

PARTICIPANT INFORMATION STATEMENT

Design communication and collaboration in remote teams

Dr JuHyun Lee

1. What is the research study about?

You are invited to take part in this study which aims to (i) explore four communication/collaboration challenges (representation, coordination, interaction and productivity) faced by architectural teams working remotely and (ii) support efficient and sustainable design collaboration between designers working in a diverse range of environments.

2. Who is conducting this research?

The study is being carried out by the following researchers: Dr JuHyun Lee and Prof Michael Ostwald, UNSW Built Environment.

Research Funder: This research is being funded by the UNSW Scientia Fellowship Program (Dr JuHyun Lee - PS58999-A).

3. Inclusion Criteria

Before you decide to participate in this research study, we need to ensure that you conform to our target participant profile. Specifically, this research study is looking to recruit people who meet the following criteria:

- Professionals in architectural firms or postgraduate students who have experience in remote architectural teamwork.

There is no specific exclusion criterion.

4. Do I have to take part in this research study?

Participation in this research study is voluntary. If you do not want to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the study at any stage.

If you decide you want to take part in the research study, you will be asked to:

- Read the information carefully (ask questions if necessary);
- Sign and return the consent form if you decide to participate in the study;
- Take a copy of this form with you to keep.

If you are the first participant in your team (firstly contacted by the researcher), you will be asked to:

- identify team members who will join the online team meetings;
- Distribute these forms (information statement, consent form, withdrawal form) to them,
- Or send team members contact details to the researcher.

5. What does participation in this research require, and are there any risks involved?

If you agree to participate you will be asked to complete the following research procedures, (i) self-recording and (ii) interview.

- i) **Self-recording:** You will be asked to videorecord your online design teamwork processes (e.g., a *MS Teams* or *Zoom* meeting) at least once (up to three, approx.-30-minute remote teamwork sessions). You will be asked to return the completed recording data or sharable links to the chief investigator (CI) juhyun.lee@unsw.edu.au.

After receiving the completed questionnaire, the CI will contact you to arrange the interview time.

PARTICIPANT INFORMATION STATEMENT*Design communication and collaboration in remote teams**Dr JuHyun Lee*

- ii) **Interview:** in an online interview, you will be asked questions about (i) four communication challenges (representation, coordination, interaction, and productivity) during the recorded teamwork sessions, (ii) teamwork modes (collaboration, cooperation, and competition) and (iii) technical and non-technical issues of remote architectural teamwork. The interview will take place via *MS Teams* or *Zoom* and will take approximately 30 minutes. With your permission, the research team will audio record the interview. If you do not wish to be recorded but you would like to participate please advise the CI of this and only written notes will be taken. You will receive the e-voucher(s) by email just after the interview.

Additional Costs: There are no costs associated with participating in this research project, nor will you be paid. However, you will be offered a \$30 or \$20 (student interview only) e-voucher (e.g., *Paypal*, *JB* or *Westfield* gift vouchers) per (teamwork) session or per participant in recognition of any reasonable expenses incurred while completing both the self-recording and interview stages.

6. What will happen to information about me?

By signing the consent form, you consent to the research team collecting and using information about you for the research study.

The research team will store the data collected from you for this research project for:

- A minimum of 7 years after the completion of the research;

The information about you will be stored in an/a:

- De-identifiable format where your identify will be unknown.
- Information collected from you in an electronic format will be stored on a UNSW password protected OneDrive only accessible to the approved research investigators.
- Audio or video recordings will also be stored on a UNSW password protected OneDrive only accessible to the approved research investigators.

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (NSW). You have the right of access to personal information held about you by the University, the right to request correction and amendment of it, and the right to make a complaint about a breach of the Information Protection Principles as contained in the PPIP Act. Further information on how the University protects personal information is available in the [UNSW Privacy Management Plan](#).

Privacy and Confidentiality

Individual identifiers and any information relating to a client confidentiality will be removed from the data using the following method:

Direct and indirect identifiers/information will be removed during the transcription process. Images of faces will be pixelated by the researcher using video editing software like *Adobe After Effects*. The video/audio recordings will be transcribed and encoded by the researchers, using a coding scheme on **design cognition** and **teamwork**. Thus, the research will not record any information relating to participants and their client confidentiality.

7. How and when will I find out what the results of the research study are?

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The research team intend to publish and/ report the results of the research. All Information will be published in a way that will not identify you.

If you would like to receive a copy of the results you can let the research team know by inserting your email or mailing address in the consent form. We will only use these details to send you the results of the research.

8. What if I want to withdraw from the research study?

If you do consent to participate, you may withdraw at any time. You can do so by completing the 'Withdrawal of Consent Form' which is provided at the end of this document or you can ring the research team and tell them you no longer want to participate. Your decision not to participate or to withdraw from the study will not affect your relationship with UNSW Sydney. If you decide to leave the research study, the researchers will not collect additional information from you. You can request that any identifiable information about you be withdrawn from the research project.

9. What if I have a complaint or any concerns about the research study?

If you have a complaint regarding any aspect of the study or the way it is being conducted, please contact the UNSW Human Ethics Coordinator:

Complaints Contact

Position	UNSW Human Research Ethics Coordinator
Telephone	+ 61 2 9385 6222
Email	humanethics@unsw.edu.au
HC Reference Number	HC200352

10. What should I do if I have further questions about my involvement in the research study?

The person you may need to contact will depend on the nature of your query. If you require further information regarding this study or if you have any problems which may be related to your involvement in the study, you can contact the following members of the research team:

Chief Investigator

Name	JuHyun Lee
Position	Senior Lecturer
Telephone	(02) 9385 5273
Email	juhyun.lee@unsw.edu.au

Co-Investigator

Name	Michael Ostwald
Position	Professor Associate Dean Research
Telephone	(02) 9385 4690
Email	m.ostwald@unsw.edu.au