

ABOUT THIS STUDY

You are being asked to participate in a research study. This form describes the purpose, procedures, benefits, risks, discomforts and precautions of the study. It also describes your right to withdraw from the study at any time. A member of the study staff is available to read through the form with you and discuss all the information, if you wish.

Why is this study being done?

This study is being done to hear about your knowledge, beliefs, and behaviors that you typically associate with civilian careers and scholarships in the federal government.

What do I need to know about this study?

College students will be participating in this study. The study will take place in March of 2018. Focus groups will be 70-minutes and will include 8 participants. Participants will be asked to interact with a moderator to discuss their thoughts and opinions about topics related to their perceptions and knowledge of career of civilian careers and scholarship opportunities. The session will be audio recorded for reporting purposes and any audio files will be destroyed after the reports are finalized. Individuals' names will not be used in any description of findings.

What are the potential risks of being in the study?

There are minimal risks associated with this study. Participants will discuss their knowledge, attitudes and other feedback in reaction to various questions related to the topic. You do not have to answer any questions that you don't want to answer and you can stop participating in this study at any time.

Does being in this study provide any benefit?

There is no direct benefit to you. If you decide to be in this study, you will be paid \$40 (via a gift card) for a 70-minute session as a token of appreciation for your participation.

Will it cost me anything to be in this study?

There are no costs for you to participate in the study, other than transportation to and from the facility.

Do I have to be in this study?

Your participation is voluntary. There are no penalties associated with refusal to participate; however, your participation is encouraged so the study will be complete and represent a wide variety of college students.

Who will have access to this study and/or contact information?

We will be very careful to let only members of the research team see your information. There is a small risk that others might find out what you say, despite all of our best efforts. In the case of a breach of confidentiality, appropriate steps will be taken to notify participants.

Privacy: Who will see the results of this study?

Everything you say during the focus group can be heard by the moderator and study staff. The focus group will also be audio recorded for reporting purposes. All audio files will be destroyed upon finalization of the report.

*****[OVER]*****

Only researchers from the Fors Marsh Group team will have access to your responses. Your name and other personal information will not be linked your responses. This means that no one outside of the research team will know what you said. Everything you share will be kept private to the extent allowed by law. This means that we will not share anything you provide with anyone outside the study unless it is required to protect you, or if required by law. However, if you show a direct threat of harm to yourself or others, we have the right to take action out of concern for you and concern for others.

All of the information we collect, including data collected during screening, will be kept for three years. The information will be stored on a password-protected computer and/or in locked cabinets that only the research team can access. The audio recordings of the sessions will be immediately destroyed upon finalization of the reports. After three years, all remaining data will be destroyed by securely shredding documents or by permanently deleting electronic information.

Participation and Withdrawal:

Participation in this study is completely voluntary. You may withdraw at any time. You do not have to answer any questions that you do not want to. You will receive the incentive for your time in the focus group even if you choose not to answer some questions.

Who do I contact if I have questions about the study?

If you have questions or concerns about the study, you can contact Brian Griepentrog, Fors Marsh Group by email at pi@forsmarshgroup.com and reference the Civilian Careers and Scholarships Study.

Please keep a copy of this sheet for your reference.