

H-1B IMPACT EVALUATION

Conducted by [Name/s of Research Firms]

For the Employment and Training Administration, U.S. Department of Labor

PARTICIPANT CONSENT FORM AND SCRIPT

This protocol should be used by study sites when obtaining participant consent for the study. Adhering to these guidelines for conducting the participant consent process and random assignment is very important. Prior to signing the consent form to participate and being randomly assigned, potential participants must be fully informed of what it means to be included in the study. This includes the understanding that they may be assigned to the control group and will be unable to participate in the DOL-funded training program.

After describing the study, program staff should distribute the participant consent and review it with participants.

Briefly explain form and allow individuals to read it. Some important points to cover when reviewing the participant consent form include:

- Participation in the study is voluntary.
- Participants cannot choose their group. They are assigned to a group randomly by a computer.
- Some additional information will be collected specifically for this study, both at the time of intake and in the future (1½ years and 3 years after random assignment).
- All information will be kept private to the extent permitted by law.

Allow enough time for program applicant to read the participant consent form (or have the form read to them). Individuals may have questions or not understand some of the language. You should answer any questions they have. Take the time to carefully address each question. Refer to your technical assistance materials, consult a supervisor, or call your site liaison if necessary. Accurately answering these questions is important to ensuring that the individual understands the purpose of the study and what participation entails.

Check for comprehension and have individuals sign the form. Once you have answered the applicants' questions (or there are not any questions), the next step is to ensure that the individuals understand all of the information in the consent form. To check for comprehension, use the following script as a guide:

“Ok, since you don't have any more questions, let's just review what the consent form contains. We want you to know what you are signing, and understand what participation in the study entails.”

I just need to confirm with you that you understand that in order to participate in this training program, you will also be participating in a study conducted for the U.S. Department of Labor. The purpose of this study is to understand how well the training program works here. Individuals who apply to this program will be assigned to one of two groups – either to a group that will receive training or to a group that will not receive training. Both groups can apply to other programs or services in the community.

The decision on which group you're in will be made through a lottery. The actual decision is made by a computer. Some people will be chosen by the computer to receive training and some will not.

Participation in the study is voluntary and you may choose not to participate. However, if you choose not to participate, you will not be able enroll in this training program. You can choose not to participate at any time without penalty, even after enrolling in the training program. If you are in the group that receives training and you decide to withdraw from the study, you may continue to participate in the program. If you are in the group that does not receive training and you decide to withdraw from the study, you will not be able to enroll in the program. If you choose to sign the consent form, your name will be entered in the computer and it will randomly decide which group you are in and I will tell you the outcome today.

If you are selected by lottery to participate in the training program, I will provide you with further information about program enrollment and attendance. If you are not selected by lottery to participate in the training program, you can still apply to any other training programs or services you would like, including other programs at [school/organization]. If you are not selected to participate in the training program, you will still be participating in the study.

Is the lottery process clear to you? (Answer questions, then proceed.) So you understand that selection to participate in the program is completely random, and you might not be selected to participate in the training program? (Confirm, then proceed.)

Agreeing to participate in the study means that the research firm conducting the study will gather information about you from the government and other sources. Any information collected will be kept private to the extent permitted by law. If you agree to participate, you will be contacted by the research company to take two surveys in the future (in 1 ½ years and 3 years) and you will receive payment for completing them. In addition, it means that you give permission to the research firm conducting this study—not us, your training provider—to use your Social Security Number to collect data on your employment and earnings and other information about services you receive. And if you are placed into the group that receives services, information about your participation will be shared with the research firm.

The research firm conducting this study is strongly committed to keeping your data private. Your name will never appear in any public document or data file produced as part of this study.

Ok, now I just need to confirm with you that you have understood everything I said, and everything you have read in the consent form. (Confirm, then proceed.) If you agree to participate in the study, please sign the consent form. If not, please keep the study information form and feel free to come back if you change your mind.”

Those who agree to participate in the study should sign and date the participant consent form. Program staff should collect the informed consent form and mail to [name of research firm] following established procedures.