

Information Sheet for Research Study

Principal Investigator: Christopher Clavin

Study Title: Community Resilience, Adaptation, and Sustainability Planning User Elicitation

Study Site(s): USA [national online survey]

Key Information

This is a brief summary of key information to describe the research study you are being invited to participate in. You will find more detailed information explained later in this document.

- **Purpose:** *We are conducting this research to understand the experiences and expectations of municipal staff and officials regarding resilience, adaptation, and sustainability planning. Not enough is known about how U.S. municipalities approach these issues, about the barriers that prevent them from achieving their goals, or about their needs for external information and support.*
- **Duration:** *We anticipate that your participation in this research study will take about 20 minutes.*
- **Procedures and Activities:** *You will be asked to complete an online survey regarding your municipality's prioritization of resilience, adaptation, and sustainability planning; effectiveness in their pursuit; any barriers encountered; and experiences with and expectations of external information and support.*
- **Risks and Benefits:** *No significant risks are expected to result from participation in this study. Responses will be kept confidential and data will only be reported in aggregate.*

Introduction

You are being asked to take part in a research study. Research studies include only people who choose to take part. This document is called an information sheet for you to read carefully before you make your decision about participating in the study. Ask the researcher or study staff to discuss this information sheet with you, please ask him/her to explain any words or information you do not clearly understand. The nature of the study, risks, inconveniences, discomforts, and other important information about the study are provided below.

The person who is in charge of this research study is Christopher Clavin. This person is called the Principal Investigator. However, other research staff may be involved and can act on behalf of the person in charge.

Purpose of the study

The purpose of this research is to understand the experiences and expectations of U.S.

community staff and officials regarding resilience, adaptation, and sustainability planning. Staff from a cross-section of U.S. communities with experience in RAS planning are being asked to participate in an online survey that will elicit their experiences and opinions about these issues, providing much-needed insight into the current state of RAS planning that will to improve technical guidance, resilience program design, and resources improve resilience, adaptation, and sustainability planning outcomes in U.S. communities.

Why are you being asked to take part?

We are asking you to take part in this research study because you have been identified as a professional who has experience conducting, planning, or undertaking local planning processes related to community resilience, adaptation, and/or sustainability planning.

Study Procedures:

If you take part in this study, you will be asked to:

- Take an online survey related to your experience and expectations for community resilience, adaptation, and/or sustainability planning.
- The survey is expected to take approximately 20 minutes to complete.

Total Number of Participants

About 500 individuals will be asked to take the survey.

Alternatives / Voluntary Participation / Withdrawal

You do not have to participate in this research study.

You should only take part in this study if you want to volunteer. You should not feel that there is any pressure to take part in the study. You are free to participate in this research or withdraw at any time. There will be no penalty or loss of benefits you are entitled to receive if you stop taking part in this study.

If at any time you choose to withdraw, notify the principal investigator and data associated with your survey response will be permanently deleted.

Risks or Discomfort

This research is considered to be minimal risk. That means that the risks associated with this study are the same as what you face every day. There are no known additional risks to those who take part in this study. There is also a very small risk that someone who is not authorized could get access to the data we have stored about you. However, we describe how we will protect your confidentiality in a later section of this information sheet.

Compensation

You will receive no payment or other compensation for taking part in this study.

Costs

It will not cost you anything to take part in the study.

Privacy and Confidentiality

We will keep your study records private and confidential. Your identity will be protected to the extent permitted by law, including the Freedom of Information Act. The Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services, appropriate NIST researchers, and other appropriate Federal employees may review the records of this study.

The study data will be used only by NIST researchers conducting research on topics relating to community resilience and disaster preparedness.

Your identity will be protected to the extent permitted by law, including the Freedom of Information Act. We may publish what we learn from this study. If we do, we will not include your name. We will not publish anything that would let people know who you are. Total confidentiality cannot be guaranteed since all security measures have vulnerabilities and may be compromised.

Future use of research data and/or specimens

We will remove personal identifiers from your data and de-identified, aggregated information may be used or shared for future research. The survey responses will be de-identified prior to review and analysis. Analysis of results will be incorporated into one or more technical reports that may be published. The published reports and any future publications will not include any personal identifiers, however the survey data may be kept and used for future research projects.

You can get the answers to your questions, concerns, or complaints

If you have any questions, concerns or complaints about this study, or experience an unanticipated problem, or research-related injury call Christopher Clavin at 240-205-5860.

If you have questions about your rights as a participant in this study, or have complaints, concerns or issues you want to discuss with someone outside the research team, call the Research Protections Office (RPO) at (301) 975-5445.

I understand the above description of the research and the risks and benefits associated with my participation as a research subject. I understand that by proceeding with this survey, I agree to take part in this research and do so voluntarily.

**DO NOT SIGN THIS INFORMATION SHEET.
PLEASE KEEP IT FOR YOUR RECORDS.**

