Dublin City University
School of Computing

APPLICATION FOR APPROVAL OF AN UNDERGRADUATE OR TAUGHT MASTERS PROJECT INVOLVING **HUMAN PARTICIPANTS**

Please read the following information carefully before completing and submitting your application.

- **Applications must be submitted via the project dashboard**

- **Student applicants must include their supervisor as the Principal Investigator (PI).** The form should be checked, approved and signed in digital form by the supervisor in advance of submission.

- **The application should consist of one electronic file only, in PDF format,** with an electronic signature from the PI (the project supervisor) and yourselves, the students. The completed application must incorporate all supplementary documentation, especially those being given to the proposed participants.

- **All sections of the application form must be answered as instructed and within the word limits given.**

Applications must be completed on the form; answers in the form of attachments will not be accepted, except where indicated. No hardcopy applications will be accepted. **The project must not commence until approval has been received from the School Research Ethics Committee.**

PROJECT TITLE	Usability Evaluation of the 'MyAllergyAssistant' App
PRINCIPAL INVESTIGATOR(S) *The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.*	Paul Clarke
START AND END DATE	Start: 12/09/2022 End date: 28/04/23
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Daragh Prizeman - CASE4 George Eskander - CASE4
LEVEL OF RISK *Please confirm that this project requires notification only*	Notification only: YES

1. ADMINISTRATIVE DETAILS

1.1 WILL THE PROJECT BE UNDERTAKEN ON-SITE AT DUBLIN CITY UNIVERSITY?

YES or NO
YES

If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section 2.7.

DECLARATION BY PRINCIPAL INVESTIGATOR / 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://www.dcu.ie/researchsupport/researchethics.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 project that may arise in conducting this project and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this project 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 and/or supporting staff have the appropriate qualifications, experience and facilities to conduct the project set out in the attached application and to deal with any emergencies and contingencies related to the project that may arise. Supervisor(s) signature(s) are required as evidence that they have read and approve the submission.

Please note:

1. *Any amendments to the original approved proposal must receive prior School Ethics Committee approval.*

2. *As a condition of approval investigators are required to document and report immediately to the School of Computing Ethics Committee any adverse events, any issues which might negatively impact on the conduct of the project and/or any complaint from a participant relating to their participation in the study*

Electronic Signature(s):

Principal investigator / Supervisor: Paul Clarke

Print Name(s) here: Paul Clarke

Date: 10/3/23

We, the students on this proposal, have read and approve this submission

Student(s) signature(s): Daragh Prizeman, George Eskander

Print Name(s) here: DARAGH PRIZEMAN, GEORGE ESKANDER

Date: 08/03/2023

2. PROJECT OUTLINE

2.1 LAY DESCRIPTION, AIMS & JUSTIFICATION, METHODOLOGY *(up to.100 words)*

Please outline, in terms that any non-expert would understand, what your project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases. State the aims and significance of the project.

Our CA400 project is an Android app, named MyAllergyAssistant, for users to identify allergens in food products.

The purpose of this research project is to get feedback from user testing, to improve our app's usability. Participants will be set a series of tasks to complete in the app, such as scanning a product barcode.

Participants will be given a test account to log into to test the usability of our app, thus not collecting any personal data. We will get feedback from participants via an anonymous online survey (google form) after they have performed the designated tasks in the app.

2.2 PARTICIPANT PROFILE

List and very briefly describe each participant group where applicable. For instance, participant group 1 will consist of…, participant group 2 will consist of… etc. Indicate if minors (Under 18) are involved *Provide the number, age range and source of participants. Please provide a justification of your proposed sample size.*

The participant group for this project will consist of DCU students and other friends and relatives who are at least 18 years old. No minors will be involved. We aim to have a minimum of 8 participants. All participants must be at least 18 years old. There is no maximum age of a participant.

Sample size: 8-12
We feel that this sample size will give us enough feedback to gauge the usability of our app.

2.3 PARTICIPANT RECRUITMENT

Please provide specific details as to how you will be recruiting participants. How will people be informed that you are doing this research? How will they be approached and asked if they are willing to participate? If you are mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement (e.g. through social media, if so include the text at the end of the form) is to be used, please ensure you attach a copy to this application (Approx. 100 words).

We will recruit participants by asking our classmates and other DCU students that we know, if they would be willing to participate in this research. We will also ask other friends and relatives to participate in this usability evaluation.

2.4I IS IT LIKELY THAT ANY PARTICIPANTS COULD BE CONSIDERED POTENTIALLY VULNERABLE?

Are some or all participants vulnerable in any way? (e.g by virtue of the group they belong to, people who have undergone traumatic or adverse emotional events, people with diminished cognitive ability, power relations between students and participants etc.)?

YES or NO
NO

If Yes, please state and describe what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants

2.5 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
YES

If NO, please explain why

IF YOU ANSWERED YES TO 2.5, PLEASE ANSWER THE FOLLOWING QUESTION:

2.6 HOW WILL THE ANONYMITY OF THE PARTICIPANTS BE RESPECTED?

Please bear in mind that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity. Participants involved in such projects need to be advised of this limitation in the Plain Language Statement/Information Sheet. If you intend to fully anonymize the data, please provide details

The identity of all participants of this research project will be anonymized as much as can be done so that no participant names or emails will be mentioned anywhere in the analysis of the feedback data. Participants will be informed of this anonymity in the Plain Language Statement.

2.7 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY

Participants need to be made aware that confidentiality of information provided cannot always be guaranteed by researchers and can only be protected within the limitations of the law - i.e., it is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions. ***This information should be included in your Plain Language Statement and Informed Consent Form.*** *Depending on the project proposal and academic discipline, you may need to state additional specific limitations.*

State how and where participants will be informed of these limitations

Participants will be informed of these limitations in both the Plain Language Statement and the Informed Consent Form.

2.8(a) EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

Please provide specific details as to how you will be recruiting participants. How will people be informed that you are doing this research? How will they be approached and asked if they are willing to participate? If you are e-mailing, mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement is to be used, please ensure you attach a copy to this application.

We will recruit participants in-person by asking our friends, relatives, classmates and other DCU students that we know, if they would be willing to participate in this research.

2.8(b) CHILD PARTICIPANTS (anyone under 18 years old)

If your participants include children, you ***must*** *confirm that you are in compliance with the research specific guidelines as detailed in "Keeping Children Safe - Policies and Procedures supporting Child Protection at DCU" - available at:* ***https://www4.dcu.ie/sites/default/files/policy/157%20-%20child_protection_handbook_rev1%282%29%281%29.pdf***

Please indicate your compliance with the following guidelines:	**Mark here**
We confirm that we have read and agree to act in accordance with the DCU Child Protection policy and procedures	
We confirm that we have put in place safeguards for the children participating in the project	
We confirm that we have supports in place for children who may disclose current or historical abuse (whether or not this is the focus of the project)	

2.9 PLEASE EXPLAIN WHEN, HOW, WHERE, AND TO WHOM RESULTS WILL BE DISSEMINATED, INCLUDING WHETHER PARTICIPANTS WILL BE PROVIDED WITH ANY INFORMATION AS TO THE FINDINGS OR OUTCOMES OF THE PROJECT?

After user-testing has completed, the feedback results will be seen by developers of the app (Daragh Prizeman & George Eskander) so that we can make some changes to the app in order to enhance usability. Results will also be available to the Principal Investigator and the examiners assessing our CA400 project. Participants will not be provided with any information about the outcomes of the project.

2.10 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION, SCHOOL ETC.?

YES or NO
NO

If YES, please specify from whom and attach a copy of the approval documentation. If this is not yet available, please explain when this will be obtained.

3. RISK AND RISK MANAGEMENT

3.1 EXPLAIN AND JUSTIFY THE STATED LEVEL OF RISK TO PARTICIPANTS

You must provide a justification that the stated level of risk and its corresponding level of review is notification only and not Full Committee or Expedited, as indicated on the cover page of your application. No project is completely without risk. Note that the level of risk may be influenced by the vulnerability of the research group, the methods employed and the nature of the project itself. For further information on risk levels, please refer to the Levels of Review information on the website: https://www.dcu.ie/researchsupport/researchethics.shtml

The stated level of risk is 'Notification only' and not 'Full Committee' or 'Expedited' as participants will only be used to gather feedback about the usability of our application. i.e. the design of the app, the user interface, ease of use etc.

No personal data will be gathered from participants, and all results will be anonymized; thus the level of risk is notification only.

3.2 POTENTIAL RISKS TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES

Identify, as far as possible, all potential risks to participants (physical, psychological, social, legal, economic, etc.), associated with the proposed project. Will your project involve deception, investigation of participants involved in illegal activities, performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression? Please explain what risk management procedures will be put in place to minimise these risks.

There are no risks to participants from being involved in this research project.

3.3 ARE THERE LIKELY TO BE ANY BENEFITS (DIRECT OR INDIRECT) TO PARTICIPANTS FROM THIS RESEARCH?

YES or NO
YES

If YES, provide details

Participants involved in this research could benefit indirectly by having some sense of pride in being involved in a research study that will improve the usability of this app for future users.

Future users of the app will benefit from these participants' involvement by having a more user-friendly app interface.

3.4 ARE THERE ANY SPECIFIC RISKS TO YOURSELVES IN CARRYING OUT THIS PROJECT?

Examples include use of dangerous materials, asking certain types of questions,The project being undertaken in certain locations, researchers working alone in isolated areas, etc.

YES or NO
NO

If YES, please describe and explain what risk management procedures will be put in place to minimise these risks

3.5 DEALING WITH ADVERSE/UNEXPECTED OUTCOMES

Please describe what measures/protocols you have put in place in the event that there are any unexpected outcomes or adverse effects to participants arising from involvement in the project.

We agree to regularly meet with our supervisor to monitor the project and enable them to help deal with unexpected outcomes, and this will provide support for participants and monitor the project.

YES or NO
YES

3.6 SUPPORT FOR PARTICIPANTS

Depending on risks to participants you may need to consider having additional support for participants during/after the study. Consider whether your project would require additional support, e.g., external counselling available to participants. Please advise what support will be available.

As there are no inherent risks to participants during this research study, there will be no support available unless the participant asks for particular support in some area, in which case we will consult with our project supervisor to find the best solution.

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the principal investigator will monitor the conduct of the project (especially where several people are involved in recruiting or interviewing, administering procedures, etc.) to ensure that it conforms with the procedures set out in this application. In the case of student projects please give details of how the supervisor(s) will monitor the conduct of the project.

We will have meetings with the principal investigator throughout the course of this project to ensure that it conforms to the procedures set out in this application.

3.8 DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?

YES or NO
NO

If YES, please provide further details

3.9 DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL, POLITICAL, IDEOLOGICAL, OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE PROJECT OR BIAS THE CONDUCT OR REPORTING OF THE PROJECT, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?

YES or NO
NO

If YES, please specify how this conflict of interest will be addressed

4. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR)

Applicant declaration:

0	**I understand that the proposed project, as set out in this form, is to be carried out by me in my capacity as a student of Dublin City University.**	**YES or NO**	**YES**

Definition of Personal Data

Personal data is any information about a living person, where that person is either identified or could be identified, from the data itself or when it is combined with other data. Typical examples of personal data in a research context are:

a) paper based records e.g. consent forms, research participant files, patient records, interview notes etc.

b) electronic records e.g. database of participant details, online survey returns, photos, audio & visual recordings, IP addresses, diagnostic / clinical imaging etc.

c) other e.g. genetic data, biometric data, clinical or medical samples etc.

Note: If personal data is to be obtained and / or processed in the course of the proposed research then there are certain legal obligations and principles to be followed. These are set out in the EU 2016 General Data Protection Regulation (GDPR) and associated Irish Law.

Any data that is fully and completely anonymous is not considered to be 'personal data'. However, any data that is merely pseudo-anonymised is deemed to be 'personal data'.

Further information on data protection issues is available from the University's Data Protection Unit (DPU). You should also consider consulting with your Unit's GDPR Advocate for help and advice on filling out this section of the form.

4.1 ASSESSING DATA PROTECTION RISKS & REQUIREMENTS

(A) Your knowledge of Data Protection		
Have you taken and completed the online data protection training course ('Data Protection Course') that is available to all staff and students through the DCU Loop System?	**YES or NO**	**YES**

If you answered 'No' to the previous question then the DPU strongly recommends that all applicants complete the course on Loop before completing section # 4 of the REC Application Form.

If you experience difficulties in accessing the Loop course at the link above, please contact the Teaching Enhancement Unit for assistance.

(B) Initial Assessment of whether any of the data to be used in the proposed research is '<u>Personal Data</u>' (see definition above)			
1	**Will the proposed research include living human subjects?** ***Rationale – personal data applies only to living individuals.***	**YES or NO**	**YES**
2	**Will the proposed research use any data that can be linked to an identified, or an identifiable, person?** ***Rationale – to be personal data it must be possible to associate it with an identified, or an identifiable, living person.***	**YES or NO**	**NO**
3	**Will the proposed research use any data identifiers that can be linked to a living person? Examples are a participant's name, code or ID number, their address, their IP address etc.** ***Rationale: fully anonymised data is not deemed to be 'personal data' but data that has been deemed to be merely pseudo-anonymised is deemed to be 'personal data'.***	**YES or NO**	**NO**

If you answered 'Yes' to any of the questions 1 to 3 in sub-section (B), then continue to sub-section (C) and answer questions 1-8. If you answered 'No' to all of the questions 1 to 3 in sub-section (B), then proceed directly to section # 5 of this Application Form.

(C) Assessing the degree of risk inherent in the personal data			
1	**Will the proposed research involve the use of <u>personal data</u> on individuals that reveals any of the following attributes or characteristics about them?** **(State 'Yes' or 'No' as appropriate to all of the following)**		**NO**
	Racial or Ethnic Origin	**YES or NO**	**NO**
	Political Opinions	**YES or NO**	**NO**
	Religious or Philosophical Beliefs	**YES or NO**	**NO**

	Trade Union Membership	**YES or NO**	**NO**
	Genetic Data	**YES or NO**	**NO**
	Biometric Data	**YES or NO**	**NO**
	Data Concerning Health	**YES or NO**	**NO**
	Data concerning a Person's Sex Life or Sexual Orientation	**YES or NO**	**NO**
2	**Will the proposed research involve the use of <u>personal data</u> relating to children or vulnerable individuals?** ***A child, for data protection purposes, is defined as an individual below 18 years of age. Where the processing relates to 'electronic marketing' the age limit is reduced to 16 years. A vulnerable individual may be anyone who is unable to consent to, or to oppose, the processing of his or her data for any reason, including disability.***	**YES or NO**	**NO**
3	**Will the proposed research involve the use of data relating to an individual's criminal convictions and / or offences?**	**YES or NO**	**NO**
4	**Will the proposed research involve the large-scale processing of <u>personal data</u>?** ***This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; processing where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or it has potential long-lasting effects on individuals.***	**YES or NO**	**NO**

5	**Will the proposed research involve any form of <u>automated processing</u> of personal data?** ***In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.***	**YES or NO**	**NO**
6	**Will the proposed research involve the sharing or transferring of any personal data to a 3rd party outside of DCU?** ***For example, other research partners, providers of translation or transcription services, etc.*** ***For clarity, this question is not intended to refer to any standard software services already provided by DCU, for example the university's email system or its cloud-based storage provider (Google Drive).***	**YES or NO**	**NO**
7	**Will the proposed research require the sharing or processing of personal data outside the EU or the EEA? (e.g. the US, the UK, Canada, Australia, China etc.)** ***The EEA refers to the 'European Economic Area' (i.e. the EU plus Norway, Liechtenstein and Iceland).***	**YES or NO**	**NO**
8	**Will the proposed research involve the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy?** ***This is especially important where two or more previously anonymous datasets are combined in such a way so as to allow for the identification of individuals. An example would be combining mobile phone location data along with any other dataset to identify individuals.***	**YES or NO**	**NO**

Important Point: Next Step

If you answered 'Yes' to one or more of the questions 1 to 8 in sub-section (C) You should consult with your Supervisor / Principal Investigator to who will assess whether there are any further data protection issues to be addressed or additional procedures to be followed.

Note 1: What does 'Minor' and 'Vulnerable Individual' mean?

A **minor** is defined as an individual below 18 years of age. Where the processing relates to 'electronic marketing' the age limit is reduced to 16 years. A **vulnerable individual** may be anyone who is unable to consent to, or oppose, the processing of his or her personal data for any reason. Both of these are of particular importance if the project compels the provision of data from individuals.

Note 2: What does 'large scale processing' mean?

The GDPR does not define what constitutes large-scale. EU guidance recommends that the following factors, in particular, be considered when determining whether the processing is carried out on a large scale:

- the number of data subjects (either as a specific number or proportion of the relevant population);
- the volume of data and/or the range of different data items being processed;
- the duration, or permanence, of the data processing activity; &
- the geographical extent of the processing activity.

Examples of large-scale processing include, but are not limited to:

- processing of patient data in the regular course of business by a hospital;
- processing of travel data of individuals using a public transport system (e.g. tracking via travel cards);
- processing of real time geo-location data of customers of an international fast food chain for statistical purposes by a processor specialised in these activities;
- processing of customer data in the regular course of business by an insurance company or a bank;
- processing of personal data for behavioural advertising by a search engine; &
- processing of data (content, traffic, location) by telephone or internet service providers.

Examples that do **not** constitute large-scale processing include, but are not limited to:

- processing of patient data by an individual physician; and
- processing of personal data relating to criminal convictions and offences by an individual lawyer.

B. Applicant Data Protection Assessment Questionnaire – Part II			
5(a)	Does your project include the use of Personal Data of individuals which reveals any of the attributes or characteristics below? If 'Yes,' please indicate which will be used in your project **(tick all that apply):**	**YES or NO**	**NO**
	racial or ethnic origin	**YES or NO**	**NO**
	political opinions	**YES or NO**	**NO**
	religious or philosophical beliefs	**YES or NO**	**NO**
	trade union membership	**YES or NO**	**NO**
	genetic data	**YES or NO**	**NO**
	biometric data	**YES or NO**	**NO**
	data concerning health	**YES or NO**	**NO**
	data concerning a natural person's sex life or sexual orientation	**YES or NO**	**NO**
5(b)	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	**YES or NO**	**NO**

6	Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences?	**YES or NO**	**NO**
7	Does your project include large-scale processing of personal data relating to living individuals? *This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; or where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or has long-lasting effects. (See **Note 2**, below)*	**YES or NO**	**NO**
8	Does your project include any form of automated processing of personal data, used to evaluate certain personal aspects relating to a living individual? *In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements*	**YES or NO**	**NO**
9	Does your project include any partners which are third parties outside of DCU? *e.g. Research partners, third party software providers or other providers such as translation or transcription services, etc.*	**YES or NO**	**NO**
10 (a)	Does your project involve the sharing or processing of Personal Data outside the EU or the EEA? *i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)*	**YES or NO**	**NO**
10 (b)	If 'Yes', please state which non-EU or EEA country is involved:		
11	Does the project require the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy? *An example would be combining mobile phone location data along with any other dataset to identify individuals.*	**YES or NO**	**NO**

If you answered 'Yes' to one or more of these questions, you should make sure that you have strong and secure data privacy risk mitigation safeguards in place, discuss these with your supervisor.

4.2 WILL ANONYMISATION OR PSEUDONYMISATION OF THE PERSONAL DATA, WHERE APPLICABLE, BE UNDERTAKEN?

Anonymisation *is the process of removing personal identifiers, both direct and indirect, that may lead to an individual being identified.* ***Pseudonymisation*** *is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific living individual without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure its security.*

YES or NO
YES

If YES, please explain below the methods by which you intend to anonymise/pseudonymise the personal data:

We intend on anonymizing any personal data by removing all personal identifiers from the results to protect the identity of participants.

5. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section the term 'Data' includes personal data that is in a raw or a processed state (e.g. interview audiotape, transcript or analysis, etc.). The term 'Samples' include body fluids and/or tissue samples.

5.1 HOW AND WHERE WILL THE DATA/SAMPLES BE STORED?

DCU recommends that any data stored electronically offsite should utilise the DCU Google Drive. Alternative offsite storage will need to be justified and must meet data protection and GDPR compliance requirements.

Data will be stored electronically using DCU Google Drive.

5.2 WHO WILL HAVE ACCESS TO DATA/SAMPLES?

If people other than the main researchers have access, please name who they are and explain for what purpose.

The people who will have access to the research data are the main researchers (Daragh Prizeman and George Eskander), our project supervisor (Paul Clarke), and the examiners who will be assessing our project at the end of the semester if requested.

5.3 HOW LONG IS THE DATA TO BE HELD OR RETAINED?

*Note that, with very few exceptions, **Personal Data** may not be retained indefinitely. It is up to the project team to establish an upper retention limit for each category of Personal Data used within the project and to ensure it is applied at the expiry of that limit. The School of Computing Research Ethics Committee recommends that Personal Data is retained until after the Progression and Awards Board for the current academic year.*

Any Personal Data will be held until after the Progression and Awards Board, as outlined by DCU's academic calendar, and deleted by 29th August 2023.

5.4 IF YOUR PROJECT DOES INVOLVE THE USE OF PERSONAL DATA THEN WILL THIS BE USED AT A LATER DATE FOR THE PURPOSE OF PUBLICATION OF THE RESULTS OF THE PROJECT?

YES or NO
NO

Where it is intended that the personal data used in the project will be used at a later date for the purposes of publication please explain how consent to do so will be obtained.

N/A

5.5 IF THE DATA/SAMPLES ARE TO BE DISPOSED OF AT THE END OF THE PROJECT PLEASE EXPLAIN HOW, WHEN AND BY WHOM THIS WILL BE DONE?

*Note that simply deleting files is not sufficiently secure. The additional steps to be taken to maintain data security should be given. **Personal data** must be disposed of in a safe and secure manner at the end of its retention period. If the data is stored in (a) a paper-based format, then shredding or disposal via a secure bin is recommended; or (b) in an electronic-based format, then deletion of the record or the full anonymization of the data is recommended. If data/samples are **not** being disposed of, please justify that intention.*

How will the data/samples be disposed of? Please describe the means by which the personal data will be	All personal data, including consent forms and survey results, stored on DCU Google Drive will be permanently deleted.

deleted or destroyed. This includes personal data held in hard copy and digital formats.	For any other personal data stored in files, the data will be deleted from the files and then the files will be deleted. Any personal data that is held in hard copy format will be shredded and disposed of via a secure bin.
By whom will the data/samples be disposed? Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data.	Daragh Prizeman, and George Eskander are both responsible for the deletion of this research project's personal data.

6. PLAIN LANGUAGE STATEMENT *(Attach to this document. Up to a max of 400 words)*

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/sent to individuals in advance of their consent being sought. See link to sample templates on the website: ***https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:
Note that this list is a check-list of all of the things that you should include in your plain language statement, if they are relevant (they are in most cases). In the earlier sections of this form you have already written the text that can be used to create your plain language statement. References to the relevant sections are provided on each line.

	YES or NO
Introductory Statement (Student(s) and supervisor names, school, title of the project) [Table, p 1]	**YES**
What is this project about? [section 2.1]	**YES**
Why is this project being conducted? [section 2.1]	**YES**
What will the participant be expected to do/have to do if they decide to participate in the study?[section 2.1]	**YES**
How will their privacy be protected? [section 2.5, section 2.6]	**YES**
How will the data be used and subsequently disposed of? [section 5.3]	**YES**
What are the legal limitations to data confidentiality? [section 2.7]	**YES**
Are there any benefits of taking part in the study? [section 3.3]	**YES**
Are there any risks of taking part in the study? [section 3.2]	**YES**
Confirmation that participants can change their mind at any stage and withdraw from the study [see plain language statement template, appendix 1]	**YES**
How will participants find out what happens with the project? [section 2.9]	**YES**
Contact details for further information [see plain language statement template, appendix 1]	**YES**

If any of these issues are marked NO, please justify their exclusion:

7. INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words, see appendices 2 and 3 for templates.)*

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. In cases where an anonymous questionnaire is being used, it is not enough to include a tick box in the questionnaire. Participants should indicate their consent to each aspect of the research in a staged manner by checking mandatory checkboxes.
See link to sample templates on the website: ***https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

NB – IF AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.

8. ASSENT FORM & PLAIN LANGUAGE STATEMENT FOR CHILDREN *(Attach to this document.)*

A child specific Plain Language Statement (PLS) should be used in project where children will be involved. The PLS must be written in a way that is understandable for children within your targeted age group. It also must state, in plain language, 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. In addition, child participants should also be provided with an Assent Form. Parents/guardians will be provided with the Informed Consent Form, but each child should provide assent before taking part in the project. The Assent Form needs to be understandable to the age-group you are targeting. See link to sample templates on the website: https://www.dcu.ie/researchsupport/researchethics.shtml

NB – IF AN ASSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.

An assent form is not being used as this research project does not involve children. All participants will be at least 18 years old.

9. SUBMISSION CHECKLIST *(Attach to this document)*

Please confirm that all supplementary information is included in your application (in electronic copy). If questionnaire or interview questions are submitted in draft form, please indicate this by putting (draft) after YES. A copy of the final documentation must be submitted for final approval when available.

My application has been collated as one electronic PDF file which includes the following documentation:	**INCLUDED (mark as YES)**	**NOT APPLICABLE (mark as N/A)**
Recruitment advertisement [consistent with section 2.3]		N/A
Plain language statement/Information Statement [see section 6 and appendix 1]	YES	
Informed Consent form [see appendices 2 and 3]	YES	
Informed Assent form (children only)		N/A
Evidence of external approvals related to the research [see sections 1.1 and 2.10]		N/A
Questionnaire/Survey	YES	
Interview/Focus Group Questions		N/A

Appendix 1
DUBLIN CITY UNIVERSITY
Plain Language Statement

Study title: Usability Evaluation of the 'MyAllergyAssistant' App
University department: School of Computing, Dublin City University
Students: Daragh Prizeman and George Eskander
Supervisor: Paul Clarke

The purpose of this research study is to gather feedback from users about the usability of our MyAllergyAssistant app, which we created as part of our final year project at Dublin City University.

'MyAllergyAssistant' is an Android app that aims to help users to identify allergens in food products based on the product's packaging.

Participants of this study will use the app, completing tasks given to them by the researchers, and give feedback through an anonymous online questionnaire.

The feedback provided from participants through the questionnaire will help the developers of this app to make improvements to the app's design and make it more user-friendly.

Privacy Notice

Dublin City University is the data controller for this study.
The identity of all participants of this research project will be anonymized as much as can be done within the confines of the law, so that no participant names will be mentioned anywhere in the analysis of the feedback data.

For the purpose of this research study, participants will be given login details to a test account, so that no personal identifiable information is recorded from the participant.

All data collected from this project, including informed consent forms and survey results will be destroyed on or before the 29th August 2023.

Participant involvement

Participants will first be given the login details to an account for user-testing and then will be required to complete a set of tasks. The tasks are as follows:

Task 1: Login to this account using the details provided.
Task 2: Scan the product barcode provided.
Task 3: Scan the product ingredients text provided.
Task 4: View the account's Scan History from the Profile screen.
Task 5 (OPTIONAL): Report the product with the given barcode.

After completing the above tasks, participants are free to spend additional time to become familiar with the usability of the app if they desire.
Participants will then be asked to complete a questionnaire giving feedback about the design and ease of use of the app.

The estimated time commitment for the set of tasks may vary for participants as they familiarise themselves with the app. The estimated time taken for the questionnaire should take no longer than 10 minutes.

Potential risks to participants from involvement in the Study
There are no potential risks to participants from involvement in this study.

Any benefits to participants from involvement in the Study
There are no direct benefits to participants from involvement in this study, however their participation will allow us to improve the usability of our app for future users.

Data protection and confidentiality

As researchers, we will try our best to ensure that information is kept confidential, however, confidentiality of information can only be protected within the limitations of the law - i.e., it is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions.

Since the sample size is small, we cannot guarantee full privacy/anonymity**,** however the identity of all participants of this research project will be anonymized as much as can be done so that no participant names will be mentioned anywhere in the analysis of the feedback data.

After the feedback data is analysed, results will be spread amongst the developers of the app so that they can make some changes to the app in order to enhance usability. Results will also be available to our project supervisor and the examiners assessing our CA400 project. Participants will not be provided with any information about the outcomes of the project.

Involvement in this study is voluntary and participants may withdraw from the study at any point. If a participant withdraws consent, no future data collection will take place but previously collected data may still be processed until deleted.

If participants have any concerns about this study and wish to seek more information, please contact the researchers at daragh.prizeman2@mail.dcu.ie or george.eskander2@mail.dcu.ie.

If participants have concerns about this study and wish to contact an independent person, please contact:

The Secretary, Dublin City University Research Ethics Committee, c/o Research and Innovation Support, Dublin City University, Dublin 9. Tel 01-7008000, e-mail rec@dcu.ie

Appendix 2
DUBLIN CITY UNIVERSITY

Informed Consent Form

Study title: Usability Evaluation of the 'MyAllergyAssistant' App
University department: School of Computing, Dublin City University
Students: Daragh Prizeman and George Eskander
Supervisor: Paul Clarke

Clarification of the purpose of the study

The purpose of the study is to get feedback on the usability of the MyAllergyAssistant app.
DCU is the data controller, any data that is collected will be destroyed before or on the 29th August 2023.
The purpose of data being collected is to help improve the app and evaluate the usability of the app.

Confirmation of particular requirements as highlighted in the Plain Language Statement

Participant – please complete the following (Circle Yes or No for each question)	
I have read the Plain Language Statement (or had it read to me)	*Yes / No*
I understand the information provided	*Yes / No*
I understand the information provided in relation to data protection	*Yes / No*
I have had an opportunity to ask questions and discuss this study	*Yes / No*
I have received satisfactory answers to all my questions	*Yes / No*
I understand that involvement in this study includes the completion of a series of tasks within the app, as outline in the Plain Language Statement	*Yes / No*
I understand that involvement in this study includes the completion of a questionnaire	*Yes / No*
I understand that I may withdraw from this Study at any point	*Yes / No*

Confirmation that involvement in the Study is voluntary
I understand that I am free to withdraw from the study at any point, and stop my data from being collected.

Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

I understand that arrangements will be made to protect my data when given, and understand that the protection of my data could be affected by legal limitations.

Confirmation of arrangements regarding retention/disposal of data

I understand that arrangements have been made to destroy any data I have given before or on the 29th August 2023 and If I wish to withdraw from the study prior, that my data will no longer be collected.

Confirmations relating to any other relevant information as indicated in the Plain Language Statement

I have read and understood all the details and arrangements given in the plain language statement and consent to the use of my data to contribute to the study.

Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this project.

Participants Signature: _____

Name in Block Capitals: _____

Witness: _____

Date: _____

Appendix 3
Anonymous Online Consent Form

Study title: Usability Evaluation of the 'MyAllergyAssistant' App
University department: School of Computing, Dublin City University
Students: Daragh Prizeman and George Eskander
Supervisor: Paul Clarke

Clarification of the purpose of the study

The purpose of the study is to get feedback on the usability of the 'MyAllergyAssistant' app.
DCU is the data controller, any data that is collected will be destroyed before or on the 29th August 2023.
The purpose of data being collected is to evaluate and improve the usability of the app.

Confirmation of particular requirements as highlighted in the Plain Language Statement
Participant - please complete the following (by clicking Yes/No for each question)

See images of Anonymous Online Consent Form on next pages (23-25).

Anonymous Online Consent Form for MyAllergyAssistant Usability Evaluation

Study title: Usability Evaluation of the 'MyAllergyAssistant' app
University department: School of Computing, Dublin City University
Students: Daragh Prizeman and George Eskander
Supervisor: Paul Clarke

Clarification of the purpose of the study
The purpose of the study is to get user feedback on the usability of the 'MyAllergyAssistant' app.
DCU is the data controller. Any data that is collected will be destroyed before or on the 29th August 2023.
The purpose of data being collected is to evaluate and to help improve the usability of the app.

Confirmation of particular requirements as highlighted in the Plain Language Statement
Participant - please complete the following questions (by clicking Yes/No for each question)

 **daragh.prizeman2@mail.dcu.ie** (not shared) Switch accounts 

*Required

I have read the Plain Language Statement (or had it read for me) *

- ◯ Yes
- ◯ No

I understand the information provided to me *

- ◯ Yes
- ◯ No

I have had a chance to ask questions about the study *

- ◯ Yes
- ◯ No

I have received satisfactory answers to all questions I have *

- ◯ Yes
- ◯ No

I understand the information regarding data protection *

- ◯ Yes
- ◯ No

I understand I can withdraw from the study any time *

- ◯ Yes
- ◯ No

I understand the arrangements made to protect confidentiality of data, including that protection of data is affected by legal limitations *

- ◯ Yes
- ◯ No

I have understood all other relevant arrangements made in the Plain Language Statement *

- ◯ Yes
- ◯ No

I understand that involvement in this study includes the completion of a series of tasks within the app, as outlined in the Plain Language Statement *

- ◯ Yes
- ◯ No

I understand that involvement in this study includes the completion of a questionnaire *

- ◯ Yes
- ◯ No

I consent to participate in the study *

- ◯ Yes
- ◯ No

Submit

Page 1 of 1

Clear form

Appendix 4
Questionnaire - Anonymous Online Survey

Usability Evaluation of Usability App - Questionnaire

This questionnaire is to be completed by participants of the research study entitled "Usability Evaluation of 'MyAllergyAssistant' App". All responses are anonymous.

Do not begin this questionnaire until you have completed an informed consent form, and attempted the tasks assigned to you in the plain language statement.

george.eskander2@mail.dcu.ie (not shared) Switch accounts

*Required

Which tasks did you complete? *

- [ ] Task 1 (Login to this account using the details provided)
- [ ] Task 2 (Scan the product barcode provided)
- [ ] Task 3 (Scan the product ingredients text provided)
- [ ] Task 4 (View the account's Scan History from the Profile screen)
- [ ] Task 5 (Optional - Report the product with the given barcode)

Did you find any tasks difficult? *

- ◯ Yes
- ◯ No

Please explain any difficulties you had in completing the tasks.

Your answer

How would you rate the ease of use of the app? *

	1	2	3	4	5	
Very Difficult	◯	◯	◯	◯	◯	Very Easy

How would you rate the overall design of the app? *

	1	2	3	4	5	
Very Bad	◯	◯	◯	◯	◯	Very Good

What changes would you make to this app, if any, to improve its ease of use?

Your answer

Do you currently check product packaging for allergens while shopping? *

- ◯ Yes
- ◯ No

If yes, how likely are you to use this app, if it were available to you?

	1	2	3	4	5	
Very Unlikely	◯	◯	◯	◯	◯	Very Likely

Please give a reason for your answer to the above question.

Your answer

Anything else you would like to say to the developers of the app?

Your answer