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**CONSENT COVER LETTER: Measuring Diversity and Inclusion in Applied Animal Biology: The APBI Diversity and Inclusion Remote Focus Group**

***If participants attend the focus group, it will be assumed that consent has been given***

**University of British Columbia**

**Faculty of Land and Food Systems**

Vancouver Campus

248-2357 Main Mall

Vancouver, BC Canada V6T 1Z4

Tel 604 822 8373

Fax 604 822 2184

Website [www.landfood.ubc.ca](https://www.landfood.ubc.ca/)

**Study Team**

**Principal Investigator:**

Dr. Alexandra Protopopova (University of British Columbia, Faculty of Land and Food Systems, Animal Welfare)

**Co-Investigators:**

Nadia Xenakis (University of British Columbia, Faculty of Land and Food Systems, Animal Welfare)

**Why are we doing this study?**

You are being invited to participate in this research study as you are an adult over 18 years with affiliation to the Applied Animal Biology Program either as an undergraduate student, graduate student, or postdoctoral fellow. The purpose of this study is to determine perceptions of diversity and inclusion within the program in an attempt to understand the thoughts and opinions of members within the community and to identify what areas of improvement can be made in this regard.

**How is this study done?**

If you choose to participate in this study, you will be asked to sign up for a focus group time slot. It is not necessary to provide your real name or identifying factors, a pseudonym may be used to sign up for a time slot as well as to attend the focus group conducted over Zoom. It is the participants responsibility to ensure they take precautions to protect their identity prior to joining the focus group, this may include turning their camera and microphone off as well as changing their name that will present in the focus group. Questions provided in the previously distributed APBI Diversity & Inclusion Survey will be presented and participants will be asked to provide answers to the survey questions using the poll feature. Once poll results are revealed, participants will be asked to elaborate on opinions or experiences related to the question. The total expected duration of the focus group is 1 hour.

**How will the data be stored? Will there be any personal identifying information collected?**

No personal identifying information will be collected nor retained at any stage of this study. If personal data, such as your name, is shared it will be accessible only to Nadia Xenakis before being anonymized. Data will be stored in documents held on the primary investigator’s UBC computer. Additionally, an encrypted hard drive will be used to securely store the data

**Are there any risks to participating in this study?**

There are no expected risks to participating in this study. We encourage all participants to refrain from disclosing the contents of the discussion outside of the focus group; however, we cannot control what other participants do with the information discussed.

**Where will the findings of the study be published?**

The primary study findings may be published in academic journals, including open access journals. The study findings will help researchers understand if there are any barriers present to diversity and inclusion in the Applied Animal Biology Program and to gather feedback from members of the community anonymously regarding their experiences. Raw data with no identifying information of participants (as personal identifiers will not be collected nor retained at any stage in this study) will be made publicly available when submitted to journals. Once submitted, you will not be able to withdraw your data. As there is no personal identifying information collected in this study, there is no potential for increasing participant risk due to publishing raw data.

**Will you be paid for your time/ taking part in this research study?**

Study participants will not be paid for their time.

**Who can you contact if you have complaints or concerns about the study?**

If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail RSIL@ors.ubc.ca or call toll free 1-877-822-8598

Ethics ID #H20-03672

**If participants choose to participate in and attend a focus group, it will be assumed that consent is given.**