**Ethical Approval for Non-Clinical Research Involving Human Participants**

**FORM A: Application for ethical approval for low risk projects**

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| Name of Applicant | Dr Craig Ramsay |
| Module/Group application | *YES* |
| School | Science and Engineering |
| University e-mail Address | cdramsay@dundee.ac.uk |
| Title of Project | AC40001 Individual Project |
| Co-Investigators (with internal School or external organisational affiliation) | None |
| Projected Start Date | 26th October, 2020 |
| Estimated End Date | 30th May, 2023 |
| Funder (if applicable) | N/A |
| Version of Application (1, 2, 3…)\* | 1.0 |

\* After revision, please update the version number before re-submission.

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| **Students Only** | |
| Level of Study (Undergraduate (UG); Taught Postgraduate (TPG); Research Postgraduate (RPG) | Undergraduate (UG) |
| Name of University of Dundee Supervisor | Dr Craig Ramsay (Module Coordinator) |

**Note: Students must copy in their supervisor when submitting the application for review.**

**1. Project Overview**

Please provide, with reference to the relevant literature, an overview of the research project providing a short explanation (maximum 400 words) of the research questions the project will address and why the study is justified.

Please write this section in a way that is accessible to a person who is not an expert in your field.

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| AC40001 Individual Project is a module that is undertaken by students who are completing BSc Honours degree programmes within the Discipline of Computing in the School of Science and Engineering. The project is a self-managed piece of work that students complete across Semester 1 and Semester 2 during their final year of study and under the supervision of an Academic member of staff. The project is a culmination of the students' years of study and is intended to provide first-hand experience in carrying out a large and independent software development project in an area that is of interest to them and/or their future career plans. A typical project will contain all stages of the software development lifecycle. A typical project will also be expected to adhere to user-centred design practices and this may require user involvement during requirements gathering stages, prototyping stages, and/or final evaluations. These user-centred tasks commonly require the collection of primary data from living human beings in the form of interviews, questionnaires, focus groups, and/or workshops. Therefore, it is necessary to request ethical approval prior to conducting these tasks. The majority of student projects will fall into a low risk category and so this Group application is being submitted on behalf of the module to cover the ethical requirements and processes of such projects. It is likely that some student projects will require enhanced ethical considerations that go beyond the remit of this Group application; these students will be required to submit their own, separate, project-specific ethics application. Students who are conducting projects which are covered by the Group application will be required to adhere to the processes and requirements described herein and to provide evidence of doing so within their project documentation. Students will also be required to complete a ‘Researcher Declaration Form’ to confirm their compliance with the ethical application being made. |

**2. Aims and Objectives**

What are the aims and objectives of the project?

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| The aim of the module (AC40001 Individual Project) is to provide students with experience in carrying out an independent software development project which is the culmination of their years of study and which typically requires them to apply user-centred practices in the design, development, and evaluation of an end product. |

**3. Research Design and Methods**

Please describe the design of your study and the research methods including information about any tasks or measuring instruments (validated or otherwise) that you will be using. *If you are using non-validated instruments (e.g., surveys or questionnaires[[1]](#footnote-1) you have designed, interview questions, observation protocols for ethnographic work or topic lists for unstructured data collection) please attach a copy to this ethics application.*

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| Outlined below are three stages of research / user-involvement that are commonly utilised during the AC40001 Individual Project. Whilst some projects may complete all three of these stages, others may only complete one (e.g. Stage 3 Final Evaluation). The intention is to provide coverage of all three stages where the project requires it and ensuring that the projects concerned comply with the processes outlined below.  The requirements of each stage are described below. The step-by-step process that will be undertaken when conducting each stage will be similar if not the same and this will be outlined further below too). **PLEASE NOTE THAT THIS APPLICATION DOES NOT COVER THE COLLECTION OF PERSONAL DATA FROM PARTICIPANTS VIA ANY OF THE METHODS WHICH ARE DESCRIBED**. A person's contact details may be held by the researcher (e.g. name, address, email address, and/or telephone number) for the purposes of contact only, e.g. to liaise with participants. Otherwise, personal data must not be recorded during interviews or questionnaires. Where anonymous surveys are being used, participants must be advised against disclosing personal details. Where this inadvertently occurs, the relevant portions of data should be redacted. General demographics may be sought such as a person’s age range, gender, eating preferences, etc. However, this application does not cover the collection of data on the following: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetics, biometrics; health; sex life; or sexual orientation.  **Stage 1 – Requirements Gathering**  Requirements gathering usually takes place during the early stages of a software development project (but it may be ongoing throughout a project too). Requirements describe the intended features and functionality of a system that will address the needs of its end users. Requirements can be obtained in a variety of ways but it is common to approach the target users of the system to understand their needs and to seek their views and preferences. Common methods for requirements gathering are interviews, focus groups, workshops, and questionnaires. It is expected that one or more of these approaches will be adopted by project students during their requirements gathering phase(s).  In the case of interviews, focus groups and workshops; the project student will be required to arrange a meeting with one or more users at specified dates and times. In the event that in-person, face to face meetings can go ahead (in compliance with government advice) then these will be arranged at a suitable time and location that is accessible and convenient to those concerned. The meeting venues shall be restricted to the University of Dundee campus only. In the event that face to face meetings cannot go ahead or are simply not convenient then an online equivalent will be utilised instead. For online meetings, interviews, and group-calls in audio and/or video format, these are to be conducted using Microsoft Teams as per the University of Dundee guidance here: <https://www.dundee.ac.uk/research/governance-policy/ethicsprocedures/covid/>. When online meetings are utilised, these must not be recorded unless it is required for the purposes of the research and where informed consent has been obtained from all parties taking part for that purpose and in line with the University guidance referred to above. When online meetings are utilised, participants should be made aware of any general guidelines for conduct, e.g. such as expected dress codes. Participants should also be made aware of features that aid their privacy, e.g. such as the ability to blur their background. The preceding recommendations for online meetings also apply to similar activities within Stages 2 and 3 described later.  In the case of one-to-one interviews, it is estimated that these will last between 30 to 60 minutes on average. In the case of focus groups or workshops, it is estimated that these will would last for a half-day on average but up to a full day depending on the type of, or the nature of the event and the variety of people involved.  In the case of questionnaires, these will either be provided in hard copy format via post or in person (where feasible and in compliance with government advice for social interaction) or these will be delivered online. If being delivered online, questionnaires shall be deployed via the University-preferred *Online Surveys* resource (<https://www.onlinesurveys.ac.uk>). As noted previously, no personal data can be collected via questionnaires. If a basic form of identification is required for a questionnaire respondent, it is recommend that the project student provide participants with a unique identifier (e.g. such as P1, P2, etc.). The identifier can be entered into the questionnaire by the participant and then correlated with records that the project student maintains in a secure format and location.  It is estimated that questionnaires will take between 5 minutes and 30 minutes to complete on average depending on the number, variety, and depth of questions.  During requirements gathering (or any activities where students are being interviewed or questioned such as those described later in Stages 2 and 3), it must be made clear to participants that they do not have to answer any questions that they do not wish to answer and may indeed choose to remove their participation from the process at any time without penalty. Participants may also request that any data collected from them thus far be removed from the study (unless it is not possible to do so because the data is anonymised and/or aggregated with the data of others).  During requirements gathering (and activities described later in Stages 2 and 3), users may be presented with questions in different styles in formats. In some cases, open questions will be posed to users in order to stimulate discussion. Examples of these could be:   * What do you find most challenging or frustrating about x? * What would you improve about y? * Can you talk me through the stages of doing z? * What do you feel about y? * What are the top three things you like about z? * How long does it take you to do y? * What do you find most appealing about z? * What are the current problems you have with x?   In some cases, participants may be presented with materials to view or respond to. For example, being provided with a sketch of a potential user interface, or a choice of different ideas for a button on a user interface, or a choice of colour schemes to choose between, or being asked to mark an area in a box where they would most likely expect a certain user interface component to be. Participants may also be invited to sketch something themselves, e.g. “*please sketch your own idea for what this feature could look like*”. In some cases, participants may be asked to interact with a software prototype and offer their views on its usability, e.g. how easy was it to find feature ‘x’? In some cases, participants may be asked to interact with a physical device such as a Virtual Reality headset or similar. Their views may be sought on the size, weight, and ‘feel’ of the device for example.  NOTE: during these tasks, participants must be reassured that their abilities are not being judged or assessed.  In some cases, participants may be asked to use Likert-style questions to rate their views, responses, or feelings about things. E.g. “*on a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree, please rate the following: I found this system easy to use*”. Examples of other questions could relate to a person’s sporting preferences, their eating preferences, their hobbies and interests, their mood levels (excitement, sadness, etc.). In these cases, participants may be presented with tick-boxes to select answers from or scales to represent the extent of a preference. In some cases, general demographics may be sought such as a person’s age range, gender, and others. However, as noted previously, this application does not cover the collection of personally identifying data or data on the following: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetics, biometrics; health; sex life; or sexual orientation. In any case and where possible, it is preferable to allow users to express the answers to questions within a general range rather than specific values, e.g. *I am in the age range 40 to 50*, rather than *I am 43*. Participants should always be made aware of their ability to withdraw from the process and to not have to answer questions that they don’t want to.  The preceding sections have laid out the different approaches of requirements gathering which are proposed along with examples of the questions and methods that may be utilised. Regarding the actual step-by-step process that will be conducted, this is outlined later under the heading ‘Evaluation Process’.  **Stage 2 – Prototype Evaluations**  During a project, it is common to undertake one or more interim evaluations with target users in order to present them with a work-in-progress version of a system and to gather feedback from them. Participants may be provided with paper-prototypes, physical prototypes, high-fidelity prototypes (using advanced prototyping software), or working versions of an actual system. The purpose of the evaluation is usually to ascertain the following:   * How participants feel about the current look and feel of the application * Their preferences between different alternatives * Whether requirements have been addressed correctly * The usability and accessibility of the system, e.g. ease of use, colour schemes, etc.   Participants may undertake a freeform, unguided exploration of the prototype and/or they may be given specific tasks and instructions to complete. Tasks are dependent upon the system under development but examples may be:   * Can you upload a list of students into a class * Can you generate an attendance code for students * Can you determine how many students attended a class last Friday * Can you log in using the following username and password * Can you record the number of minutes of exercise you did today * Can you find out the average number of minutes of exercise you did last week * Can you identify which blood vessels within the image are classed as healthy * Can you delete all items within the virtual reality drawing space * And so on.   While the participant explores the application, the researcher can observe alongside and note significant items of interest, e.g. noting that a certain feature could not be easily found. The participant may be encouraged to think-aloud as they use the system and the researcher can make a note of these comments too, which could be written notes or by utilising video or audio recording. In the case of the latter, specific consent must be obtained from the participant and it should be made clear to them why such methods are being adopted and how the data will be stored (and later removed). It is recommended that audio or video recordings are used primarily for the purposes of transcribing user activity and that they be deleted when they are no longer required.  Having completed the tasks required, the participant may be provided with a questionnaire to complete and/or be presented with some interview questions. Examples of questions that may be posed are similar to those suggested in Stage 1 and these are subject to the same conditions and recommendations. Examples below:   * What did you find most challenging or frustrating about x? * What would you improve about y? * How would you rate x? * What are the top three things you like about z?   As per Stage 1, Likert-style questions may be posed to rate agreement levels or other quantifiable measures, e.g. *“on a scale of 1 to 5 I found the system easy to use”*. In addition, the participant may be provided with the standard NASA TLX (Task Load Index) and SuS (System Usability Scale) questionnaires to complete.  The above process can be completed in-person (where applicable and in line with government recommendations) or it can be completed online. The same recommendations outlined in Stage 1 above should be adopted, e.g. use of Microsoft Teams for online meetings and ‘Online Surveys’ for online questionnaires.  It is estimated that the evaluation will take between 20 to 45 minutes to complete on average. The step-by-step evaluation process is outlined later under the heading ‘Evaluation Process’.  **Stage 3 – Final Evaluation**  During a project, it is common to undertake a final evaluation with target users in order to gain feedback and data about the final product that has been created. The process of final evaluation will be conducted using exactly the same methods and processes as per Stage 2 above (Prototype Evaluation) but will focus on the (near-) final version of the product instead of an early or interim prototype. Please refer to Stage 2 above for a description of this process. The step-by-step evaluation process is outlined below under the heading ‘Evaluation Process’. As with Stage 2, it is estimated that the final evaluation will take between 20 to 45 minutes to complete on average.  **Evaluation Process**  The following general process will be adopted for completing the three Stages outlined previously. Any individual differences for each Stage are highlighted.   1. Participants will be provided with an information sheet with details about the research / evaluation that is being conducted and what will be expected of them. The information sheet may be provided electronically via email or shared during an online meeting. The information sheet may also form part of the pre-stages of an online questionnaire or online materials that are being provided to the participant electronically. In the case of the latter, the participant must confirm that they have read the information sheet before being able to progress to the next stage. This may be done by clicking a button such as ‘I confirm’ or ‘I accept’. 2. The participant will have an opportunity to ask any questions they have about the research or their involvement. Questions may be posed online via email or during online meetings. 3. Participants will be provided with an informed consent form to sign. Consent forms may be provided electronically via email or shared during an online meeting. In which case, a digital signature or equivalent would be required. The consent form may also form part of the pre-stages of an online questionnaire or online materials that are being provided to the participant electronically. In the case of the latter, participants must read the consent form and intimate their consent before being able to progress to the next stage. This may require the participant to tick check-boxes for the different statements on the consent form and / or then click a button such as ‘I confirm’ to proceed. Where applicable, the consent form will make clear if audio or video recording is being utilised and allow the participant to convey their consent for these, or not. 4. Having completed the preceding stages, participants will be provided with any necessary materials required. For example, in the case of Stage 1 Requirements gathering, participants may be given a questionnaire to complete or materials to review that could be used during interviews or focus groups (sample designs to review etc.). In the case of Stages 2 and 3, participants may be given a prototype system or final product to review along with related materials such as descriptions of tasks to complete. 5. Participants will then complete the task(s) required. The evaluation can take place online if required or it will be held at a location which is convenient and accessible to the participant and restricted to venues within the University of Dundee campus. Participants will be given access to any resources required, e.g. such as evaluation materials, use of laptops if applicable, and so on. In the case of online meetings, participants may be given the option of using their own PC or laptop to engage with the evaluation but alternatives can be provided too, e.g. the researcher can screen-share materials with the participant and give them control of an application to explore. If evaluations are being conducted online then these must be done in line with recommendations given previously about use of online resources. 6. During the task(s), the researcher may be present alongside the participant (either online or in person where suitable) in order to observe, offer guidance, and/or to answer questions. During this time the observer may choose to make notes in written form or via audio or video capture (where consent has been given for the latter and in line with recommendations). 7. In Stages 2 and 3 (system evaluations), participants may be asked to complete a questionnaire or answer some interview questions after they have completed the evaluation task(s) – the different forms of which are described previously. 8. Following this, participants will be provided with a debriefing to re-confirm the purpose of the research and how their data will be used. The participant will be asked to reconfirm that they are happy for their data still to be used. In the case of an online questionnaire, this stage may be completed electronically, e.g. by requiring the participant to click a final ‘I confirm’ button having digested the debriefing information. Alternatively, participants may contact the researcher direct to convey that they are still happy for their data to be used or not, as the case may be. |

**4. Identification and Recruitment of Participants**

How will participants be identified and recruited? Will your research involve participants outside of the UK? If so where?

Please provide details on how and by whom they will be contacted; please also add information on any exclusion criteria, should they apply. *Please attach the wording of any emails, letters, social media adverts or other written approaches that you may use for recruitment purposes.*

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| For the Individual Project, the primary target group for participants in the three Stages outlined previously will usually be staff and students within the University of Dundee along with other external users who can offer an informed appraisal or who could be part of the target user group for the application being developed. Participants may also include friends and family of the project student. In all cases, adherence must be given to government advice in relation to social distancing. Depending on the time of year in which the evaluation stages are being conducted (usually any time during November to April), it is feasible that some participants may be at their home address and/or country of residence which may not be in the UK. For example, students attending the University of Dundee come from various European countries, India and China. If evaluations or questionnaires are being conducted online, then it is feasible that they could be held with participants from these countries and perhaps others too. In which case, it is recommended that communications take place only through resources and communication channels endorsed and used by the University of Dundee and which are compliant with GDPR.  Invitations to participate in the study will be issued via the following methods:-   1. By personal email; 2. In-person (only where applicable in line with government recommendations) 3. By email invitation to relevant forums such as University mailing lists or mailing lists within community forums that are relevant to the application under development. 4. Via postings to forums that are relevant to the application under development and may include Social Media forums, professional forums such as LinkedIn, and developer forums.   For Stage 1 Requirements Gathering, it is estimated that between 5 and 15 participants will be recruited for involvement in interviews, focus groups, or workshops. In the case of questionnaires, it is expected that at least 10 participants will be recruited but the number could be upwards or 50 or 100 in the case of online questionnaires that are circulated to a distribution list.  For Stage 2 Prototype Evaluations it is expected that at least 5 participants will be recruited to take part but up to 20.  For Stage 3 Final Evaluation, it is expected that at least 5 participants will be recruited to take part but up to 20.  Throughout all stages, participants must be aged 18 or over. There are no restrictions on gender.  Exclusion criteria: none.  Please see below the general form of wording which will be used for email invitations or other notices:  *Dear xxx,*  *Would you like to help evaluate a new application that is being developed by a Computing student at the University of Dundee which will do ‘xyz’?*  *The evaluation will require you to use the application in a general way and to answer questions about how you perceive its effectiveness and usability.*  *You will be provided with all of the information you require to use the system and I will answer questions you may have. I will also ensure that I have your informed consent to proceed and I will explain how any data that is collected from you will be used.*  *I expect that the evaluation will take approx. 20-30 minutes to complete.*  *If you would like to take part, please contact me at the following email address:*  *jbloggs@dundee.ac.uk*  *Best regards.*  *J.Bloggs* |

**5. Informed Consent**

How will you obtain informed consent? Are you satisfied that all participants have capacity to make their own decisions and understand the risks?

Please explain how and when participants will be informed about the scope of the research, what their involvement would entail and their rights under data protection legislation. *Please provide the participant information sheet and consent form with this application*; if consent is not obtained in written format (e.g., oral communication, deliberate action to opt-in to surveys or questionnaires), please provide details of how consent will be obtained and recorded. If the project involves photography or video- or audio-recording of participants, explicit consent will need to be given; where applicable this includes consent for someone not on the direct research team to have access to the participant’s data (e.g. for transcription). Explain how you have considered and will address consent for the preservation and potential sharing and [reuse of data](https://www.dundee.ac.uk/media/dundeewebsite/ethics/Forms-A-and-B-Research-Data-Management-Guidance-v1-10012019.pdf).

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| Before taking part in any stage of the study, participants will be provided with an information sheet which describes the project and what the evaluation entails. They will be provided with an opportunity to ask any questions that they may have. Thereafter, they will be provided with an Informed Consent sheet to read and sign. Please see examples of the Informed Consent form and Participant Information Sheet enclosed. A final debriefing will be held after the evaluation has been completed. During this, it will be confirmed with the participant that they are still happy for their data to be included in the study. If participants wish to withdraw at any time after they have signed the consent form, they will be able to do so without any restrictions. Any of their data collected up to that point will be removed from the evaluation (unless the data collected is completely anonymous and no longer identifiable). The information sheet may be provided electronically via email or shared during an online meeting. The information sheet may also form part of the pre-stages of an online questionnaire or online materials that are being provided to the participant. In the case of the latter, the participant must confirm that they have read the information sheet before being able to progress to the next stage and this may be done by clicking a button such as ‘I confirm’. Consent forms may be provided electronically via email or shared during an online meeting. In which case, a digital signature or equivalent would be required. The consent form may also form part of the pre-stages of an online questionnaire or online materials that are being provided to the participant. In the case of the latter, participants must read the consent form and intimate their consent before being able to progress to the next stage. This may require the participant to tick check boxes for the different statements on the consent form and / or then select an ‘I confirm’ button to proceed. In the event of an online consent form being used which requires the user to provide their name to confirm their consent, please note the following: whilst Jisc Online Surveys is the required mechanism for any form of online survey covered by this application, it would be acceptable to use Microsoft Forms for the purpose of gathering online consent in this way. It is worth clarifying, under no circumstances should consent be gathered in this way using Google Forms. The consent form will make clear whether any audio or video recording is being utilised and allow the participant to convey their consent for these, or not. If audio or video recording is being used then it will be made clear to participants the reason why and how the data will be stored and for how long. |

**6a. Data Management: Lawful Processing of Data**

Data protection legislation[[2]](#footnote-2) requires participants to be informed of the [lawful basis](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/lawfulness-fairness-and-transparency/) for processing their personal data. At the University of Dundee, the normal basis for the lawful processing of personal data in research is that 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. If you intend to use another lawful basis you must contact the University’s [Data Protection Officer](mailto:dataprotection@dundee.ac.uk) (DPO) for advice and insert the lawful basis agreed with the DPO below.

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| The University of Dundee's lawful basis will be adopted. Participants will be informed of the lawful basis for processing their personal data. |

**6b. Data Management: Planning**

Please describe your plan for managing the data[[3]](#footnote-3) you will collect during your project and how it complies with data protection legislation. Include information on:

i) The type and volume of data; ii) Where and for how long will the data be stored and what measures will be in place to ensure secure storage; iii) Whether the data will be anonymised or pseudonymised[[4]](#footnote-4); iv) How secure access will be provided to data for collaborators; v) Whether and how data will be shared for [reuse](https://www.dundee.ac.uk/media/dundeewebsite/ethics/Forms-A-and-B-Research-Data-Management-Guidance-v1-10012019.pdf) by other researchers beyond the project (including details on any access restrictions); vi) Processes in place to erase and/or stop processing an individual participant’s data (except where this would render impossible or seriously impair the research objectives)[[5]](#footnote-5); vii) Processes in place for individuals to have inaccurate personal data rectified, or completed if it is incomplete; viii) Who has overall responsibility for data management for the research project; ix) [Arrangements for collection and transfer of data outside the UK](https://www.dundee.ac.uk/media/dundeewebsite/ethics/Forms-A-and-B-Research-Data-Management-Guidance-v1-10012019.pdf).

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| (i) Data will be of the following types (depending on the specific project): questionnaire data; notes from interviews, workshops, and/or focus groups; sketches. Audio and/or video recordings may be utilised where relevant to the needs of the project and where consent is given.  (ii) The data collected will be stored securely on the University of Dundee One Drive and will only be accessible by the principal research team. Data will be held for one year after which it will be removed and destroyed. If the research supervisor wishes to retain the data beyond this because it is of continuing value, they will take on responsibility for its stewardship.  (iii) All data collected during the study will be anonymised. It is recommended that each person who takes part in the study will be assigned a unique ID (e.g. P1, P2, etc.) and it is only the participant ID that needs to be referred during later data recording tasks. If required, the principle researcher may maintain a spreadsheet of the individual names and email addresses of each participant that they need to contact. This should be stored securely on the University of Dundee One Drive and should be password protected.  (iv) The primary data will only be accessed by the project team;  (v) A summary of the data, results and findings will be presented in reports and presentations of the research study but no reference will be made to the identities of individual participants other than via anonymous IDs, e.g. “Participant 1”, “Tester 3”, etc.;  (vi) Participants can contact the principle researchers to request corrections to their data and/or to remove it (unless the data is fully anonymous and aggregated in which case it would not be possible to identify an individual’s data within it);  (vii) Participants can contact the principle researchers to request corrections to their data and/or to remove it (where feasible for the latter);  viii) The overall responsibility for the data management of the research project behove to the research team.  ix) N/A |

**7. Other Permissions**

Are any other permissions (e.g., from local authorities) required? If so which?

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| None are anticipated. |

**8. Risks of Harm to Researchers and Participants**

Risks of harm. Please detail any risks associated with the project. Does the research involve fieldwork (either in the UK or overseas)? Does the research incur a risk of injury or ill-health above the level of risk prevalent in daily living? *If yes, please complete the relevant risk assessment form(s) (*[*general risk assessment form*](https://www.dundee.ac.uk/safety/policy/general/spa11-2002/) *and/or the risk assessment for* [*Travelling on University Work Overseas*](https://www.dundee.ac.uk/safety/policy/general/spa44-2010/)*) and submit with this application.*

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| N/A |

**9. Other Ethical Considerations**

Are there any other ethical considerations relating to your project which have not been covered above? If so, please explain.

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| N/A |

**10. Documentation**

Please list all attached documentation, ensuring that each item has a date and version number.

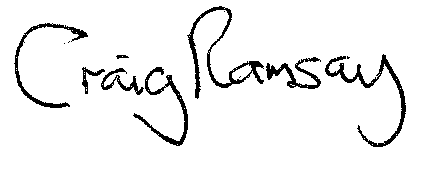
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| The following documents are attached. **NOTE: in the case of the Informed Consent Form and the Participant Information Sheet, there are some details which have to be completed by individual project students, e.g. providing their own email address or title of their project. These sections have been highlighted in red font to make clear where edits are expected and required. Otherwise, the remaining content of these documents is expected to remain as-is.**   1. Checklist 1 – 27th August 2020 - v1 2. Checklist 2 – 27th August 2020 - v1 3. Form A (this document) – 22nd September 2020 – v2 4. Participant Information Sheet - 27th August 2020 – v1 5. Informed Consent Form - 27th August 2020 – v1 6. Researcher Declaration Form - 27th August 2020 – v1 |

**11. Declaration**

By signing below I declare that I have read the University [Code of Practice for Non-Clinical Research Ethics on Human Participants](https://www.dundee.ac.uk/media/dundeewebsite/ethics/documents/Code-of-Practice-for-Non-Clinical-Research-Ethics-v2-July%202016.pdf) and that my research abides by these guidelines. I understand that this application and associated documents will be retained by the University.

**Principal Investigator or Student**

Name: Dr Craig Ramsay Date: 22nd September, 2020

Signature: 

**Supervisor (for applications from students)**

Name: N/A – Group Application Date:

Signature:

1. Please provide details of any survey tools you intend to use. The University approved online survey tool is ‘[Online surveys](https://www.onlinesurveys.ac.uk/)’ (formerly BOS). If you intend to use a different survey tool please indicate the reason. [↑](#footnote-ref-1)
2. The General Data Protection Regulation ((EU) 2016/679) and the UK Data Protection Act (2018). Further information can be obtained from the [University of Dundee data protection website](https://www.dundee.ac.uk/information-governance/dataprotection/) and the [website of the Information Commissioner’s Office](https://ico.org.uk/). [↑](#footnote-ref-2)
3. Note that staff and postgraduate research students are required to complete a research data management plan under the University of Dundee’s [Policy to Govern the Management of Research Data](https://www.dundee.ac.uk/media/dundeewebsite/ethics/documents/Policy-to-Govern-the-Management-of-Research-Data.pdf). However, providing you have included the information requested above, it is not necessary to attach a formal data management plan to this application. [↑](#footnote-ref-3)
4. (Article 4(5) of the General Data Protection Regulation describes pseudonymisation as: “The processing of personal data in such a way that the data can no longer be attributed to a specific data subject without the use of additional information”. An example would be where a coded reference or pseudonym is substituted for personally identifiable data. [↑](#footnote-ref-4)
5. The right to erasure under the General Data Protection Regulation does not apply if erasing the data would prejudice scientific or historical research, or archiving that is in the public interest. [↑](#footnote-ref-5)