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|  | **Dublin City University**  **RESEARCH ETHICS COMMITTEE**  NOTIFICATION FORM FOR LOW-RISK PROJECTS  **Application No.** *(office use only)*DCUREC/2019/**\_\_\_\_** |

**Section A: Applicant Details**

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| **PROJECT TITLE:** | CA172 Screencast |
| **APPLICANT NAME:** | Group 228 |
| **SCHOOL/UNIT:** | Faculty of Engineering and Computing, Dublin City University |
| **APPLICANT EMAIL:** | aaron.cleary28@mail.dcu.ie |
| ***If a student applicant, please provide the following additional information:*** | |
| Programme of Study: | CA172 |
| Supervisor Name: | John McKenna |
| Supervisor Email: | john.mckenna@dcu.ie |

**Section B: Questions**

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| **1. Notification Review is reserved for low-risk social studies that fall under the following classifications. Please indicate your project type below:**   |  |  | | --- | --- | | **Please mark as appropriate:** | | | **YES** | Anonymous Survey (the topic will not elicit significant difficulties for participants) | | **YES** | Observation (without audio or visual recording) of a public setting | | **YES** | Questioning participants regarding their opinions on products or services | | **NO** | Questioning students about standard educational practices | | **NO** | Study will monitor the impact of participants’ daily activities | | **NO** | Questioning public figures/professionals in their professional capacity regarding their professional activities | | **NO** | Analysis of existing anonymised data which has been provided to the researcher by a third party | | **NO** | Collection of biological samples which are anonymised and do not require invasive techniques (e.g. hair, nails). | |  | Other ***Please explain:*** | |
| **2. Please provide a justification for why your study is considered to be low-risk?**  Our study is considered low-risk as we will anonymously gather data from our participants and will then destroy the data 6 months after the study is complete. |
| **3. Please describe how your participants will be recruited?**  Our participants will be recruited through approaching them and requesting that they be part of our study. |
| **4. Informing your participants – Plain Language Statement**  *A Plain Language Statement (PLS) should be used in all cases. This is written information in plain language that you will be providing to participants, outlining the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. Please note that the language used must reflect the participant age group and corresponding comprehension level – if your participants have different comprehension levels (e.g. both adults and children) then separate forms should be prepared for each group. The PLS can be embedded in an email to which an online survey is attached, or handed/posted to individuals in advance of their consent being sought.* ***A copy of the PLS should be attached to this application****. See link to sample templates on the website:* <http://www4.dcu.ie/research/research_ethics/rec_forms.shtml>  *Please confirm whether the following issues have been addressed in your plain language statement for participants:*   |  |  | | --- | --- | |  | YES or NO | | Introductory Statement (PI and researcher names, school, title of the research) | YES | | What is this research about? | YES | | Why is this research being conducted? | YES | | What will happen if the person decides to participate in the research study? | YES | | How will their privacy be protected? | YES | | How will the data be used and subsequently disposed of? | YES | | What are the legal limitations to data confidentiality? | NO | | What are the benefits of taking part in the research study (if any)? | YES | | What are the risks of taking part in the research study? | YES | | Confirmation that participants can change their mind at any stage and withdraw from the study | YES | | How will participants find out what happens with the project? | YES | | Contact details for further information (including REC contact details) | YES |   *If any of these issues are marked NO, please justify their exclusion:* |
| **5. Capturing consent – Informed Consent Form**  *In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study, and give their signature. If your participants are minors (under 18), it is best practice to provide them with an assent form, while their parents/guardians will be given the Informed Consent Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box in the questionnaire (underneath the information section for participant), where the participant can indicate their consent. See link to sample templates on the website:* <http://www4.dcu.ie/research/research_ethics/rec_forms.shtml>. *A copy of the Informed Consent Form should be attached to this application.*  ***Note – IF AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE:*** |

**Important Notes:**

* **Please ensure you attach any *additional* relevant documentation to your application: E.G.** copy of Survey/Questionnaire, copy of Interview/Focus Group schedule, copy of permission/approval from external sources (i.e. approval to access individuals in an organisation, school, community group)
* **The application should consist of one electronic file only.** The completed application must incorporate the plain language statement, informed consent form and all supplementary documentation
* **All sections of the application form must be answered**. The completed application must be proofread and spellchecked before submission to REC
* **Typically, your application must be e-mailed to the DCU Research Ethics Committee at** [**rec@dcu.ie**](mailto:rec@dcu.ie)**. However, as this is for your CA172 project, it should be submitted via Loop as instructed.**

**Applications which do not adhere to these requirements will not be accepted for review and will be returned directly to the applicant.** The administrator to the Research Ethics Committee will assess, on receiving such notification, whether the information provided is adequate.

Please note: Project supervisors have the primary responsibility to ensure that students do not take on research that could expose them and the participants to significant risk, such as might arise, for example, in interviewing members of vulnerable groups such as young children. In general, please refer to the REC Guidelines for further guidance on what research procedures or circumstances might make a higher level of ethical approval necessary.

See <https://www4.dcu.ie/researchsupport/research_ethics/guidelines.shtml>

**DECLARATION BY PRINCIPAL INVESTIGATOR(S)**

**In the case of student applicants the Principal Investigator is their supervisor.**

*The information contained herein is, to the best of my knowledge and belief, accurate. I have read the University’s current research ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the REC guidelines* (<https://www4.dcu.ie/researchsupport/research_ethics/guidelines.shtml>), *the University’s policy on Conflict of Interest, Code of Good Research Practice and any other condition laid down by the Dublin City University Research Ethics Committee. I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the rights of the participants.*

*If there exists any affiliation or financial interest for researcher(s) in this research or its outcomes or any other circumstances which might represent a perceived, potential or actual conflict of interest this should be declared in accordance with Dublin City University policy on Conflicts of Interest.*

*I and my co-investigators or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.*

***Electronic Signature(s):***

*Principal investigator(s):*

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*Print Name(s) here:*

*Aaron Cleary, Armands Dunskis, Grainne Conway, Eamon Goonan*

*Date: 03/12/19*