5.

**[If, no]** Great. Move on to #5.

5. We would like to audio record the interview with you for accuracy? Is that okay with you?

**[If, yes.** Move on to #6]

**[If, no.** Move on to #6, but do NOT audio record.]

6. If you don't have any more questions, could you please confirm that you voluntarily consent to participating in this interview? *[interviewer checks yes or no box]*

YES

NO

Name of Interviewee \_\_\_\_\_

Date of Interview \_\_\_\_\_

Position & State/School District \_\_\_\_\_