Lista de documentos para solicitação de parecer à Comissão de Ética para Recolha e protecção de Dados de Ciências (CERPDC)

V2, 1-2-2018

Para submeter um processo à CERPDC, o responsável do estudo deve submeter os seguintes documentos (disponíveis em https://ciencias.ulisboa.pt/pt/prote%C3%A7%C3%A3o-de-dados#toc3):

1. Formulário (em inglês)
2. Guião do ou dos Estudos
    a. Trata-se apenas do protocolo experimental a ser seguido e não a proposta de projecto no qual o ou os estudos se inserem.
3. Proposta de Folheto Informativo a ser explicado a cada participante
    a. Está disponível um modelo-tipo, que explicita algumas das perguntas para as quais devem ser construídas explicações escritas.
4. Proposta de formulário de Consentimento Informado, a ser assinado por cada participante
    a. Está disponível um modelo-tipo. É admissível a eliminação criteriosa de items, ou a inserção de novos items, em função das especificidades do estudo.
5. Experiência prévia do Investigador Responsável relevante para o estudo em causa
6. Outros documentos relevantes, caso existam
    a. Por exemplo, requerimentos a, ou autorizações de, outras entidades, se aplicável.

Estes ficheiros devem ser submetidos por correio electrónico para a Secretária da Comissão, Dra. Tânia Fernandes (tmfernandes@fc.ul.pt)

Os membros da Comissão estão obrigados ao dever de sigilo, e, com excepção do título do estudo e do conteúdo da Secção 13 (***Informação Pública***), nenhuma informação recebida dos proponentes será, de alguma forma, divulgada, tornada pública ou usada indevidamente.

APPLICATION FOR ETHICAL APPROVAL OF A RESEARCH PROJECT

This application form is to be used by STAFF seeking ethical approval for non-clinical research projects/studies that involve human subjects.

Research must NOT begin until approval has been received from CERPDC.

INDEX

SECTION 1. APPLICANT 3
SECTION 2. PROJECT 3
SECTION 3. TYPE OF PROJECT 3
SECTION 4. PROJECT DETAILS 4
4.1 - PROJECT OUTLINE & AIMS 4
4.2 - PROPOSED RESEARCH METHODS 4
SECTION 5. PARTICIPANT DETAILS 5
SECTION 6. PARTICIPANT INFORMATION 7
SECTION 7. PARTICIPANT CONSENT 7
SECTION 8. PARTICIPANT DEBRIEFING 7
SECTION 9. PROTECTION OF PERSONAL DATA OF PARTICIPANTS 8
SECTION 10. RISK CONSIDERATIONS 8
10.1 - POTENTIAL RISK TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES 8
10.2 - POTENTIAL RISK TO RESEARCHERS AND RISK MANAGEMENT PROCEDURES 8
SECTION 11. IDENTIFICATION JOINT ACTIVITIES WITH THE MEMBERS OF THE COMMISSION 8
SECTION 12. SUMMARY OF CRITICAL ISSUES 9
SECTION 13. PUBLIC INFORMATION 9
SECTION 14. DECLARATION 10

Section 1. Applicant

Name of Researcher (Applicant):	André Monteiro, Frederico Vilante, Rodrigo Albino
Institution (if different from FCUL, FCiências.ID):	Click here to enter text.
Email address:	fc51718@alunos.fc.ul.pt, fc49019@alunos.fc.ul.pt, fc49027@alunos.fc.ul.pt
Contact Address:	Faculdade de Ciências, Universidade de Lisboa, Campo Grande 1749-016 Lisboa
Telephone Number:	Click here to enter text.
Research Unit:	Click here to enter text.
CENSUS number / Student number:	51718 / 49019 / 49027

Section 2. Project

Project / Study Title (public):	Servidores comunitários do Discord: Estudo de Experiência Controlada com Utilizadores
Supervisor (if applicant is a student):	Manuel J. Fonseca
Funding: Submitted to (for funding, if applicable):	Externally Funded ☐ Internally Funded ☐ Click here to enter text.

Section 3. Type of Project

Questionnaire/Survey e.g. surveys of members of particular groups / organizations; mail out questionnaires, street surveys	☐
Experiments e.g. participants completing tasks under controlled conditions, use of tasks/method other than or in addition to questionnaires/surveys	☐
Observational e.g. observing how people behave in a natural setting or in a laboratory	☒
Data-based e.g. the use of official statistics where individuals could be identified	☐

Other	☐
If 'Other', please describe.	Click here to enter text.

Section 4. Project Details

Proposed date on which the project/study will begin *(assuming, if applicable, that funding has already been granted by a funding agency)*:	02-06-2022
Proposed date on which the project/study will end:	23-06-2022

4.1 - Project Outline & Aims

Briefly describe:

- The aims of this research
- The main tasks (or tests) that participants will be required to complete
- What use will be made of sensitive economic, social or personal data.

This description must be in everyday language, free from jargon, technical terms or discipline-specific phrases.
(No more than 300 words)

The objective of this project is to understand if the functionality of discord turns out to be both user friendly and bring a good user experience. In addition, we want to understand if there are significant differences between the time of each genre to perform each task that we will ask the user to do. We want to understand if the design guidelines that discord proposes have the best usability and accessibility possible.
We want to carry out a controlled experiment for at least 12 people (trying to break it down evenly by gender) and analyze the results.
The data collected in this controlled experiment will help us to clarify some aspects that had already come from other data collections, such as interviews and questionnaires. This data will only be used for this analysis.
This Controlled Experiment was carried out anonymously, respecting the privacy of the people who respond to it, the images that were filmed will not be shared and after using them to produce the necessary data, they will not be used for other purposes. We want to collect information about: the time each user takes to do each task that is requested; how easy it was for users to do the tasks; whether the results are directly linked to the user's gender; and the difference between external demand and discord.
The objective of the test is to understand if features such as gender can differ in the time that discord features are made on community servers and if the existing search functionality in discord itself supports the needs of users. It is not intended to evaluate you. All recommendations and suggested improvements will allow the investigation to evolve and are welcome. Each test takes a maximum of about 20 minutes, but it does not have a mandatory time. You will only participate in a trial where our goal is to measure the execution times of tasks on community servers and measure the ease of completing them and your user experience.

4.2 - Proposed Research Methods

Please provide an outline of the proposal research methods, in layman's terms, avoiding using jargon and technical terms as much as possible. Do include:

- Where and how data will be collected and stored;
- All tasks that participants will be asked to complete;

- If the research will take place outside of Portugal or in collaboration with internationally-based partners, and/or if research will take place using the Internet;
- Present an outline of the method in a step-by-step chronological order.

(No more than 700 words)

The controlled study will have a number of tasks for the user to do in addition to having the scenarios for each of the taks. During each task of the questionnaire, the participants will have, in addition to each task, a task scenario to be able to integrate 100% in what and to do. In addition, during each task, a Single Ease Question (SEQ) will be made, which will measure the ease that each user had to do each task. At the end of each task, users will have a user experience questionnaire (UEQ) that will help us understand the entire user experience that we intend to analyze. In addition, at the end there will be a questionnaire to know the demographic data and some more information about the users, always hiding the identity. This controlled study will be done in person where each user will do the tasks on a very similar computer with the same comfort conditions and with an appropriate mouse for the tasks so that there is no imbalance of results. The user who is going to take the controlled test can withdraw at any time, without any penalty and at any time from the questionnaire to withdraw their anonymous data, because we want the best possible satisfaction for them. In addition, we will request your consent to use your anonymous data to our study. To carry out this controlled experiment we will follow the following protocol: 1. Participants will be informed of the presence of the entire team, the objectives of the controlled experiment and the use of the data. 2. Participants have the right to withdraw at any time and, if they wish, they can withdraw their data from the experiment at any time without any problem. In addition, we will clarify any questions that participants have about the experiment, always trying to be as clear as possible and without disclosing any data that they can somehow use in the experiment to help them and thus leave the data influenced. 3. We will obtain consent from participants using the Informed Consent Form. 4. After the participants accept and consent to participate in this experiment we will start the controlled experiment. 5. During the execution of the controlled experiment, and after the participant has performed each task, we will ask the participant to fill in how easy it was to perform this specific task through the Single Ease Question (SEQ). 6. After the experiment tasks have been completed, we will ask participants to fill in their experience of using these activities through the User Experience Questionnaire (UEQ) and finally questions will be asked to understand the frequency of use they have in the tasks that you will ask and questions for us to make your demographic characterization. 7. At the end of the controlled experiment we will thank the participants and reconfirm their informed consent. If they say this time that they do not accept the participation and processing of data, it will be done exactly the same as previously mentioned.

Section 5. Participant Details

Does this research specifically target (select all that apply):

Students or staff of this institution	☒
Adults (over the age of 18 years and competent to give consent)	☒
Children/legal minors (anyone under the age of 18 years)	☐

The elderly	☐
People with intellectual or communication difficulties	☐
People in custody	☐
People engaged in illegal activities (e.g., drug-taking)	☐

Number of participants:	Expected at least 15 different individuals for the controlled experiment
Age from:	18
Age to:	30
Target populations to recruit participants, and means to select participants:	Students, preferential bellow 30 years old. Need to be people that know discord and use regular to have a good data quality.
Reasons to select the required populations:	We chose this age group because in the questionnaires and interviews we did in the previous stages, we were able to understand that age ended up influencing the times of performing tasks on Discord.

Does this project require approval from an external authority (e.g., CNPD, schools, governing body)?	**YES** ☐	**NO** ☒
Has approval already been granted?	**YES** ☐	**NO** ☐

Section 6. Participant Information

	YES	NO
Will you inform participants that their participation is ***voluntary***?	☒	☐
Will you inform participants that they may ***withdraw*** from the research at any time and for any reason?	☒	☐
Will you inform participants that their data will be treated with full ***confidentiality*** and that, if published, it will not be identifiable as theirs?	☒	☐
Will you provide an ***information sheet*** that will include the contact details of the researcher/team?	☒	☐
Will you obtain ***written consent*** for participation?	☒	☐
Will you debrief participants at the end of their participation (i.e., give them an explanation of the study and its aims and hypotheses)?	☒	☐
Will you provide participants with ***written debriefing*** (i.e., a sheet that they can keep that shows your contact details and explanations of the study)?	☒	☐
If using a ***questionnaire***, will you give participants the option of omitting questions that they do not want to answer?	☐	☐
If an ***experiment***, will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect?	☒	☐
If the research is ***observational***, will you ask participants for their consent to being observed?	☐	☐

Section 7. Participant Consent

Please describe the arrangements you are making to inform participants, before providing consent, of what is involved in participating in your study:

We will give a brief description of how it will work and everything that will be requested. We will also explain what we want to collect from all this research and how your data will be used to analyze both the features on community servers and search for them on discord.

Please describe the arrangements you are making for participants to provide their full consent before data collection begins. Note that you can adapt, minimally, the template of the "*Formulário de Consentimento Informado*", to take into account the specificities of your studies:

We will use an adapted version of the "Informed Consent Form" when seeking full consent from each participant.

Participants should be able to provide written consent. If you think gaining consent in this way is inappropriate for your project, then please explain how consent will be obtained and recorded.

Section 8. Participant Debriefing

Please describe the debriefing that participants will receive following the study and the exact point at which they will receive the debriefing:

Participants will also be thanked and reassured that their participation is confidential. Participants will be personally thanked and assured that their participation is confidential after each intervention we have with them.

It is a researcher's obligation to ensure that all participants are fully informed of the aims and methodology of the project, and to ensure that participants do not experience any levels of stress, discomfort, or unease following a research session. Also describe any particular provisions or debriefing procedures that will be in place to ensure participants feel respected and appreciated after they leave the study. Please attach the written debriefing sheet that you will give to participants. If you do not plan to provide a written debriefing sheet, please explain why.

Section 9. Protection of personal data of participants

Describe, in some detail, the types of personal data that will be requested to participants and how this data is going to be organized, protected, shared, and eventually backed-up. In particular, describe the anonymity procedures of the responsibility of the principal investigator ensuring that the members of the research team have no access to personal data which is irrelevant for research purposes. Address the use of internet or public / private information systems throughout the research.
(No more than 300 words)

The survey data are all anonymous. Each participant of the controlled experiments will be anonymized through a unique id. No identifiable data will be stored/distributed anywhere. If audio and video are recorded, they will be encoded and will be destroyed shortly after the experiment is completed. Data will never be shared with others who are not responsible for the controlled experiment.

Section 10. Risk Considerations

10.1 - Potential risk to participants and risk management procedures

Identify, as far as possible, all potential risks (small and large) to participants (e.g. physical, psychological, etc.) that are associated with the proposed research. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents.

The survey data are all anonymous. Each participant of the controlled experiments will be anonymized through a unique id. No identifiable data will be stored/distributed anywhere. If audio and video are recorded, they will be encoded and will be destroyed shortly after the experiment is completed. Data will never be shared with others who are not responsible for the controlled experiment

10.2 - Potential risk to researchers and risk management procedures

What are the potential risks to researchers themselves? For example, personal safety issues such as lone or out of normal hours working or visiting participants in their homes; travel arrangements, including overseas travel; and working in unfamiliar environments. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents.

It is not assumed at any time that there is any risk to the person conducting the study.

Section 11. Identification joint activities with the members of the Commission

Did you participate in common research projects or did you co-authored scientific papers with any of the members of the Comissão de Ética para a Recolha e Protecção de Dados Pessoais (See Composição da Comissão) in the last 24 months?

It is not assumed at any time that there is any risk to the person conducting the study.

Section 12. Summary of critical issues

If all the answers are NO, the Commission will follow a fast evaluation procedure.

		YES	NO
1	The project involves children or other vulnerable groups?	☐	☒
2	The project requires the co-operation of a gatekeeper (defined as someone who can exert undue influence) for initial access to the groups or individuals to be recruited?	☐	☒
3	Is it necessary for participants to take part in the project without their knowledge and consent e.g. covert observation of people in non-public places?	☐	☒
4	The project includes deliberately misleading participants in any way?	☐	☒
5	The project includes discussion of sensitive topics e.g. sexual activity or drug use?	☐	☒
6	The project may cause psychological stress, anxiety, harm or negative consequences, beyond that encountered in normal life?	☐	☒
7	The project requires prolonged or repetitive testing i.e. more than 4 hours commitment or attendance on more than two occasions?	☐	☐
8	Are there financial inducements due to participants (other than reasonable expenses and compensation for time)?	☐	☒
9	The project causes pain or more than mild discomfort?	☐	☒
10	The project collects and stores personal or sensitive data from participants?	☐	☒
11	The project plans to transfer participants' personal or sensitive data to other institutions somehow participating in the studies?	☐	☒

Section 13. Public information

Describe the study and the populations associated to it, for public release in the site of the Commission, enabling others to contact you in case of similar activities.
(No more than 100 words)

The aim of this controlled experiment is to understand if the ease and time of community servers resources turns out to be different according to gender and if searching for community servers ends up being easier to do a search outside discord because there are not enough resources in discord. This project is part of a Master's course. The researchers will ask questions from the User Experience Questionnaire (UEQ), questions about the frequency of habitual use of the tasks and questions about demographic characterization after the execution of the tasks of the procedure guide with the questions of the Single Easy Question (SEQ) test that must go responding as they complete each task. Target population area: adult users aged between 18 and 29 years old, as in the questionnaires we carried out earlier we were able to understand that age ends up influencing time. The collected data will be analyzed and used as a source so that we can understand different aspects of the functionality of Discord's community servers.

Section 14. Declaration

I certify that the information contained in this application is accurate. I have attempted to identify the risks that may arise in conducting this research and acknowledge my obligations and the rights of the participants.	
Name of Investigator:	André Monteiro
Signature:	André Monteiro
Date	19/05/2022
Name of Investigator:	Frederico Vilante
Signature:	Frederico Vilante
Date	19/05/2022
Name of Investigator:	Rodrigo Albino
Signature:	Rodrigo Albino
Date	19/05/2022

For office use only:

CERPD has considered the ethical aspects of this proposal. The committee recommends that the study/project be:

☐ Approved, without conditions
☐ Approved, with conditions (identified below)
☐ Major revision required, leading to resubmission (for reasons below)
☐ Not approved (for reasons below)

Click here to enter text.

Signatures: