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|  | **PARTICIPANT INFORMATION FOR QUT RESEARCH PROJECT**   * **Semi-structured interview –** |
| **Increasing gender balance in nonprofit CEO positions: how women make it to the top**  **QUT Ethics Approval Number 2021000285** | |

**Research team**

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| Principal Researcher: | Jennifer Kruwinnus, Doctor of Philosophy student |
| Associate Researcher(s): | Associate Professor Wendy Scaife, Principal Supervisor  Professor Michael Rosemann, Associate Supervisor  Dr Terrance Fitzsimmons, External Associate Supervisor |
|  | **The Australian Centre for Philanthropy and Nonprofit studies, Faculty of Business and Law** |
|  | **Queensland University of Technology (QUT)** |

**Why is the study being conducted?**

This research project is being undertaken as part of the Doctor of Philosophy study for Jennifer Kruwinnus.

The purpose of this project is to help increase the gender balance in nonprofit (NP) Chief Executive Officer (CEO) positions.

You are invited to participate in this research project because you are a male or female CEO of a very large Australian charity (likely revenue >AU$10million).

**What does participation involve?**

Your participation will involve an audio recorded semi-structured interview that will take approximately 60 minutes of your time. The interview will take place either online via Zoom or in-person at the Australian Centre for Philanthropy and Nonprofit Studies (ACPNS), Queensland University of Technology (QUT) Gardens Point, 2 George Street, Brisbane, QLD 4000.

Questions will include:

* Why do you think women you know were not selected for a nonprofit CEO position?
* What has motivated or enabled you to become a CEO in the nonprofit sector?
* What was the most foundational event or experience that could define how you became a nonprofit CEO?
* Have you noticed any differences in how men and women made it to nonprofit CEO positions?
* Have you noticed any differences in how women make it to CEO positions in the nonprofit compared with the for-profit sector?

Your participation in this research project is entirely voluntary. If you do agree to participate you can withdraw from the research project without comment or penalty. You can withdraw at any time before the interview and are allowed to leave during the interview. You can withdraw until two weeks after the interview took place and the collected data from you will be removed.

Your decision to participate or not participate will in no way impact upon your current or future relationship with QUT.

Please note that non-identifiable data from this project may be used as comparative data in future research projects and may be used for publication.

**What are the possible benefits for me if I take part?**

This research project may benefit you indirectly as you might be able to incorporate some of the findings into your own career. The outcomes of the research will primarily benefit other women who aspire to become nonprofit CEOs. You can request a brief summary of the outcomes of the study by providing an email address.

The research team will reimburse you with validated out-of-pocket expenses (transport costs to and from QUT’s Garden’s Point campus and parking fees).

**What are the possible risks for me if I take part?**

There are minimal risks associated with your participation in this research project. These may include inconvenience and discomfort. The risks of inconvenience and discomfort will be minimised through choosing a convenient location, providing an introduction that provides details about the research and choosing a time that suits you. You can leave the interview and can opt out of participating in the study at any time before or during the interview and until two weeks after the interview took place, whereby the collected data from you will be removed. The interviewer will respond to any concerns or questions regarding the research or methodological procedure. Confidentiality will be maintained through de-identifying personal and organisational names in the data analysis.

**What about privacy and confidentiality?**

All comments and responses are coded (de-identified), i.e. it will be possible to re-identify you. A re-identifying code stored separately to personal information (e.g. name, organisation, date of birth), will only be accessible to the research team, and the code plus identifying information will be destroyed after 5 years.

Any personal information that could potentially identify you will be removed or changed before files are shared with other researchers outside the research team or results are made public. The information that will be removed includes personal names and organisation names.

Any data collected as part of this research project will be stored securely as per QUT’s Management of research data policy. Audio recordings and data will be securely stored on QUT’s Research Data Storage Solution (RDSS), only accessible to the research team. Data will be stored for a minimum of 5 years and can be disclosed if it is to protect you or others from harm, if specifically required by law, or if a regulatory or monitoring body such as the ethics committee requests it.

As the research project involves an audio recording:

* You will have the opportunity to verify your comments and responses prior to final inclusion.
* The recording will be retained for the minimum retention period of 5 years after the last research activity.
* The recording will not be used for any other purpose.
* Only the named researchers and transcribers, who are bound by a confidentiality agreement, will have access to the recording.
* It is not possible to participate in the research project without being recorded.

You will be given the opportunity to review your responses before the data analysis and add any comments before the data analysis is finalised, which will be towards the end of 2022. On request, you will be provided with a summary of the data and outcome of the research in lay language after the data analysis has been finalised, which is anticipated to be towards the end of 2022. You will be informed about any available publications. Publications will be made available to you, presumably in the second half of 2023.

Every effort will be made to ensure that the data you provide cannot be traced back to you in reports, publications and other forms of presentation. For example, we will only include the relevant part of a quote, we will not use any names, or names will be changed, and/or details such as dates and specific circumstances will be excluded. Nevertheless, while unlikely, it is possible that if you are quoted directly your identity may become known.

**How do I give my consent to participate?**

We would like to ask you to sign a written consent form (enclosed) to confirm your agreement to participate.

**What if I have questions about the research project?**

If you have any questions or require further information please contact one of the listed researchers:

Jennifer Kruwinnus [jennifer.kruwinnus@hdr.qut.edu.au](mailto:jennifer.kruwinnus@hdr.qut.edu.au) + 61 7 3138 1020

Associate Professor Wendy Scaife [w.scaife@qut.edu.au](mailto:w.scaife@qut.edu.au) + 61 7 3138 8051

Professor Michael Rosemann [m.rosemann@qut.edu.au](mailto:m.rosemann@qut.edu.au) + 61 7 3138 9473

Dr Terrance Fitzsimmons [T.Fitzsimmons@business.uq.edu.au](mailto:T.Fitzsimmons@business.uq.edu.au) + 61 7 334 66262

**What if I have a concern or complaint regarding the conduct of the research project?**

QUT is committed to research integrity and the ethical conduct of research projects. If you wish to discuss the study with someone not directly involved, particularly in relation to matters concerning policies, information or complaints about the conduct of the study or your rights as a participant, you may contact the QUT Research Ethics Advisory Team on +61 7 3138 5123 or email [humanethics@qut.edu.au](mailto:humanethics@qut.edu.au).

**Thank you for helping with this research project. Please keep this sheet for your information.**