**Participant Information Sheet**

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| Version Date: | 21 February 2023 |
| IRB Project #: | *0223-12* |
| Title of Project: | Perceptions of learning culture in the aerospace industry |
| Principal Investigator (PI): | Derek. J. Collins |
| PI Contact Information: | *Dcollins12@une.edu* *or (650)457-9062* |

**INTRODUCTION**

* This is a project being conducted for research purposes. Your participation is completely voluntary.
* The intent of the Participant Information Sheet is to provide you with important details about this research project.
* You are encouraged to ask any questions about this research project, now, during or after the project is complete.
* The use of the word ‘we’ in the Information Sheet refers to the Principal Investigator and/or other research staff.

**WHAT IS THE PURPOSE OF THIS PROJECT?**

The general purpose of this research project is to understand the perceptions of individuals in the aerospace industry of the learning culture in the aerospace industry. A minimum of 10 participants will be used in this study.

* This research project is being conducted as part of the principal investigator’s dissertation.

**WHY ARE YOU BEING ASKED TO PARTICIPATE IN THIS PROJECT?**

You are being asked to participate in this research project because you are 18 years of age or older and identify as having specific experience in the aerospace industry. For this study, specific experience will be defined as currently or formerly employed by a private company, a federal agency, an academic institution, or a non-profit organization for the purposes of design, development, test, evaluation, manufacture, operation, and/or disposal of components, systems, or vehicles intended for an aerospace environment. Participation will not be limited by discipline in that any individual meeting the above criteria will be eligible to participate regardless of education, years of experience, or functional discipline within their organization.

**WHAT IS INVOLVED IN THIS PROJECT?**

You will be asked to complete a written, structured interview through Google Forms that should take approximately 60 minutes to complete.

**WHAT ARE THE POSSIBLE RISKS OR DISCOMFORTS INVOLVED FROM BEING IN THIS PROJECT?**

The risks involved with participation in this research project are minimal and may include an invasion of privacy or breach of confidentiality. This risk will be minimized by eliminating any identifying information from the study. Participants have the right to skip or not answer any questions, for any reason.

Please see the ‘WHAT ABOUT PRIVACY & CONFIDENTIALITY?’ section below for additional steps we will take to minimize an invasion of privacy or breach of confidentiality from occurring.

**WHAT ARE THE POSSIBLE BENEFITS FROM BEING IN THIS PROJECT?**

There are no likely benefits to you by being in this research project; however, the information we collect may help us understand the nature of individual’s perceptions on their organizations learning culture.

**WILL YOU BE COMPENSATED FOR BEING IN THIS PROJECT?**

You will not be compensated for being in this research project.

**WHAT ABOUT PRIVACY AND CONFIDENTIALITY?**

We will do our best to keep your personal information private and confidential. However, we cannot guarantee absolute confidentiality. Since this is an anonymous interview, personal information will not be captured, including IP addresses of computers used to complete the interview. Any references to individuals or organizations will be removed from the completed interview and assigned pseudonyms by the principal investigator. Additionally, your responses in this research project could be reviewed by representatives of the University such as the Office of Research Integrity and/or the Institutional Review Board.

The results of this research project may be shown at meetings or published in journals to inform other professionals. If any papers or talks are given about this research, your name will not be used. We may use data from this research project that has been permanently stripped of personal identifiers in future research without obtaining your consent.

* Data will only be collected through the structured interviews conducted through Google Forms. Only the researcher will have access to the Google Forms data, with access through two-factor authentication.
* No names, email addresses, or IP addresses will be collected.
* No names or email addresses will be kept during the recruitment phase and any direct responses to the AIAA Engage post will be deleted.
* No data collected from the participant will be considered in the study unless the participant clicks a submit link in the Google Form for their responses to be recorded.
* Once the written interview has been submitted, it cannot be removed from the study as there will be no identifying information.
* Participants are instructed not to use personal names or organizational names. Any names found in the responses will further be assigned pseudonyms and any potentially identifying information will be stripped from the written interview responses.
* All study data will be retained for 3 years after the completion of the study and then destroyed. The study data may be accessed upon request by representatives of the University (e.g., faculty advisors, Office of Research Integrity, etc.) when necessary.
* All data collected will be stored on a password protected personal laptop computer accessible only by the principal investigator.
* Data collected through Google Forms will be deleted after use.
* There are instances where large volumes of data are better analyzed in hard copy form where they can be sorted, combined, and compared. In the event that electronic data is printed in hardcopy form for analysis purposes, all hard copies will be destroyed using a cross-cut shredder immediately after use.
* Data will not be exported in digital form to be used in analysis by a subsequent, third-party analysis tool.

**WHAT IF YOU WANT TO WITHDRAW FROM THIS PROJECT?**

You have the right to choose not to participate, or to withdraw your participation at any time until the written interview is submitted without penalty or loss of benefits. You will not be treated differently if you decide to stop taking part in this project.

No data collected about you will be considered in the study unless you click a submit link in the Google Form for your responses to be recorded.

Once the written interview has been submitted, it cannot be removed from the study as there will be no identifying information.

**WHAT IF YOU HAVE QUESTIONS ABOUT THIS PROJECT?**

You have the right to ask, and have answered, any questions you may have about this research project. If you have questions about this project, complaints or concerns, you should contact the Principal Investigator listed on the first page of this document. To maintain the anonymity of the participant, text messages to the phone number listed would be preferred.

**WHAT IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS AS A RESEARCH PARTICIPANT?**

If you have questions or concerns about your rights as a research participant, or if you would like to obtain information or offer input, you may contact the Office of Research Integrity at (207) 602-2244 or via e-mail at irb@une.edu.