# Consent Letter

## Introduction

My name is Valeria Lewis-Gunn. I am a doctoral candidate at Northcentral University, and I am conducting a research study to explore Human Resource Director’s and Compliance Officer’s perceptions on compliance workloads after receiving an incentive package. The name of this research study is “Incentive Packages within the Office of Compliance”

I am seeking your consent to participate in this study. Your participation is completely voluntary, and I am here to address your questions or concerns at any point during the study.

## Eligibility

You may participate in this research if you meet all of the following criteria:

1. Are employed as a Human Resource Director or Compliance Officer in the United States
2. Received an incentive package from your employer within the last 6 months to 1 year
3. Are a member of The Society of Corporate Compliance and Ethics and/or The Society of HR Management

I hope to include 15 people in this research.

## Activities

If you decide to participate in this study, you will be asked to do the following activities:

1. Will meet for a virtual interview over Zoom for approximately 30-60 mins
2. Be asked questions regarding your experience with incentives.

All activities and questions are optional: you may skip any part of this study that you do not wish to complete and may stop at any time.

If you need to complete the activities above in a different way than I have described, please let me know, and I will attempt to make other arrangements.

## Risks

There are no foreseeable risks or discomforts associated with this study.

To decrease the impact of any risks, you can skip any questions or stop participation at any time.

## Benefits

If you participate, there are no direct benefits to you.

This research may increase the body of knowledge in the subject area of this study.

## Privacy and Data Protection

I will take reasonable measures to protect the security of all your personal information, but I cannot guarantee confidentiality of your research data. I will replace your name with a number during data analysis. I will store your data in a locked file cabinet and on a password-protected laptop. In addition to me, the following people and offices will have access to your data:

* My NCU dissertation committee and any appropriate NCU support or leadership staff
* The NCU Institutional Review Board

This data could be used for future research studies or distributed to other investigators for future research studies without additional informed consent from you or your legally authorized representative.

I will securely store your data for 3 years. Then, I will delete electronic data and destroy paper data.

## How the Results Will Be Used

I will publish the results in my dissertation. I may also share the results in a presentation or publication. Participants will not be identified in the results.

## Contact Information

If you have questions, you can contact me at: 1-817-313-1057 or valewis1@yahoo.com

My dissertation chair’s name is Dr. Ackerman. Dr. Ackerman works at Northcentral University and is supervising me on the research. You can contact Dr. Ackerman at: mackerman@ncu.edu O: 334.467.8864

If you have questions about your rights in the research or if a problem or injury has occurred during your participation, please contact the NCU Institutional Review Board at irb@ncu.edu or 1-888-327-2877 ext 8014.

## Voluntary Participation

If you decide not to participate, or if you stop participation after you start, there will be no penalty to you: you will not lose any benefit to which you are