



# Western Research

## NMREB Initial Application

### 1.1

1.1 \*If this is the first time you are submitting this particular submission to the REB, select "Initial Submission". If this submission has already been reviewed by the REB and they issued recommendations, select "Response to REB recommendations":

- ☐ Initial Submission
- ☒ Response to REB recommendations

### 1.2

1.2 \*Complete the Principal Investigator (PI) details:

\*Prefix

\*First Name

Joseph

\*Last Name

Lyons

Address

City

Province/State

Postcode/Zip

Telephone

\*Email

jlyons7@uwo.ca

\*Western Academic Faculty/Department:

Social Sci.-Political Science

Hospital Department/Division:

N/A

### 1.3

1.3 \*Are there any additional study team members (from Western and/or its affiliate institutions) who are working on this study?

☒ Yes there are additional study team members

☐ No other study team members involved

1.3 \*Complete the following information for additional study team members (from Western and or its affiliate institutions) who are working on this study:

Prefix

\*First Name

\*Last Name

Mrs

Ellen

Pezzetta

Address

City

Province/State

Ontario

Postcode/Zip

Telephone

\*Email

@uwo.ca

1.3 \*ROLE and DUTIES assigned by the PI to this individual (e.g. John Doe - Research Assistant - involved in recruitment, interviews and analysis of data.):

Ellen Pezzetta - Researcher - will recruit, survey, analyze data and write the research report

1.3a \*Are there additional study team members to add?

☒ Yes

☐ No

1.3a \*Complete the following information for additional study team members (from Western and or its affiliate institutions) who are

working on this study:

Prefix

\*First Name

\*Last Name

Ms

Jennifer

Kirkham

Address

City

London

Province/State

Ontario

Postcode/Zip

Telephone

\*Email

jkirkha@uwo.ca

1.3a \*ROLE and DUTIES assigned by the PI to this individual (e.g. John Doe - Research Assistant - involved in recruitment, interviews and analysis of data.):

Jennifer Kirkham - Research Supervisor - involved in consultation, oversight to co-investigator and lead researcher

1.3b \*Are there additional study team members to add?

☐ Yes

☒ No

## 1.4

1.4 \*Is this study taking place in collaboration with anyone outside Western University and/or its affiliate institutions?

☐ Yes

☒ No

## 1.5

1.5 \*Who is the Study Sponsor?

☐ Industry Sponsored

☐ External Non-Profit

☐ External PI

☒ Local PI

☐ Self

## 1.6

1.6 \*Is this a student project?

- ☐ No
- ☐ Yes-Undergraduate
- ☒ Yes-Masters
- ☐ Yes-PhD
- ☐ Yes-Other

## 1.7

1.7 \*Is this research study supported by the United States federal government (including a study funded by a US government agency)?

- ☐ Yes
- ☒ No

## 1.8

1.8 \*Enter the complete study title:

Factors Affecting Good Food Box Program Sustainability in Canada

## 1.9

1.9 \*What is the acronym or nickname/short title for the study? (NOTE: The acronym or nickname/short title will be used to identify the study and will be included in all notifications and REB submissions.):

Good Food Box Program Sustainability

## 1.10

1.10 \*Is this study directly related to a previously approved study at this institution (e.g., is this study a sub-study, extension, rollover, subsequent to a pilot study)?

- ☐ Yes
- ☒ No

## 1.11

1.11 \*Has the study been reviewed and approved by another REB in Canada?

- ☐ Yes
- ☒ No

## 1.12

1.12 \*Does this study involve the London hospitals (see HELP text if you are unsure):

- ☒ No this study does not involve the London hospitals
- ☐ Yes this study involves the London hospitals and this form has been exported from ReDA.
- ☐ This study involves the London Hospitals but a ReDA submission has not been completed. NOTE: You cannot submit this application until the ReDA submission has FIRST been completed and you exported from ReDA to WREM.

\*As this study is not taking place in the hospital, type in "Western Research Services" in the below Search User text box:

Name

Western

Email

gm-certification@uwo.ca

## 2.1

2.1 \*Briefly describe the rationale for this study in lay language (i.e., why is this study being done)? In your response ensure to include relevant background information. Cite references using in-text citations where appropriate and add the reference list as a separate attachment:

The goal of this research project is to identify the factors that contribute to sustainability of Good Food Box (GFB) programs in Canada. Review of the literature has garnered themes of what the factors are that contribute to such program sustainability; sustainability is defined in terms of achieving their social impact mission and financial viability (Epstein, 2009).

Access to healthy food, including an adequate supply of fresh fruit and vegetables, is a global health and social issue. Obesity and overweight rates are on the rise globally, nationally and provincially (World Health Organization (WHO), 2012, p. 11; Public Health Agency of Canada (PHAC) & Canadian Institute for Health Information (CIHI), 2011, pp. 1-4; Healthy Kids Panel, 2013, p. 8). Overweight and obesity is included in the definition of malnutrition (Food and Agriculture Organization of the United Nations (FAO), & WHO, 2014).

A Good Food Box (GFB) program, primarily intended to reach audiences most vulnerable to food insecurity issues, offers fresh fruit and vegetables at affordable lower than regular retail prices. The food is purchased in bulk by a lead agency and is then distributed through a variety of community sites to those who participate. Food Share Toronto, home to the first GFB program in Canada, has been in operation since 1994 and many other GFB programs in Canada have modeled their approach on this program (Laporte Potts, 2013).

According to Community Food Centres Canada (CFCC), “millions of Canadians struggle with poverty and food insecurity” (CFCC, 2018). Food insecurity has many lasting impacts on health; health care costs are higher for those who have significant food security issues; these individuals have greater mental health challenges; and, those living on lower incomes suffer greater social isolation (CFCC, 2018). Programs, such as GFB programs that promote access to healthy food at more affordable prices, are aligned with strategies to address poverty (CFCC, 2018). Although GFB programs have been implemented in Canada for over two decades, little research has been done on the effectiveness of the programs, nor on whether they are achieving their desired outcomes (Laporte Potts, 2013). 2013 qualitative research done with a stratified sample of 21 of the over 50 GFB programs in existence in Canada at that time, found that there is great diversity and innovation in how programs are delivered, the operational systems they utilize to reach clients, and their primary goals (Laporte Potts, 2013). Food Share Toronto is currently undergoing operational changes to better meet their desired goal and outcomes, including increasing reach to their target audience, individuals who are more challenged to afford healthy fruit and vegetables (personal communication, Moorthi Senaratne, Manager GFB Program, Food Share, October 31, 2018).

This research will deliver an online survey to all known existing and past GFB programs in Canada to examine the factors that contribute to sustainability of the program, with the intent to provide valuable information to both existing GFB programs that are looking to refresh their program or new programs looking to start up.

Upload any reference sources (if applicable):

Type	Document Name	File Name	Version Date	Version	Size
References	PEZZETTA - Ellen Good Food Box Programs Section 2.1 Bibliography Reference Listing Version 2 Mar 23 2019	PEZZETTA - Ellen Good Food Box Programs Section 2.1 Bibliography Reference Listing Version 2 Mar 23 2019.docx	23/Mar/2019	2	22.9 KB

## 2.2

2.2 \*Indicate your general research questions and/or hypotheses:

The main research question is: What are the factors that affect the sustainability of GFB programs in Canada?  
Sustainability is captured/defined as staying in business or program longevity, having the impact intended and possibly other unintended positive impacts, and thriving financially.

Hypothesis:  
I hypothesize that several factors contribute to the sustainability of GFB programs. These factors are:

- Policy alignment (provincial/territorial and local/municipal food strategies and policies)
- Policy networks (provincial/territorial food policy councils and networks)
- Social human capital networks (social networks and clusters provide access to financial & non-financial resources)
- Board of Directors within governance model provides strategic leadership
- Bricolage (creative innovative utilization of available resources; includes communications, branding)
- Performance measurement - social impact and financial

## 2.3

2.3 \*Indicate your study design and methodology by checking off all relevant designs below:

- ☒ Quantitative
- ☒ Qualitative
- ☐ Mixed methods
- ☒ Survey research
- ☐ Pilot study/proof of concept
- ☐ Secondary data
- ☐ Cross-sectional
- ☐ Longitudinal
- ☐ Randomized
- ☐ Observational
- ☐ Experimental
- ☐ Community-based
- ☐ Other

## 2.4

2.4 \*Describe your study procedures (i.e., how are you doing it?):

Step 1: Initial Study Participant List Generation:

Given there is no central database or list of all GFB programs in Canada or in provinces or territories, several steps will be taken by the researcher to find all GFB programs that currently exist or existed previously in Canada.

-Research done by a Masters student in 2013 lists the names of 21 GFB programs that participated in her research. This research document is publicly available and will be used to create a starting inventory list of programs. An internet search of those will be completed to find the publicly available information for them. The researcher will use this information to gather contact information for those GFB programs.

-Food Share Toronto and Edmonton will be contacted to provide names of GFB organizations that researcher is unaware of, but about which information is available publicly (note: 2013 researcher identified these 2 organizations as key sources of information based on their experience with GFB programs and recommended this approach). An internet search of those will be completed to find the publicly available information for them. The researcher will use this information to gather contact information for those GFB programs.

-Sustain Ontario will be contacted to provide names of GFB organizations that researcher is unaware of, but about which information is available publicly (note: Sustain Ontario is a food policy network of organizations of which GFB programs may be members; many GFB programs are located in Ontario). An internet search of those will be completed to find the publicly available information for them. The researcher will use this information to gather contact information for those GFB programs.

-Participant list: An inventory list of existing or past GFB programs will be generated from the above steps, gathered from all researched publicly available information, including email or phone contact information.

Step 2: Outreach to known GFB programs with publicly available information to finalize participant study list with correct contact information:

- Researcher will contact all existing or past GFB programs on the list by email using 'email script for recruitment' to confirm who the manager lead is and the best person to be invited to participate in the study, send copy of survey and LOI/C for advance planning, and later send the online survey with LOI and C to. They will also be asked in this email to provide names of GFB organizations that researcher is unaware of, but which information is available publicly, that the researcher could search further for additional information, to be able to invite that organization to participate in the study.

- Researcher will follow up within 1-2 weeks with a telephone call to acquire the information outlined in Step 2, for those who have not responded to the email in step 2.

- Researcher will search for contact information for any additional organizations whose information is in the public domain and contact them by email or phone, depending on which information is available to invite them to participate in the study and secure

correct contact information. If reached by phone, the 'email script for recruitment' will be sent to them with survey and LOI/C attachment to help them gather info/consultation in advance of live survey if necessary.

- Researcher will advise the referring organization if information was not found for a referred program, advise them that they can pass on the researchers' information to organizations who might be interested in participating.

Step 3: Finalize study participant list and create unique study ID codes as master list:

Finalize study participant listing and create separate master list with matching unique study ID codes.

Step 4: Pilot Test Survey:

Pilot test Qualtrics online survey to identify any survey issues and correct those.

Step 5: Survey Dissemination:

Disseminate final online survey with 2 week survey period (keep it for 4 week open-close date to address late responses).

Step 6: Survey Reminders:

- Researcher to send email reminder prompt for online survey after 1 week of survey dissemination.
- Researcher to send final reminder prompt for online survey 1-2 days before survey closure.

Step 7: Research Report Acknowledgements:

Create list of study participants who wish to be acknowledged in final research report, as per response to 2nd survey question.

Step 8: Report Completion & Dissemination:

- Create list of study participants who wish to receive electronic report once completed and approved by Research PI and Supervisor.
- Report completion.
- Report review/edits/final approval.
- Send electronic report to study participants who requested it.

## 2.5

2.5 \*Indicate which of the following study instruments will be used in this study:

- ☐ Paper survey(s)/Questionnaire(s)
- ☒ Online survey(s)/Questionnaire(s)
- ☐ Interview(s) Guide
- ☐ Focus group(s) Guide
- ☐ Non-participant Observation Guide
- ☐ Participant Observation Guide
- ☐ Other (e.g., visual/auditory stimuli, data collection forms, etc.)
- ☐ None

\*Provide the URL for any online tool(s)/form(s):

The Online Survey will be populated into Qualtrics once questions fully finalized.



Please note that your document name will appear on the approval notices. Ensure you name your document something that reflects what the document is (e.g., debriefing script, date). Avoid using slang, student names, etc. Upload only the clean version here (i.e., not the tracked copy). Do not include “clean” in the document name.

\*Upload the online survey(s):

Type	Document Name	File Name	Version Date	Version	Size
Online Survey	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 Track changes	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 Track changes.docx	25/Apr/2019	3	40.2 KB
Online Survey	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	36.9 KB

\*Of the study instruments being used, clarify which ones are not standardized instruments:

Qualtrics online survey is a standardized survey. There are several open ended questions at the end that are not standardized questions.

## 2.6

2.6 \*Do you have any supplementary tables or figures to accompany your study procedures description?

- ☐ Yes
☒ No

## 2.7

2.7 \*Do you have a separate protocol/research plan?

- ☒ Yes
☐ No

Please note that your document name will appear on the approval notices. Ensure you name your document something that reflects what the document is (e.g., debriefing script, date). Avoid using slang, student names, etc. Upload only the clean version here (i.e., not the tracked copy). Do not include “clean” in the document name.

\*Upload the protocol/research plan:

Type	Document Name	File Name	Version Date	Version	Size
Protocol	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 Track Changes	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 Track Changes.docx	27/Apr/2019	4	27.4 KB
Protocol	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 CLEAN	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 CLEAN.docx	27/Apr/2019	4	24.0 KB

## 2.8

2.8 \*Does this study include any deception or withholding of key information?

- ☐ Yes  
☒ No

## 2.9

2.9 \*Will a debriefing be given to participants in this study?

- ☐ Yes  
☒ No

## 2.10

2.10 \*Will this research take place in a K-12 classroom system or child-care system?

- ☐ Yes  
☒ No

## 2.13

2.13 \*What is the anticipated number of participants and/or what will be the rationale/decision-making framework for ending sampling?

A total of 50-60 GFB programs are anticipated to be invited to participate in the survey, based on the knowledge that there were 50 programs in 2013. It is assumed that there will be a similar number as in 2013, and that many of those GFB programs still exist today, some may no longer exist, and there may be some newer programs that have started since 2013 or were not known to the researcher at that time. If it is feasible to identify and reach discontinued GFB programs, and their respective former managers/coordinators for survey completion, this number may be slightly higher.

## 2.14

## 2.14 \*What are the inclusion/exclusion criteria?

The following criteria will be used to determine eligibility as a GFB program in this research study:

- A program that secures bulk fruits and vegetables for further dissemination to citizens; and
  - A program that is publicly identified as a GFB program, or self identifies as a GFB program, and has the title of Good Food Box or has a similar title, such as Fresh Food Box; and
  - A program that is governed by public sector, private sector, a hybrid of public and private sector, or another non-profit organization or community collective; and,
  - A program that has one or more distribution sites within a community
- The GFB program may be an existing program or a past program.

Community is defined as: a geographic area that may be a municipality, township, town, or city, or may be a designated subset geographic area within such an area; there may be several GFB programs within a municipality.

## 2.15

### 2.15 \*Will study participants be selected based on culture, religion, race, disability, sexual orientation, ethnicity, linguistic proficiency, sex or age?

- ☐ Yes
- ☒ No

## 2.16

### 2.16 \*Will you utilize a screening form/questionnaire to determine eligibility after participants have been recruited?

- ☐ Yes
- ☒ No

## 2.17

### 2.17 \*Indicate how the results will be communicated to participants and other stakeholders (e.g.; advocacy groups, scientific community):

#### \*To Participants

- ☐ Group Debriefing
- ☐ End of Study Letter
- ☐ Publication
- ☒ Participants will be invited to contact researchers
- ☐ No Plan
- ☒ Other

**\*Specify Other**

Final page of survey will ask participants to indicate if they wish to receive an electronic copy of the final report, and to provide their contact information if so. This information will not be connected to other survey responses and this is outlined in the survey script.

**\*To Other Stakeholders:**

- ☒ Thesis/Dissertation
- ☒ Presentation(s)
- ☐ Publication
- ☒ Other
- ☐ No plan

**\*Specify Other:**

We might present at conferences (eg. food policy or public health related conferences) and share the final report with stakeholders as the opportunity arises.

### 3.1

**3.1 \*What recruitment material(s)/method(s) are being used? (select all that apply):**

- ☐ None
- ☐ Brochures, flyers, posters
- ☐ Newspaper ad
- ☐ Radio ad
- ☒ Telephone call script(s)
- ☒ Email script(s)
- ☐ Website (e.g. Facebook, Twitter)
- ☐ Video (recordings will not be reviewed without scripts)
- ☐ In-person recruitment
- ☐ Recruitment database (e.g. SONA)
- ☐ Third-party organization or recruitment company
- ☐ Survey Panel (e.g. Mechanical Turk)
- ☒ Snowball sampling
- ☐ Other

**3.1.5a \*Specify how you have access to or will obtain potential participants' telephone numbers:**

Internet/public website  
Organizations who have listings of GFB programs with publicly available information (eg Food Share, Sustain Ontario Provincial Policy Network, etc.)

**3.1.5b \*Specify who is making initial contact:**

Researcher - Ellen Pezzetta

3.1.5c Does the person making initial contact have a relationship with the participant?

- ☐ Yes
- ☒ No

**Please note that your document name will appear on the approval notices. Ensure you name your document something that reflects what the document is (e.g., debriefing script, date). Avoid using slang, student names, etc. Upload only the clean version here (i.e., not the tracked copy). Do not include “clean” in the document name.**

3.1.5f \*Upload telephone script:

Type	Document Name	File Name	Version Date	Version	Size
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 Track Changes.docx	25/Apr/2019	4	23.9 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 CLEAN.docx	25/Apr/2019	4	22.2 KB

3.1.6a \*Specify how you have access to or will obtain potential participants' email addresses:

Internet/public website  
Organizations who have listings of GFB programs (eg Food Share, Sustain Ontario Provincial Policy Network, etc.)  
Field experts - former workplace colleagues

3.1.6b \*Specify who is making initial contact:

Researcher - Ellen Pezzetta

3.1.6c \*Does the person making initial contact have a relationship with the participant?

- ☐ Yes
- ☒ No

**Please note that your document name will appear on the approval notices. Ensure you name your document something that reflects what the document is (e.g., debriefing script, date). Avoid using slang, student names, etc. Upload only the clean version here (i.e., not the tracked copy). Do not include “clean” in the document name.**

3.1.6f \*Upload email script:

Type	Document Name	File Name	Version Date	Version	Size
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 Track Changes.docx	25/Apr/2019	4	20.0 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 CLEAN.docx	25/Apr/2019	4	18.2 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 Track Changes.docx	25/Apr/2019	3	18.5 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	16.8 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 Track Changes.docx	25/Apr/2019	3	17.8 KB
Recruitment Materials	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	16.9 KB

3.1.13 \*Describe snowball sampling strategy:

When researcher contacts all known existing or past GFB programs on initial list by email using 'email script' t confirm who the manager lead is and the best person to be invited to participate in the study, send survey and LOI/C for advance planning to, they will also be asked in this email to provide names of GFB organization that researcher is unaware of, but for which information is available publicly, that the researcher could search further for additional information to be able to invite that organization to participate in the study. Researcher will search for contact information for any additional organizations whose information is in public domain and contact them by email or phone, depending on which info is available to invite them to participate in the study and secure correct contact info. If reached by phone, 'email script' will be sent to them with survey, LOI/C attachment to help them gather info/consultation in advance of live survey if necessary. Researcher will advise the referring organization if info was not found for a referred program, advise them that they can pass on the researcher's info to organizations who might be interested in participating.

4.1

4.1 \*Is a waiver of the requirement to obtain informed consent being requested for this study?

- ☐ Yes

☒ No

4.2

4.2 \*Indicate the age and/or decision-making capacity of your participants to determine what type of consent is needed (select all that apply):

- ☒ Participants are persons aged 18 or older who do not have diminished capacity. Only participant consent is required.
- ☐ Participants are university students (age is not relevant). Only participant consent is required.
- ☐ Participants are aged 13-17 and I will be seeking participant consent only. I do not wish to seek parental/guardian consent.
- ☐ Participants are aged 13-17 and I will be seeking both parental/guardian consent and participant assent.
- ☐ Participants are aged 7-12. Both parental/guardian consent and participant assent are required.
- ☐ Participants are under the age of 7. Parental/guardian consent is required, but formal assent is not required.
- ☐ Participants have diminished capacity (age is not relevant). I will be seeking Substitute Decision Maker (SDM) consent and participant assent (if possible).

### 4.3

4.3 \*Which of the following forms of consent/assent will be used? (select all that apply):

- ☐ Written consent/assent (this is the default option recommended by TCPS II; it provides clear documentation of consent/assent)
- ☐ Verbal consent/assent (e.g., for a telephone interview)
- ☒ Implied consent/assent (e.g., checking an explicit box indicating consent, accessing the survey, etc.)

\*Justify why implied consent/assent will be obtained instead of written consent/assent.

Completion of survey is indication of consent to participate is statement that has been added to Letter of Information and Consent.

\*How will implied consent/assent be documented/noted by the researcher?

Tracking list of which GFB programs have been sent Letter of Information and Consent.

**Please note that your document name will appear on the approval notices. Ensure you name your document something that reflects what the document is (e.g., debriefing script, date). Avoid using slang, student names, etc. Upload only the clean version here (i.e., not the tracked copy). Do not include “clean” in the document name.**

\*Upload clean versions of all applicable letters of information that will be provided to participants/parents/guardians/SDMs with an explicit statement clearly indicating how implied consent/assent will be obtained:

Type	Document Name	File Name	Version Date	Version	Size
Implied Consent/Assent	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 Track Changes.docx	27/Apr/2019	5	58.6 KB
Implied Consent/Assent	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 CLEAN.docx	27/Apr/2019	5	54.7 KB

### 4.4

4.4 \*Is there a relationship between the potential participant and the person obtaining consent?

- ☐ Yes
- ☒ No

## 4.5

4.5 \*Given your study sample, is it likely that participants may have communication difficulties (e.g., who may need translation, who are illiterate, who may have trouble understanding or producing speech) and who may require special support?

- ☐ Yes
- ☒ No

## 5.1

5.1 \*Are there any direct benefits to study participants?

- ☒ Yes
- ☐ No

Describe any direct benefits to the study participants:

Study participants will have the option to receive an electronic copy of the final research report. Study participants will gain knowledge of research results that may help inform them in future best practice program development, implementation and delivery.

## 5.2

5.2 \*Describe the potential benefits to society:

The information gathered may assist in providing recommendations and best practices to GFB programs to improve their effectiveness, reach and sustainability to the broader community/society, particularly for populations who are more challenged with food insecurity.

## 5.3

5.3 Are there any foreseeable potential risks, harms, vulnerabilities or inconveniences as a result of participating in this study?

- ☐ Yes
- ☒ No



## 5.4

5.4 \*Is there a foreseeable likelihood that, in the course of this research, you will acquire information that is legally required to be reported (for example, abuse or neglect of a child, reports of harm to self or others, etc.)?

- ☐ Yes  
☒ No

## 6.1

6.1 Based on the information in the Data Security and Confidentiality-Guidance Document, are you collecting any information for the purposes of this study (e.g., including written consent) that could reveal the participant's identity (i.e., directly or indirectly)? (see help text):

- ☒ Yes  
☐ No

6.2 \*Identify all identifiable information that will be collected for this study. (Select all that apply):

- ☒ Full Name  
☐ Initials  
☐ Address  
☐ Full Postal Code  
☐ Partial Postal Code  
☒ Telephone Number  
☒ Email Address  
☐ Full Date of Birth  
☐ Partial Date of Birth  
☐ IP Address  
☐ Audio Recording (i.e., any recording of voice)  
☐ Video Recording (i.e., any recording of a person and/or identifiable environment such as a home)  
☐ Photographs (i.e., any photograph of a person and/or identifiable environment such as a home)  
☐ Student Number  
☒ Other

\*Justify Full Name:

Full name of manager/coordinator of GFB program is required to send the online survey to the appropriate person.

\*Justify Telephone Number:

Phone # of GFB program manager/coordinator is most likely to be a workplace phone # that may assist with directing the online survey to the appropriate person and email address.

\*Justify Email Address:

Email address will be used to send the online survey to.

\*Specify Other and justify:

A unique study ID code will be assigned to each GFB program on the study participant list, and stored on a separate confidential master list, accessible only by the researcher and principal investigator. The unique study ID code will be sent to the study participant and required to be entered to access the online survey. This will allow the researcher to be able to: follow up with the GFB program/organization for further data clarification, should this need arise. As a study participant, it is outlined in the LOI/C, they would agree to be contacted in future if data clarification is required. This will also enable the researcher to isolate and remove a specific organization's data, should the organization request withdrawal from the study at any time. Participants will be asked if they wish to have their organization acknowledged in the final research report by checking yes or no in the beginning of the survey. Consent to participate is also a specific check box question at the beginning of the survey, following the LOI/C section.

### 6.3

6.3 \*Indicate how study participants will be identified in the study records (e.g., study number, pseudonym):

GFB program participants will be identified by a coded Study ID number, and a master list with identifiers will be kept in a secured separate folder.

### 6.4

6.4 \*Will there be a unique code linking identifiers to the study participant?

- ☒ Yes  
☐ No

\*Who will have access to the code?

Principal investigator and Researcher only.

### 6.5

6.5 \*Indicate the extent to which the study participant is able to withdraw their data from the research study and any limitations on the withdrawal:

Participants can withdraw their data at any time.

### 6.6

6.6 \*How will study participants' data be reported in the dissemination of results (e.g., aggregated data, identifiable descriptors, de-identified descriptors, co-authors, direct quotes, etc.):

Aggregated data.

## 7.1

7.1 \*\*Will you be physically transporting or electronically transmitting any [identifiable or de-identified] study records outside Western and/or its affiliate institutions? (e.g., audio recordings, questionnaires, interview transcripts, signed consent forms, etc.):

- ☒ Yes  
☐ No

## 7.2

7.2 \*Will the transportation or transmission of study records conform to the requirements of the Data Security and Confidentiality-Guidance Document, Section A - Transportation and Transmission of Study Records?

- ☒ Yes  
☐ No

## 7.3

7.3 \*Will any individuals/groups/organizations outside of the study team have access to identifiable study records?

- ☐ Yes  
☒ No

## 8.1

8.1 \*How are you storing your study records?

- ☐ Paper  
☐ Electronic  
☒ Both (Paper and Electronic)

## 8.2

8.2 \*Will the storage of study records conform to the Data Security and Confidentiality-Guidance Document, Section B - Storage, Retention and Destruction of Study Records?

- ☒ Yes  
☐ No

### 8.3

8.3 \*Will someone other than the local Principal Investigator be retaining the study data?

- ☐ Yes  
☒ No

### 8.4

8.4 \*Confirm that the study records will be retained by the PI for a minimum of 7 years as per regulatory guidelines (e.g., granting agency guidelines):

- ☒ Yes

### 8.5

8.5 \*Will you be retaining identifiable information for longer than 7 years?

- ☐ Yes  
☒ No

### 9.1

9.1 \*Will participants receive any of the following? (select all that apply):

- ☐ Compensation for participation  
☐ Incentives for participation (e.g., performance-based)  
☐ Reimbursement for expenses that participants will accrue  
☐ Entry into a draw  
☒ None of the above

### 10.1

10.1 \*Is this study funded?

- ☐ Yes
- ☒ No

## 11.1

11.1 \*Will the PI or Co-Investigator(s) or anyone connected to them though their interpersonal relationship (including their partners, family members, or their former or current professional associates) receive any personal financial benefit in connection with this study?

- ☐ Yes
- ☒ No

## 11.2

11.2 \*Will the PI or Co-Investigator(s) or anyone connected to them through their interpersonal relationships (including their family members, friends, or their former or current professional associates) receive any personal (financial or otherwise) benefits including patent or intellectual property rights, royalty income, employment, share ownership, stock options, etc?

- ☐ Yes
- ☒ No

## 11.3

11.3 \*Is the PI or Co-Investigator(s) aware of any other community relationships, academic interests, financial partnerships, or economic interests (e.g., spin-off companies in which researchers have stakes or private contract research outside of the academic realm) or any other incentives that may compromise their integrity, independence or ethical duties in the conduct of the research?

- ☐ Yes
- ☒ No

## 11.4

11.4 \* Is the PI or Co-Investigator(s) aware of any institutional conflicts of interest (financial or non-financial) that may have an impact on the research?

- ☐ Yes
- ☒ No

## 11.5

11.5 \*Does the PI or Co-Investigator(s) or anyone connected to them through their interpersonal relationships (including their family members, friends, or their former or current professional associates) have any proprietary interest in the product under study or in any entity that is sponsoring or otherwise supporting the conduct of the study?

- ☐ Yes
- ☒ No

## 11.6

11.6 \*Will or does the PI or Co-Investigator(s) or anyone connected to them through their interpersonal relationships (including their family members, friends, or their former or current professional associates) have any association or connection with an entity that is sponsoring or otherwise interested in the outcome of the study? (e.g., consultant, advisor, board member, employee, director, etc.)

- ☐ Yes
- ☒ No

## 11.7

11.7 \*Are there any other real, potential or perceived conflicts of interest to declare to the REB?

- ☐ Yes
- ☒ No

## 12.1

12.1 12.1 \*Upload Principal Investigator Response to REB request for modification letter (if applicable):

Type	Document Name	File Name	Version Date	Version	Size
REB Response Letter	PEZZETTA - Ellen - Project ID 113837 - Response to Recommendations Version 2 Apr 27 2019	PEZZETTA - Ellen - Project ID 113837 - Response to Recommendations Version 2 Apr 27 2019.docx	27/Apr/2019	2	22.7 KB

## 12.2

12.2 If changes have been made to a previously submitted consent/assent form at the request of the REB, please upload track-changes versions of all proposed consent and/or assent forms (e.g. screening, main, optional), if applicable:

Type	Document Name	File Name	Version Date	Version	Size
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 Track Changes.docx	27/Apr/2019	5	58.6 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program LOI C Version 5 April 27 2019 CLEAN.docx	27/Apr/2019	5	54.7 KB

## 12.3

12.3 If changes have been made to a previously submitted study instruments/stimuli (e.g., survey, questionnaire, interview guide, focus group guide, observation guide, etc.) at the request of the REB, please upload the track-changes version(s):

Type	Document Name	File Name	Version Date	Version	Size
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 Track changes	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 Track changes.docx	25/Apr/2019	3	40.2 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Programs Survey Only Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	36.9 KB

## 12.4

12.4 If changes have been made to a previously submitted recruitment material at the request of the REB, please upload track-changes version(s):

Type	Document Name	File Name	Version Date	Version	Size
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 Track Changes.docx	25/Apr/2019	4	20.0 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Email Script Version 4 Apr 25 2019 CLEAN.docx	25/Apr/2019	4	18.2 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 Track Changes.docx	25/Apr/2019	3	18.5 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Reminder Email Script Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	16.8 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 Track Changes.docx	25/Apr/2019	3	17.8 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Final Reminder Email Script Version 3 Apr 25 2019 CLEAN.docx	25/Apr/2019	3	16.9 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 Track Changes	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 Track Changes.docx	25/Apr/2019	4	23.9 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 CLEAN	PEZZETTA - Ellen Good Food Box Program Phone Script Version 4 Apr 25 2019 CLEAN.docx	25/Apr/2019	4	22.2 KB

## 12.5

12.5 If changes have been made to a previously submitted other participant materials (e.g., debriefing document, screening document, etc.), at the request of the REB, please upload track-changes version(s):

## 12.6

12.6 Upload any additional materials requested by the REB (if applicable):

Type	Document Name	File Name	Version Date	Version	Size
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 Track Changes	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 Track Changes.docx	27/Apr/2019	4	27.6 KB
Tracked Changes Document	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 CLEAN	PEZZETTA - Ellen Good Food Box Programs Research Protocol Version 4 Apr 27 2019 CLEAN.docx	27/Apr/2019	4	24.0 KB



## 12.7

12.7 Provide any additional comments for the REB to consider (if applicable):

## 13.1

13.1 \*Please confirm that if this is the first time you are submitting this particular application form to the REB, select "Initial Submission". If this application form has already been reviewed by the REB and they issued recommendations, select "Response to REB recommendations":

- ☐ Initial Submission
- ☒ Response to REB recommendations

## 13.3

13.1 \*Principal Investigator OR Delegate Signature:

**The Principal Investigator may choose to sign off electronically on all re-submissions(i.e., response to REB recommendations) or he/she may delegate this task to another qualified individual. NOTE: The PI is still fully responsible for the scientific and ethical conduct of the study at this institution.**

- I attest that the application as submitted is in compliance with the TCPS (2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans); AND with all other applicable laws, regulations or guidelines;
- I attest that, to the best of my knowledge, the information in this application is complete, current and accurate;
- I attest that this application contains the current and complete protocol, including, if applicable, any sub-studies;
- I acknowledge that I am responsible for promptly reporting any of the following to the REB:
  - modifications or amendments, such as changes in PI, changes in Co-investigator (if applicable), specific required changes to the Letter of Information/consent form, etc.;
  - all local reportable events that meet the REB reporting criteria, including but not limited to local unexpected, serious adverse events (SAEs), privacy breaches, protocol deviations and any new information that may adversely affect the safety of the participants or significantly affect the conduct of the study;
  - progress report (renewal/ continuing review form), annually or as often as requested by the REB;
  - completion or termination (e.g., End of Study Form);
- I certify that REB approval and all external and local institutional approvals will be obtained before the study will commence;
- I certify that the research team will adhere to the protocol and consent form as approved by the REB unless to eliminate an immediate safety hazard to participants and in accordance with any conditions placed on the REB approval;
- I certify that all information provided in this application represents an accurate description of the conduct of the study.

**Privacy and Security Acknowledgement:**

- On behalf of all members of my research team, I recognize the importance of maintaining the confidentiality of personal health information (PHI)/Personal Information (PI) and the privacy of individuals with respect to that information;
- I will ensure that the PHI/PI is used only as necessary, to fulfill the specific study objectives and related study questions described in the application approved by the REB. This includes all conditions and restrictions imposed by the REB and the institution in which the study is being conducted, governing the use, security, disclosure, return or disposal of the study participants' personal information;
- I agree to take any further steps required by the REB or the institution to ensure that the confidentiality and security of the Freedom of Information Protection of Privacy Act (FIPPA), its accompanying regulations, and the Tri-Council Policy Statement.

**Signed:** This form was signed by Joseph Lyons (jlyons7@uwo.ca) on 29/Apr/2019 1:09 PM



## **LETTER OF INFORMATION AND CONSENT**

### **Study Title:**

Factors Affecting Good Food Box (GFB) Program Sustainability in Canada

### **Name of Principal Investigator:**

Joseph Lyons  
Assistant Professor  
Director, Local Government Program  
Department of Political Science  
Western University  
Social Science Centre, Rm 4162  
London, ON N6A 5C2  
jlyons7@uwo.ca  
519-661-2111, ext. 85168

### **Co-Investigator:**

Ellen Pezzetta  
RN, BScN, DPA  
Masters Public Administration Candidate  
Local Government Program  
Western University  
Phone #  
@uwo.ca

### **Introduction**

You are being invited to participate in a research study that aims to identify the factors that contribute to sustainability of Good Food Box (GFB) programs in Canada. This will result in identifying promising practices that a community could consider if they wished to refresh their current program or set up a new GFB program.

### **Background/Purpose**

GFB programs, implemented as an approach to provide affordable access to healthy food, specifically fresh fruit and vegetables, have been in place in Canada since 1994. Little research has been done on how well the programs are able to meet program goals, reach the people they wish to reach, keep the programs going, and if there are changes they are making to make them sustainable. Research that was done in 2013 through interviews with 21 of the approximately 50 known GFB programs at that time, found that there is a wide variety in how GFB programs are delivered, what their goals are, where they source food from and who oversees them. Review of the literature has garnered themes of what the factors are that contribute to sustainability.

### **Study Design**

This research project will involve disseminating an online survey to gather information from a lead manager or coordinator of all known existing and past GFB programs in Canada. The aim is to determine if the themes found in the literature of the factors that contribute to GFB program sustainability, are what is experienced in GFB programs across Canada.

The following criteria will be used to determine eligibility as a GFB program in this research study:

- a program that secures bulk fruits and vegetables for further dissemination to citizens; and
- a program that is publicly identified as a GFB program, or self identifies as a GFB program, and has the title of *Good Food Box* or has a similar title, such as *Fresh Food Box*; and
- a program that is governed by public sector, private sector, a hybrid of public and private sector, or another non-profit organization or community collective; and,
- a program that has one or more distribution sites within a community; and,
- the program may be an existing program or a past program.

Community is defined as: a geographic area that may be a municipality, township, town, or city, or may be a designated subset geographic area within such an area; there may be several GFB programs within a municipality.

## Procedures

There is no central database or list of all GFB programs in Canada or in provinces or territories. Several steps will be taken by the researcher to find all GFB programs that currently exist or existed previously in Canada, using the 2013 publicly available research report, and contact with non-for-profit field experts to generate an initial list of those GFB programs with publicly available information.

The researcher will:

- contact all existing or past GFB programs on the initial list by email to confirm who the manager lead is and the best person to be invited to participate in the study and send the online survey to. Email correspondence will include Letter of Consent and survey attachments to allow invited participants time to gather data or consult with other staff or contributing members, in advance of the online survey dissemination;
- follow up within 1-2 weeks with a telephone call for the manager lead/best person to be invited to participate information, for those who have not responded to the email;
- ask these leads if there are any other programs that they are aware of, for which information is publicly available, that should be invited to participate;
- search for those organizations' information in the public domain and contact them by email or phone, depending on which information is available;
- advise the referring organization if information was not found for a referred program/organization; and,
- advise them that they can pass on the researchers' information to organizations who might be interested in participating.

A final list will be generated to make up the GFB program study participant list. A unique study ID code will be assigned to each GFB program on this list, and stored on a separate confidential master list, accessible only by the researcher and principal investigator. This will allow the researcher to be able to:

- follow up with the GFB program organization for further data clarification, should this need arise. As a study participant, you agree to be contacted in future if data clarification is required; and

- isolate and remove a specific organization's data, should the organization request withdrawal from the study at any time.

### Survey Dissemination

An email will be sent to you, as the program lead contact on the GFB program study participant list, inviting you to participate in the study using a unique study ID code provided in the email, and a link to the online survey. The Letter of Information and Consent will be included in the beginning of the online survey, followed by a check box, allowing you to confirm consent to participate. You will be asked if you agree to the name of the GFB program you represent, to be acknowledged as a contributor to the research in the final research report; this is not a requirement of study participation. The unique study ID code assigned to each GFB program, will be required to be entered before beginning the full survey.

### **Voluntary Participation**

Participation in this research is voluntary. If you agree to participate in this research study, you will be asked to consent to participate by checking a box, and then complete an online survey. The survey should take approximately 20 minutes to complete.

### **Withdrawal from Study**

If you decide to withdraw from the study, you have the right to request withdrawal of information collected about the GFB you represent. If you wish to have your information removed, please let the researcher know.

### **Risks**

There are no known or anticipated risks associated with participating in this study.

### **Benefits**

You may not directly benefit from participating in this study, but the information gathered may assist in providing recommendations and best practices to assist communities in how they deliver and implement GFB programs or establish new GFB programs.

### **Confidentiality**

Direct identifiers will not be collected on the survey. The principal investigator and co-investigator will retain a master list that links the participants' unique study ID code with the actual GFB program title so data can be re-linked if necessary. All research data will be stored for seven years and saved on a password-protected device, specifically on the researcher's personal computer in a secured folder. The information will only be available for access by the researcher and the principal investigator. Your survey responses will be collected through a secure online survey platform called Qualtrics. Qualtrics uses encryption technology and restricted access authorization to protect all data collected. In addition, Western's Qualtrics server is in Ireland, where privacy standards are maintained under the European Union safe

harbor framework. The data will then be exported from Qualtrics and securely stored on Western University's server. Data will be analyzed in aggregate form on the researcher's personal password-protected device. The password-protected personal computer is kept in a locked building when not in direct possession of the researcher.

### **Compensation**

You will be not be compensated for your participation in this research.

### **Rights as a Participant**

Your participation in this study is voluntary. You may decide not to be in this study. Even if you consent to participate, you have the right to not answer individual questions in the survey or withdraw from the study at any time. If you decide to withdraw from the study, the information collected as it relates to the GFB site you represent, will not be used as part of the study. You do not waive any legal right by consenting to this study.

### **Consent**

Checking the 'consent to participate' box and completing the survey is indication of your consent to participate.

### **Questions about the Study**

If you have any questions about this research study, please contact:

Joseph Lyons  
Assistant Professor  
Director, Local Government Program  
Department of Political Science  
Western University  
Social Science Centre, Rm 4162  
London, ON N6A 5C2  
jlyons7@uwo.ca  
519-661-2111, ext. 85168

Ellen Pezzetta  
RN, BScN, DPA  
Masters Public Administration Candidate  
Local Government Program  
Western University  
Phone #  
@uwo.ca

If you have any questions about your rights as a research participant or the conduct of this study, you may contact The Office of Human Research Ethics (519) 661-3036, 1-844-720-9816, email: [ethics@uwo.ca](mailto:ethics@uwo.ca). This office oversees the ethical conduct of research studies and is not part of the study team. Everything that you discuss will be kept confidential.

In addition to the above, representatives of The University of Western Ontario's Non-Medical Research Ethics Board may require access to your study-related records to monitor the conduct of the research.

**THIS LETTER IS YOURS TO KEEP FOR FUTURE REFERENCE.**

## **Telephone Script for Good Food Box Program Research Study Recruitment**

Hello,

May I please speak with (GFB program manager or insert name of the potential participant here if this information is publicly available ).

I am a Masters Public Administration (MPA) student at Western University, in London, Ontario, completing research on Good Food Box programs across Canada. I would like to speak to the GFB program manager or coordinator about this research.

*If able to secure the correct individual on the phone.*

I would like to invite you to participate in a research project that is studying factors that contribute to sustainability of GFB programs; in other words, what helps a GFB program continue to exist, achieve its mission and goals, and have the financial stability it requires to continue.

I have an email that I can send you that provides more details about the research, who is included, how data will be gathered, how privacy information will be protected, and how to provide consent (*refer to email script as follow up*). I can also provide you more information over the phone now if you have time available.

Is this a good time to discuss this?

*If yes, continue to explain study details to them based on the letter of information and consent that is part of the survey platform and the email script.*

Do you have any questions?

Are you interested in participating in this research?

*If yes, confirm email & contact information details where the online survey with the embedded LOI/C will be sent to.*

I have one final question:

Because there is no central database of all GFB programs in Canada, there may be programs that are not known to me, or which have been discontinued. Can you provide me names of GFB organizations that I am unaware of, but about which information is available publicly, so that I can access contact information through a search of this public information, and invite them to participate in the study? I will advise you if I am unable to find publicly available information. You can then provide them with my contact information to reach me if they wish to participate.

Thank you for your time today. I will send you the email along with the survey, that includes the letter of information and consent to allow you time to gather any report data or consult with other staff or contributing members, in advance of the online survey being sent to you.

Ellen Pezzetta

## **Email Script for Recruitment**

**Subject Line: Invitation to participate in research:**

### **Factors Affecting Good Food Box (GFB) Program Sustainability in Canada**

Hello, My name is Ellen Pezzetta. I am a Master's Student at Western University in the Public Administration Program, inviting you to participate in an academic study, in the form of an online survey, that I am conducting on Good Food Box (GFB) Programs in Canada. I accessed your email address from publicly available information. The principal investigator for this research is Joseph Lyons, a professor at Western University, and my research supervisor is Jennifer Kirkham, also a professor at Western University.

The goal of this research is to determine what the factors are, that contribute to the program being sustainable. In other words, what helps a GFB program continue to exist, achieve its mission and goals, and have the financial stability it requires to continue. The intent is to gather information about promising practices that existing GFB programs or communities that are considering implementing a new GFB program, can use for their programs.

I would like to invite you to participate in completing the online survey to share your experience with the GFB program that is in your area, and/or that you oversee. Attached is a letter of information and consent that provides further details about the proposed study, and a copy of the survey, to allow you time to gather any report data or consult with other staff or contributing members, in advance of the online survey being sent to you. Once disseminated, the survey should take approximately 20 minutes to complete.

Because there is no central database of all GFB programs in Canada, there may be programs that are not known to me, or which have been discontinued. Should you be aware of the names of any existing or discontinued GFB programs, that I am unaware of, but about which information is available publicly, that may be interested in participating in this research, please provide the organization names. I will search this publicly available information for contact information and invite them to participate in the study. I will advise you if I am unable to find publicly available information to contact them. You can then provide them my information, and they can contact me directly if they wish more information and/or wish to participate in the study.

If you are willing to participate in this study, please confirm the correct email contact information that the survey can be sent to. I will follow up with a telephone call in 1-2 weeks if I do not hear back to confirm if you are interested in participating and the correct address to send the information to.

Sincerely,

Ellen Pezzetta  
RN, DPA, BScN  
Masters Public Administration Candidate  
Local Government Program, Western  
University  
@uwo.ca  
Phone #

**Principal Investigator**  
Joseph Lyons  
Assistant Professor, Director  
Local Government Program  
Western University  
Social Science Centre, Rm 4162  
jlyons7@uwo.ca; 519-661-2111,  
x85168



## **Reminder Email Script for Recruitment**

**Subject Line: Invitation to participate in research:**

### **Factors Affecting Good Food Box (GFB) Program Sustainability in Canada**

An email was sent to you one week ago and we wanted to send you a quick reminder about our study.

You are being invited to participate in a study that we, Ellen Pezzetta, researcher, and Joseph Lyons, principal investigator, are conducting. Briefly, the study involves completing an online survey on information about the Good Food Box program that is in your area and/or that you oversee. The survey should take approximately 20 minutes to complete.

If you would like to participate in this study, please click on the link below to access the survey, which includes a letter of information and consent, requiring a check off if you agree to participate. Your unique study ID code contained in this email will be required to complete the survey.

Thank you,

Ellen Pezzetta  
RN, DPA, BScN  
Masters Public Administration Candidate  
Local Government Program  
Western University  
@uwo.ca  
Phone #

**Principal Investigator**  
Joseph Lyons  
Assistant Professor, Director  
Local Government Program  
Western University  
Social Science Centre, Rm 4162  
London, ON N6A 5C2  
jlyons7@uwo.ca  
519-661-2111, ext. 85168

## Final Reminder Email Script for Recruitment

**Subject Line: Invitation to participate in research:**

**Factors Affecting Good Food Box (GFB) Program Sustainability in Canada**

We wanted to send you a quick final reminder about our study that will ***close in two days*** (or *specify date*).

You are being invited to participate in a study that we, Ellen Pezzetta, researcher, and Joseph Lyons, principal investigator, are conducting. Briefly, the study involves completing an online survey on information about the Good Food Box program that is in your area and/or that you oversee. The survey should take approximately 20 minutes to complete.

If you would like to participate in this study, please click on the link below to access the survey, which includes a letter of information and consent, requiring a check off if you agree to participate. Your unique study ID code contained in this email will be required to complete the survey.

Thank you,

Ellen Pezzetta  
RN, DPA, BScN  
Masters Public Administration Candidate  
Local Government Program  
Western University  
@uwo.ca  
Phone #

**Principal Investigator**  
Joseph Lyons  
Assistant Professor, Director  
Local Government Program  
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