**Jam and Justice: Co-producing Governance for Social Innovation**

**Participant Consent Form for ARC Members, 2016-2018**

This research project seeks to develop the theory and practice of co-production through the establishment of an Action Research Cooperative (ARC) in Greater Manchester. We will be building the ARC to develop social innovations to rethink urban governance for 21st century cities. This general consent form is for ARC members to cover the main aspects of participation for the period from 2016-2019.

By signing this consent form you recognise that you are participating in a research project funded by the ESRC Urban Transformations programme and Mistra Urban Futures. We will be collectively generating data, which includes interview transcripts, meeting notes, observations and recordings such as audio, video or images. This data will help us analyse our main research questions and there is an expectation that this will be archived on the Economic and Social Data Service. Images, recordings and data will also be used for the multi-media platform as an output of the project, with your permission.

The identity of members of the ARC will be public. A Profile Form will be completed by each ARC member, with a photo and will be used in relevant materials, such as websites and promotional materials.

Where material is generated in the course of the research, a principle of anonymity will be applied where possible and appropriate. ARC members will be interviewed and will interview each other. In the case of interview transcripts, interviewees can edit the transcript of your interview before it is included in the project database. We would prefer for interviews to be full and frank; interviewees can note where issues are sensitive, or else talk off the record. Within the ARC we will agree a protocol for handling sensitive issues and confidentiality in our initial set up meetings, for instance, when we operate Chatham House rules.

Data will be collected, stored and managed in line with the Research Council UK’s Common Principles on Data Policy and the ESRC Research Data Policy. Personal information about respondents, beyond that given in the Profile Form, will not be divulged to any third party without the consent of the participant concerned. We adhere to sector-wide standards for ethical conduct in research and seek to avoid personal and psychological harm to individuals.

Participation is entirely voluntary and participants can withdraw from the project at any time. For ARC participants receiving a fee for their involvement, withdrawing from the project would mean payments would subsequently cease. Participants can ask for copies of any recordings and transcripts of their interviews or engagements. Personal information can also be requested to be excluded from publicly facing outputs.

If you have any questions about how the research is being conducted, please get in touch with:

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| **Principal Investigator**  Prof Beth Perry  Urban Institute  Faculty of Social Sciences  219 Portobello Street  Sheffield  S1 4DP  07753 420 822 | **Research Fellow**  Dr Bert Russell  Urban Institute  Faculty of Social Sciences  219 Portobello Street  Sheffield  S1 4DP  07753 864 318 |
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I have read the Participant Consent Form and agree voluntarily to take part in the Jam and Justice research project.

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that this is a RCUK research project and that my participation is part of a data collection strategy to address the research questions of the project **x**

I have been provided with access to background project materials, via a slide pack available on Discourse, the Participant Information Pack and the FAQs on the website **x**

My name can be associated with interview material stored in the project data archive and the ESDS, used in publications and the website (tick if applicable) **x**

I give permission for photographs, visual materials and video to be taken and made available on the project and associated websites (tick if applicable) **x**

I will follow clear ethical guidelines in the process and adhere to the RCUK policies on data management and ethics alongside the Jam and Justice team x