

U.S. Office of Personnel Management



Research Participant Consent Form: Moderated Research Session

Session Description

You are being asked to participate in a research study conducted by the U.S. Office of Personnel Management (OPM). By participating in this session, you will help OPM improve its websites, digital tools, and business processes for its customers.

Your session may last between 15 and 60 minutes, depending on the type of study. We will ask you questions and/or watch how you use a website or website prototype. We will take written notes about what you say and/or the actions you take, and we may also record audio of the session and/or record the screen you interact with. If you do not want us to record any one of these things, you can say no. We will use the session only to help OPM improve its websites, digital tools, and businesses processes for its customers. We may also use the recordings in the future to help show others how to improve websites and digital tools. You will remain anonymous and we will not use your name when we're presenting the results of your session or this study.

Consent

By initialing below and signing this form, I give my permission to OPM to use:

- Written notes (*initial here _____*)
- Voice recording (*initial here _____*)
- Screen recording (*initial here _____*)

I agree to participate in this research study conducted by the U.S. Office of Personnel Management (OPM). I understand that participation in this study is voluntary and I may quit the session at any time. If I need a break at any time, I will tell the moderator. I agree to ask questions about the session if I don't understand something. If I have questions after the session is over, I can contact OPM at research@opm.gov.

I understand and consent to the use and release of the information discussed in this session. I understand that the information is for research purposes only and that my identity will remain anonymous. I relinquish any rights to the information provided in this study. I expressly release OPM from and against any and all claims, which I have or may have for invasion of privacy, defamation, or any other cause of action arising out of the production, distribution, display, or publication of the results of the session or study, as the conditions described above are met.

By signing below, I indicate agreement with the terms above.

First and Last Name (*printed*): _____

Signature: _____

Date:
