Research Ethics Checklist

Adapted for the use by Department of Computing and Informatics ONLY

1. Student Details

Name	**Derrick Aryeetey Feehi**
School	Faculty of Science & Technology
Course	BSc Software Engineering
Have you received external funding to support this research project?	No
Please list any persons or institutions that you will be conducting joint research with, both internal to BU as well as external collaborators.	

2. Project Details

Title	Paperless Solution for Distributing Flyers
Proposed Start Date	29-January-2018
Proposed End Date	31-August-2018 – **Note this is not the submission deadline!**
Supervisor	Deniz Cetinkaya

Summary (including detail on background methodology, sample, outcomes, etc.)

Based on observation, students find it quiet hard to advertise any upcoming events in University, the only way is to distribute flyers around and most of these ends up in the bin and its quiet hard as well if the target is to reach as many students as possible. The purpose of this project is to create a paperless solution, to prevent users from printing out flyers or brochures and make it easier for students to post any upcoming events and reach as many audience as possible. Lecturers can post any important events (external speaker etc…) and the University can post any important upcoming events as well. This project will make it much easier for people to connect and make each other aware of any events going on or upcoming events.

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3. External Ethics Review (Answer "Yes" go to 4, "No" go to 5)

Does your research require external review through the NHS National Research Ethics Service (NRES) or through another external Ethics Committee?	No

4. External Ethics Review Continued

Answered "Yes" to question 3 will conclude the BU Ethics Review so you do not need to answer the following questions. Note you will need to obtain external ethical approval before commencing your research.

5. Research Literature (Answer "Yes" go to 6, "No" go to 7)

Is your research solely literature based?	No

6. Research Literature Continued (Either answer will conclude the review)

Will you have access to personal data that allows you to identify individuals OR access to confidential corporate or company data (that is not covered by confidentiality terms within an agreement or by a separate confidentiality agreement)?	Yes
Describe how you will collect, manage and store the personal data (taking into consideration the Data Protection Act and the Data Protection Principles).	
I will collect personal data by gaining consent for collecting and processing the data from the individual and also provide enough information about the project for the participant to be able to give informed consent. Security of the data is very important so it will be held in a secure location, whether electronic or hard copy.	

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7. Human Participants Part 1 (Answer "Yes" go to 8, "No" go to 12)

Will your research project involve interaction with human participants as primary sources of data (e.g. interview, observation, original survey)?	Yes

8. Human Participants Part 2 (Answer **any** "Yes" go to 9)

Does your research specifically involve participants who are considered vulnerable (i.e. children, those with cognitive impairment, those in unequal relationships—such as your own students, prison inmates, etc.)?	No
Does the study involve participants age 16 or over who are unable to give informed consent (i.e. people with learning disabilities)? NOTE: All research that falls under the auspices of the Mental Capacity Act 2005 must be reviewed by NHS NRES.	No
Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? (i.e. students at school, members of self-help group, residents of Nursing home?)	No
Will it be necessary for participants to take part in your study without their knowledge and consent at the time (i.e. covert observation of people in non-public places)?	No
Will the study involve discussion of sensitive topics (i.e. sexual activity, drug use, criminal activity)?	No

9. Human Participants Part 2 Continued

Describe how you will deal with the ethical issues with human participants?

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10. Human Participants Part 3 (Answer **any** "Yes" go to 11, **all** "No" go to 12)

Could your research induce psychological stress or anxiety, cause harm or have negative consequences for the participant or researcher (beyond the risks encountered in normal life)?	No
Will your research involve prolonged or repetitive testing?	No
Will the research involve the collection of audio materials?	Yes
Will your research involve the collection of photographic or video materials?	No
Will financial or other inducements (other than reasonable expenses and compensation for time) be offered to participants?	No

11. Human Participants Part 3 Continued

Please explain below why your research project involves the above mentioned criteria (be sure to explain why the sensitive criterion is essential to your project's success). Give a summary of the ethical issues and any action that will be taken to address these. Explain how you will obtain informed consent (and from whom) and how you will inform the participant(s) about the research project (i.e. participant information sheet). A sample consent form and participant information sheet can be found on the Research Ethics website.
I will need to interview potential clients of the app, such as SUBU students who normally hand out flyers in University. Interview will also be recorded, so I can review information whenever it's needed. I will be gaining consent from the individual and also will have to provide enough information about the project for the participant to be able to give his consent and show interest. All information will be held in a secure location, whether electronic or hard copy.

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12. Final Review

Will you have access to personal data that allows you to identify individuals OR access to confidential corporate or company data (that is not covered by confidentiality terms within an agreement or by a separate confidentiality agreement)?	No
Will your research take place outside the UK (including any and all stages of research: collection, storage, analysis, etc.)?	No
Please use the below text box to highlight any other ethical concerns or risks that may arise during your research that have not been covered in this form.	

Review Completion Date: 29-January-2018– Double click to change it!

The following section is to be filled by the supervisor only

Supervisor's Review: Approve

Please leave your comments:

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Help

Q3 External Ethics Review

If you choose "Yes", it will **conclude your BU Ethics Review**. Please ensure you obtain external ethical approval before commencing your research. Contact the Dorset Research Consortium with any questions regarding NRES application.

Q4 Research Literature

Please be careful when choosing "Yes" as this means your research will only use publicly available data (e.g., research paper, market reports) or permitted private/confidential data. This also means there will be no human participants involved in your project in any form (e.g., no client, no user testing, no interview, no focus group, no survey, no field study, no observation).

Q5 Research Literature Continued

Choosing either "Yes" or "No" will end this review BUT you will need to fill in the following field.

Q7 Human Participants Part 1

Note: please be careful when choosing "No" as this means there will be no human participants involved in your project in any form (e.g., no client, no user testing, no interview, no focus group, no survey, no field study, no observation).

Above minimal risk

The "Above minimal risk" will be automatically identified if you answered yes to one or more questions below. In that case, you **must be careful**. Consult your supervisor or project tutor if you need help. Alternatively, you may contact Sarah Bell, RKEO Research Governance and Ethics Adviser at sarah.bell@bournemouth.ac.uk.

- Does your research specifically involve participants who are considered vulnerable?
- Does the study involve participants age 16 or over who are unable to give informed consent?
- Will the study require the co-operation of a gatekeeper?
- Will it be necessary for participants to take part in your study without their knowledge and consent?
- Will the study involve discussion of sensitive topics?
- Could your research induce psychological stress or anxiety, cause harm or negative consequences for the participant?
- Will your research involve prolonged or repetitive testing?
- Will the research involve the collection of audio materials?
- Will the research involve the collection of photographic or video materials?
- Will financial or other inducements be offered to participants?
- Will your research take place outside the UK?