



Dublin City University
RESEARCH ETHICS COMMITTEE

NOTIFICATION FORM FOR LOW-RISK PROJECTS

Application No. (office use only)

DCUREC/2018/_____

Section A: Applicant Details

PROJECT TITLE:	DCULibApp
APPLICANT NAME:	Gavin McQuaid and Edward Meade
SCHOOL/UNIT:	School of Computing
APPLICANT EMAIL:	gavin.mcquaid7@mail.dcu.ie edward.meade5@mail.dcu.ie
If a student applicant, please provide the following additional information:	
Programme of Study:	Computer Applications
Supervisor Name:	Suzanne Little
Supervisor Email:	suzanne.little@dcu.ie

Section B: Questions

1. Notification Review is reserved for low-risk social studies that fall under the following classifications. Please indicate your project type below:

Please mark as appropriate:	
<input checked="" type="checkbox"/>	Anonymous Survey (the topic will not elicit significant difficulties for participants)
<input checked="" type="checkbox"/>	Observation (without audio or visual recording) of a public setting
<input checked="" type="checkbox"/>	Questioning participants regarding their opinions on products or services
<input type="checkbox"/>	Questioning students about standard educational practices
<input type="checkbox"/>	Study will monitor the impact of participants' daily activities
<input type="checkbox"/>	Questioning public figures/professionals in their professional capacity regarding their professional activities
<input type="checkbox"/>	Analysis of existing anonymised data which has been provided to the researcher by a third party
<input type="checkbox"/>	Collection of biological samples which are anonymised and do not require invasive techniques (e.g. hair, nails).
<input type="checkbox"/>	Other Please explain:

2. Please provide a justification for why your study is considered to be low-risk?

We believe our study is low risk because we will be simply capturing people's' opinions about the design and functionality of our third year project, the DCULibApp. This information is not sensitive. These opinions will simply be used to help us improve our application's design and functionality. The information and opinions may also be used in our testing document. If used in our testing document the opinions won't be attributed to individuals. Instead we will give a general overview of the opinions we received without going into specifics.

3. Please describe how your participants will be recruited?

The people recruited to give feedback on our application will be our friends and family. We will not look to recruit anybody that isn't either a family member, a friend or a member of our course.

4. Informing your participants – Plain Language Statement

DUBLIN CITY UNIVERSITY Plain Language Statement

I Introduction to the Research Study

The title of the project is the DCULibApp. It is being conducted by School of Computing students Gavin McQuaid (gavin.mcquaid7@mail.dcu.ie) and Edward Meade (edward.meade5@mail.dcu.ie) as part of a third year project. Our supervisor is Suzanne Little (suzanne.little@dcu.ie).

II. Details of what involvement in the Research Study will require

Involvement in the project will mean either looking at screenshots of the application or using the application on one of the researchers' phones. After this a participant will be required to fill in a short Google Forms survey about the design and functionality of the application. This information will be used to improve the functionality and design of the application and may be submitted in an anonymised and generalised form as part of the project's testing document

III. Potential risks to participants from involvement in the Research Study (if greater than that encountered in everyday life)

None

IV. Benefits (direct or indirect) to participants from involvement in the Research Study

None

V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

The information collected will be done so in an anonymised manner. If used as part of the testing document it will be done so in an anonymised and general manner. We'll present the general feedback outlook from the opinions we've gotten and no specifics of an individual's opinion will be mentioned

VI. Advice as to whether or not data is to be destroyed after a minimum period

The information collected through the survey will be destroyed as soon as the project is completely finished. This will happen on Friday the 16th of March. The generalised form of the information as submitted in the testing document will exist indefinitely. The legal limitations of the information we collect are the same as in the Data Protection Act.

VII. Statement that involvement in the Research Study is voluntary

Participants may withdraw from the Research Study at any point.

VIII. Other relevant information

Participants can find out the result of the project by emailing Gavin McQuaid (gavin.mcquaid7@mail.dcu.ie) or Edward Meade (edward.meade5@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

Please confirm whether the following issues have been addressed in your plain language statement for participants:

	YES or NO
Introductory Statement (PI and researcher names, school, title of the research)	YES
What is this research about?	YES
Why is this research being conducted?	YES
What will happen if the person decides to participate in the research study?	YES
How will their privacy be protected?	YES
How will the data be used and subsequently disposed of?	YES
What are the legal limitations to data confidentiality?	YES
What are the benefits of taking part in the research study (if any)?	YES
What are the risks of taking part in the research study?	YES
Confirmation that participants can change their mind at any stage and withdraw from the study	YES
How will participants find out what happens with the project?	YES
Contact details for further information (including REC contact details)	YES

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

5. Capturing consent – Informed Consent Form

DUBLIN CITY UNIVERSITY Consent Form

I. Research Study Title

DCULibApp - School of Computing Computer Applications (CASE3)

II. Clarification of the purpose of the research

The purpose of this research is to garner feedback on our third year computer applications project, DCULibApp. We're looking for feedback about the design and functionality of our application. This information will be used to improve the design and functionality of our application and may be submitted as part of our project's testing document.

III. Confirmation of particular requirements as highlighted in the Plain Language Statement

Requirements may include involvement in interviews, completion of questionnaire or survey. Getting the participant to acknowledge requirements is preferable, e.g.

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 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 am aware my opinions may be submitted in an anonymised way as part of the testing document of this project

Yes/No

IV. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point.

V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

The information you provide will not be attributed to you when the testing document is submitted. The information will be presented in a more general form and no specifics will be given.

VI. Any other relevant information

Honest feedback is necessary, however negative it may be.

VII. 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 research project

Participants Signature:

Important Notes:

- **Please ensure you attach any additional relevant documentation to your application: E.G.** copy of Survey/Questionnaire, copy of Interview/Focus Group schedule, copy of permission/approval from external sources (i.e. approval to access individuals in an organisation, school, community group)
- **The application should consist of one electronic file only.** The completed application must incorporate the plain language statement, informed consent form and all supplementary documentation

- All sections of the application form must be answered. The completed application must be proofread and spellchecked before submission to REC
- Your application must be e-mailed to the DCU Research Ethics Committee at rec@dcu.ie. Student applicants must cc their supervisor on that e-mail – this applies to all student applicants (masters and postgraduate). The form should be approved and signed by the supervisor in advance of submission to REC.

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

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

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

DECLARATION BY PRINCIPAL INVESTIGATOR(S)

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

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

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

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

Electronic Signature(s):

Principal investigator(s): 

Print Name(s) here: SUZANNE LITTLE

Date: 26/2/2018

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Did you find the process to sign up for the app easy? *

Short-answer text

What's your opinion on the overall design of the app? *

Long-answer text

Do you think the colour scheme used is suitable? *

Long-answer text

Did you immediately understand the heat map page? *

Long-answer text

What would you change about the design and functionality of the app? *

Long-answer text

Above is a copy of our survey. On top of this people we recruit for our research will be observed and timed doing different tasks such as logging in, signing up and deleting their account.