

Study Title: *No One Left Behind: Income Security for the 21st Century*

Name of Principal Investigator: Elaine Power, School of Kinesiology & Health Studies and Department of Gender Studies, Queen's University

I am inviting Canadians who are unemployed or living on a low income but who are not eligible for federal government income support programs, including Employment Insurance or the new Canada Recovery Benefits (effective 27 September 2020). The purpose of this study is to document the experiences of those left out of EI and the Canada Recovery Benefits and their perspectives on improving income security for all Canadians.

If you agree to take part, I will interview you for approximately one hour by video link (via Zoom) or by phone. You can choose whether the interview is video or audio recorded, or not recorded at all. If it is video recorded, you will need access to a computer or phone that can host a Zoom call, and internet access. The interview will also be transcribed.

I will use the Queen's Zoom Enterprise Plan for video recordings, which features strong security measures.

You will receive a \$40 honorarium for participating. This can be paid by e-transfer, a cheque issued by Queen's University, or a gift card that is securely mailed (you can choose a gift card from Food Basics, Shoppers Drug Mart or No Frills). You can keep the honorarium even if you decide to withdraw from the study, either during the interview or afterward.

If you require childcare so that you can participate in the interview, I will provide reimbursement of \$20 per hour.

We will be discussing your current economic situation and how you are managing to pay your bills (or not managing). There is a risk that some of the questions may upset you. You do not have to answer any questions you do not want to. Participation is completely voluntary. You can stop participating at any time just by telling me. There are no consequences if you choose to stop. You can still collect your honorarium.

If you feel upset after the interview, please call the Telephone Aid Line Kingston (TALK) at 613-544-1771.

There are no direct benefits to you as a participant. However, the study results will be used to inform public debate and public policy about income security in Canada.

I will use the study results to:

- develop a social media campaign (on Twitter and Facebook) that will use short video clips of interviews and short excerpts from your interviews to educate the public about what it is like to live on a low income without federal income support during the COVID pandemic
- use video clips of participants to put together a short (30 minute) documentary film
- write a policy report for municipal, provincial and federal policy-makers and government officials
- write academic journal manuscripts and make presentations at academic conferences

You may withdraw from the study or remove your data from the study up until 31 December 2020 by contacting me at power@queensu.ca. The audio or video recordings of your interview and its transcript will be deleted as soon as you withdraw from the study.

If you choose to participate by video, and I use the video in the social media campaign or documentary film, your identity will be publicly known. If you choose, you can review any video clips before they are made public. If you choose to review your video clips, you will be sent a link to a secure Queen's Sharepoint file containing your video clip. I will ask you to grant permission for the video clip to be displayed in public and to respond within two weeks of receiving the link. If you do not respond, I will assume that you give your permission. I will not use any video of you that could be potentially damaging to you.

If you choose to participate by audio interview, your confidentiality will be protected to the extent permitted by applicable laws. I will do this by replacing your name with a pseudonym (or fake name) in all publications. I will not include any quotes or information that could identify you when I present the findings of this study.

During the interview, please let me know if you say anything you do not want me to quote or make public.

The study data will be stored on an encrypted hard drive on Queen's University servers. The code file that links pseudonyms with real names and other information such as your email address or phone number will be stored securely and separately from the data on an encrypted USB key. Access to study data is limited to those researchers on the study team, as well as the Queen's General Research Ethics Board (GREB). GREB may request access to study data to ensure that the researcher has or is meeting their ethical obligations in conducting this research. GREB is bound by confidentiality and will not disclose any personal information. The audio and video recordings will be accessed by a professional transcriptionist who will sign a confidentiality agreement. The video recordings will be accessed by a documentary filmmaker who will work with me to create the social media campaign and documentary film.

After five years, the data, without any identifying information, will be made freely accessible in the Queen's University's Institutional Repository. The code file identifying your pseudonym will be permanently erased from the encrypted USB key five years after study closure.

If you have any ethics concerns please contact the General Research Ethics Board (GREB) at 1-844-535-2988 (Toll free in North America) or email chair.GREB@queensu.ca.

If you have any questions about the research, please contact me at power@queensu.ca or 613-533-6000 ext. 74690

This Letter of Information provides you with the details to help you make an informed choice. All your questions should be answered to your satisfaction before you decide whether or not to participate in this research study.

You have not waived any legal rights by consenting to participate in this study.

At the beginning of the interview, I will ask for your verbal consent to participate and will ask you to verify that you have read and understand the Letter of Information and have had all of your questions answered.

If you agree to be video-recorded, I will ask if you understand that it will be possible for those who see the video to identify you. I will ask if you would like to have the option of reviewing video clips before they are made public.

If you agree to be audio-recorded, I will ask if I have your permission to use direct quotes from your interview, with the understanding that you will not be identified.