

**Purpose**

The purpose of these guidelines is to ensure the confidentiality of participants who park on University of Regina campuses to take part in research studies. With this process, the only record of who parked is the license plate which is kept by Parking Services for 4 years.

**Description**

Visitors must pay to park between the hours of 8:00 am to 5:00 pm, Monday to Friday.  
Parking is free of charge (excluding parkades) evenings, weekends and statutory holidays.  
Accessible stalls and time zones/limited areas are enforced at all times.  
Parking rates are \$2.00 per hour up to a maximum of \$16/day.

There is 'pay-as-you-go' parking in various locations on the Main Campus, First Nations University of Canada, and the College Avenue Campus. Participants can pay to park using a coupon code (provided by the researcher) at a Paystation. Participants will need to provide their licence plate number. This will provide parking paid by the researcher, and Participants will not be required to pay anything up front. Parking services will provide an invoice that is charged to the researcher's FOAPAL. FOAPALS will be charged for the amount of time the participant parked.

**Coupon Code**

To request a coupon code, email [uparking@uregina.ca](mailto:uparking@uregina.ca) providing the following information:

1. A coupon code can be set up by the number of uses, a maximum dollar amount, or unlimited. The code can also be managed by month, by semester, or by year.
2. Time: How long the participation will take in total. If the session goes longer than this length of time, the researcher must contact parking services immediately to prevent a parking ticket from being issued to the participant. Notify the participant that the parking is only covered for the length of time indicated, if they wish to remain on campus afterward they will need to pay for parking.
3. Indicate that you wish to cover 100% of the parking cost from the FOAPAL  
Parking Services will email back a single code which will be used for all of the participants.

**Consent Form**

Include the following under confidentiality "Your license plate will be kept in parking services records for 4 years, after which it will be deleted. Parking services will not have access to any details of the study."

**Communication to Participants**

The following information should be provided to participants when the meeting time is confirmed.

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Your session is scheduled for \_\_\_\_\_ (Date and time) in \_\_\_\_\_ (room and building) on the University of Regina (Main, College Avenue or First Nations University) Campus.

1. Your parking coupon code is \_\_\_\_\_
2. Please park at a designated pay to park public parking location. Lots 1, 2, 3, 5, 6, 10, 14, 15, Curb Side  
<https://www.uregina.ca/parking/assets/Main-Campus-Map-MCM.pdf>

3. When you park, make note of the Location #

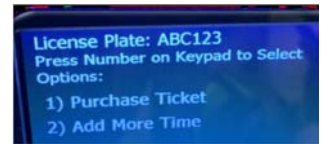


4. Locate Parking Pay Station  
<https://www.uregina.ca/parking/assets/Main-Campus-Map-MCM.pdf>



5. Provide your license plate.  
Note: This information will be stored for 4 years by the Parking Services Office and then deleted.

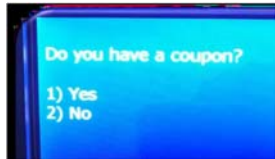
6. Select 1 Purchase Ticket



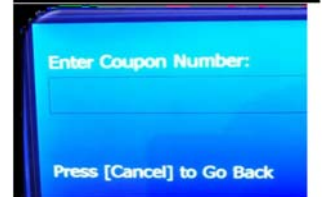
7. Your Length of Stay is \_\_\_\_\_ (provide the amount of time they will be on campus. It is best to suggest a longer time as cannot go over this time. If the participant ends up staying longer, the researcher will need to contact parking services right away to prevent a ticket from being issued)



8. Select Yes



9. Enter the coupon code: \_\_\_\_\_



10. Take a receipt (No need to place on the dashboard of your vehicle)



11. Parking costs are only covered for the duration of your participation. If you wish to remain on campus after your study session, you will need to pay for additional parking costs. Not doing so may result in being ticketed.