

**SCHOOL OF COMPUTER SCIENCE AND INFORMATICS**

**APPLICATION FOR ETHICAL REVIEW**

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| --- | --- |
| For Office Use Only | |
| SREC Reference: | Meeting/Review Date: |

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| **SECTION 1. GENERAL INFORMATION** | | | | | | | | | |
| Application Type: | | | £ Staff £ PGR student  £ PGT/Masters Student £ Undergraduate | | | | | | |
| Research Project Title:  *(of the specific study covered in this application)* | | | Exploring the impact of Competition and Cooperation on Performance and Engagement in VR Exergaming | | | | | | |
| Short Title (where applicable): | | |  | | | | | | |
| For Staff Projects | | | | | | | | | |
| Name of Chief/Principal Investigator: | | |  | | | | | | |
| Contact details: | | |  | | | | | | |
| Other members of research team: | | |  | | | | | | |
| For Student Projects | | | | | | | | | |
| Name of Student: | | | George Lynch | | | | | | |
| Contact details: | | | [LynchG8@cardiff.ac.uk](mailto:LynchG8@cardiff.ac.uk) | | | | | | |
| Name of Supervisor(s): | | | Dr Soumya Barathi | | | | | | |
| Contact details: | | | BarathiS@cardiff.ac.uk | | | | | | |
| Other members of research team: | | |  | | | | | | |
| **SECTION 2. SCREENING QUESTIONS** | | | | | | | | | |
|  | |  | | | | | **Yes** | | **No** |
| 2.1 | | Is the research project categorised as ‘Research’ (as defined in the Cardiff University [Policy on the Ethical Conduct of Research involving Human Participants, Human Material or Human Data](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) (Ethics Policy))?  *If* ***no*** *(i.e. the research project is a Service Evaluation or Audit), the Committee is not required to conduct a review of the proposal but may choose to do so.* ***Please contact Committee (comsc-ethics@cardiff.ac.uk) to seek advice before proceeding with this application.*** | | | | | Yes | |  |
| 2.2 | | Does the research project involve human participants, human material or human data (as defined in the [Ethics Policy](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics))?  *If* ***no****, you are not required to submit the research proposal to this Committee.* ***Please do not continue with this application.*** | | | | | Yes | |  |
| 2.3 | | Does the research project require review by an external ethics committee (refer to Appendix 1 of the [Ethics Policy](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics))? Please note that this includes all research projects involving participants who lack the capacity to consent.  *If* ***yes****, the research project should be submitted to the relevant external ethics committee for review and does not fall within the remit of this Committee. Please contact the* [*Research Governance Team*](mailto:resgov@cardiff.ac.uk) *for further advice.* ***Please do not continue with this application.*** | | | | |  | | No |
| 2.4 | | Has the research project been ethically reviewed by another university or research institution (for example, where the Chief/Principal Investigator for the research project is based at another institution)?  *If* ***yes,*** *please provide evidence of the review conducted (such as an outcome letter or communication) and the ethical review policy of the relevant institution or committee.* ***Please do not continue with this application.*** | | | | |  | | No |
| 2.5 | | Is the research project exempt from ethical review under the University’s framework for the ‘[Ethical Review of Research using Secondary Data and/or Publicly Available information only’](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics)? This framework allows certain research projects using only secondary data and/or publicly available information to proceed without ethical review by a SREC provided certain conditions are met.  The framework is outlined in the Appendices of the [Ethics Policy.](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) For the avoidance of doubt, projects that involve the collection/use of data from social media platforms (or similar platforms) MUST be subject to ethical review.  *If* ***yes****,* you are not required to submit the research proposal to this Committee. **Please do not continue with this application**. If in doubt, please seek advice from the committee ([comsc-ethics@cardiff.ac.uk](mailto:comsc-ethics@cardiff.ac.uk)). | | | | |  | | No |
| 2.6 | | Does the research project fall within the scope of the [UK Policy Framework for Health and Social Care Research](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/)? This Framework broadly applies to research taking place within, or involving, the health and social care systems.  *If* ***yes****, you will need to apply to the* [*Research Governance Team*](mailto:resgov@cardiff.ac.uk) *for Sponsorship using the Advanced Project Information Proforma (APIP) (available on the Cardiff University intranet)*. *The Research Governance Team will advise you on the approvals that are required for the research project after it has conducted a review of the APIP and supporting documentation.* ***Please do not continue with this application until you have sought advice from the Research Governance Team.*** | | | | |  | | No |
| 2.7 | | Does the research project involve the collection or use of Human Tissue (including, but not limited to, blood, saliva and bodily waste fluids)?  *If* ***yes****, the research project should be submitted to the* [*Human Tissue Act Compliance Team*](mailto:hta@cardiff.ac.uk) *(HTACT) prior to submission to an ethics committee.* ***Please note that submission of a research protocol/proposal to HTACT is essential for all projects involving the collection or use of Human Tissue. Please do not continue with this application until you have sought advice from HTACT.*** | | | | |  | | No |
| 2.8 | | Does the research project fall within the scope of the University’s [Security-sensitive Research Policy](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/security-sensitive-research)? This Policy broadly applies to research involving terrorism, extremism or radicalisation (or access to materials of such a nature).  *If* ***yes****, you must register the research in accordance with the Policy and comply with the IT and security arrangements contained in the Policy.* | | | | |  | | No |
| 2.9 | | Has the research project received appropriate peer/scientific review? (For student research projects, review by the research project supervisor is an acceptable form of scientific review)  *If* ***no****, please obtain appropriate peer/scientific review before submitting the application to this Committee.* | | | | | Yes | |  |
| 2.10 | | Have you and all other Cardiff University co-applicants/ /Supervisors/Members of the research team (as listed in Section 1) completed the University’s [Research Integrity Online Training Programme.](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/training/research-integrity-online-training-programme)?  *If* ***no****, you must complete the training before submitting the application to this Committee.* | | | | | Yes | |  |
| 2.11 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of the answers to 2.1 through 2.9 and that the School Research Ethics Committee is the appropriate committee to review the application. | | | | | | | |
|  | | | | | | | | | |
| 2.12 | | Will this project involve the explicit recruitment of participants by the research team? | | | | | Yes | |  |
| 2.13 | | Will this project involve the explicit recruitment of participants via a Gatekeeper?  *A Gatekeeper is someone external to the research team that will facilitate initial (and where relevant continual) access to potential research participants. Further guidance on Gatekeepers can be found in* [*Ethics Policy.*](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) | | | | |  | | No |
| 2.14 | | If the answer to 2.12 OR 2.13 is ‘Yes’: | | | | | | | |
| Have you used the provided University templates for the Information Sheet and Consent form?  *All applications are expected to use these templates. Links to these templates are provided at:* [*https://www.cs.cf.ac.uk/ethics/*](https://www.cs.cf.ac.uk/ethics/) | | | | | Yes | |  |
| Have you addressed and resolved each of the instructions/placeholders in [square brackets] in the Consent Form template?  *Note that for new applications, the date should be the date of document creation and the version should be 1.0. This should be incremented along with a new date for each change and resubmission of documents.* | | | | | Yes | |  |
| Have you removed anything not in accordance with the instructions/placeholders in [square brackets] from the content of the Consent Form? If Yes, explain what and why below.  *Note that in almost all circumstances, any removals will not be considered as acceptable, EXCEPT for the “Participant ID no:” box if participation will be anonymous AND the initials and signatures if presented in an online, anonymous format. However, the participant will still need to confirm they consent to each point in the consent form before being able to participate. Refer to the* [*Ethics Policy*](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) *for guidance on Informed Consent and describe how this will be achieved below.* | | | | |  | | No |
|  | | | | |
| Have you read, followed, and removed the “INSTRUCTIONS FOR RESEARCHER” section from the Participant Information Sheet template? | | | | | Yes | |  |
| Have you addressed and resolved each of the instructions/placeholders in [square brackets] in the Participant Information Sheet template?  *Note that for new applications, the date should be the date of document creation and the version should be 1.0. This should be incremented along with a new date for each change and resubmission of documents.* | | | | | Yes | |  |
| Have you removed anything not in accordance with the instructions/placeholders in [square brackets] from the content of the Participant Information Sheet template? If Yes, explain what below.  *Note that in almost all circumstances any removals will not be considered as acceptable.* | | | | |  | | No |
|  | | | | |
| 2.15 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of the answers to 2.12, 2.13, and 2.14 and confirm that appropriate decisions have been made and instructions followed in the need for, and creation of a consent form and participant information sheet. **Please confirm that you have reviewed and provided feedback on all participant facing information.** | | | | | | | |
|  | | | | | | | | | |
| If the research project involves the use of animals, please contact the Cardiff University Biological Standards Office [bso@cardiff.ac.uk](mailto:bso@cardiff.ac.uk) to seek further advice. | | | | | | | | | |
| **SECTION 3. PROJECT SUMMARY** | | | | | | | | | |
| 3.1 | | Summarise the research project (including the purpose and its methodology) using language that would be understood by a lay person. | | | | | | | |
| This research explores how different VR cycling experiences affect people’s performance, engagement, and motivation during exercise. The study looks at whether cycling in a VR environment with competitors or teammates makes people push themselves harder and enjoy the workout more compared to cycling alone.  The study will measure speed, heart rate, power output, and time to see how performance changes across the different scenarios. Participants will also fill out short surveys to share their experiences, including how enjoyable or motivating they found each session.  By understanding how social elements (competition and teamwork) affect motivation and performance in VR exercise, this research could help improve VR fitness games, making them more engaging for a wide range of users, from beginners to serious athletes. | | | | | | | | | |
| 3.2 | | State the research question(s). | | | | | | | |
| * How do competitive and cooperative dynamics impact user performance in VR Exergaming? * Does competition or cooperation lead to higher engagement and motivation compared to solo cycling? * How do different personality types respond to competitive vs cooperative VR exergaming scenarios? * Can AI-driven real-time adjustments improve user experience and maintain challenge levels across different fitness levels? * What role do social interaction mechanics play in sustaining long-term engagement with VR-based fitness activities? | | | | | | | | | |
| 3.3 | | Estimated start date. | | | | | | | |
| 24/03/2025 | | | | | | | | | |
| 3.4 | | Estimated end date (usually the end of data collection). | | | | | | | |
| 13/04/2025 | | | | | | | | | |
| 3.5 | | Is the research project funded? *If* ***yes****, please name the funding body.* | | | | | | | |
| No | | | | | | | | | |
| 3.6 | | Are there any potential conflicts of interest? *If* ***yes****, please confirm the action you propose to take to address such conflicts.*  *Information and guidance on conflicts of interest is contained in the* [*Research Integrity Online Training Programme*](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/training/research-integrity-online-training-programme) *and the* [*Research Integrity and Governance Code of Practice*](https://www.cardiff.ac.uk/research/our-research-environment/integrity-and-ethics/research-integrity-and-governance)*.* | | | | | | | |
| No | | | | | | | | | |
| 3.7 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of appropriateness and completeness of the answers to this section. | | | | | | | |
|  | | | | | | | | | |
| **SECTION 4. FULL REVIEW CRITERIA** | | | | | | | | | |
| Your answers to the questions in this Section 4 will help the Committee determine whether your project requires full or proportionate review.  If all ‘No’ boxes apply, your project may be considered for proportionate review.  If a 'Yes' box applies, your project will proceed to full review unless the School has approved an Ethics Protocol for that particular criterion. The list of the School’s Ethics Protocols are provided at: https://www.cs.cf.ac.uk/ethics/. Where an Ethics Protocol applies, this is confirmed below. If you have complied with the Ethics Protocol, your project may be considered for proportionate review.  Please refer to the School’s Ethics Procedure for details and approximate lead times for the proportionate and full review systems: <https://www.cs.cf.ac.uk/ethics/>.  Schools are not permitted to develop a Standard Operating Procedure for projects involving Human Tissue (criteria 4.9). All such projects will require Full Review. | | | | | | | | | |
|  | | | | | | | **Yes** | | **No** |
| 4.1 | | Will the research project be performed without the participants’ prior consent?  *Note, research projects involving the collection/access of data from social media is likely to fall into this category.* | | | | |  | | No |
| If you have answered 'Yes' to 4.1, have you complied with the School's Ethics Protocol for Research using online data without participants’ prior consent? | | | | |  | |  |
| 4.2 | | Does the research design include an element of deception, including covert research? | | | | |  | | No |
| 4.3 | | Will the research project involve children under the age of 18 or ‘at risk’ (vulnerable) adults or groups?  *The* [*Cardiff University Safeguarding Children and Adults at Risk: Policy*](https://www.cardiff.ac.uk/public-information/policies-and-procedures/safeguarding) *and* [*Guidance*](https://www.cardiff.ac.uk/public-information/policies-and-procedures/safeguarding/activity-specific-guidance) *sets out examples of ‘at risk’ or ‘vulnerable’ adults.* | | | | |  | | No |
| 4.4 | | Does the research project include topics which may be considered highly sensitive for participants?  *This includes sexual behaviour, illegal activities, political, religious or spiritual beliefs, race or ethnicity, experience of violence, abuse or exploitation, and mental health.* | | | | |  | | No |
| 4.5 | | Does the research project require access to records of a sensitive or confidential nature, including Special Category Data or criminal offence data?  *Special Category Data is defined in data protection legislation and currently includes information about an individual's: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health; sexual life or orientation; genetic data; and biometric data where this is used to identify an individual.* | | | | |  | | No |
| 4.6 | | Is permission of a gatekeeper required for initial or continued access to participants?  *This includes participants in custody and care settings, or research in communities where access to research participants is not possible without the permission of another adult, such as another family member or a community leader.* | | | | |  | | No |
| If you have answered 'Yes' to 4.6, have you complied with the School's Ethics Protocol for Research needing a Gatekeeper? | | | | |  | |  |
| 4.7 | | Does the research project involve intrusive or invasive procedures?  *This includes the administration of substances, vigorous physical exercise, procedures involving pain or more than mild discomfort to participants (including the risk of psychological distress, discomfort or anxiety to participants).* | | | | | Yes | |  |
| 4.8 | | Does the research project involve visual or audio recordings of participants? | | | | |  | | No |
| If you have answered 'Yes' to 4.8, have you complied with the [University’s SOP for Audio and Visual Recording of Research Participants](https://intranet.cardiff.ac.uk/intranet/staff/documents/research-support/integrity-and-governance/SOP-for-Audio-and-Visual-Recording-of-Research-Participants-v1.docx)? | | | | |  | |  |
| 4.9 | | Does the research project involve the collection or use of human tissue? | | | | |  | | No |
| 4.10 | | Does the research project involve more than a minimal risk of harm to the safety and wellbeing of participants and/or the Researchers?  *Please answer this question based on your assessment of the risks involved in this project. Further information about possible harm or potential risks to participants/researchers must be provided in Section 7 of this form.* | | | | |  | | No |
| 4.11 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment below in support of the answers of the answers to this section. For each question answered as ‘Yes’, provide a comment of support of why the project necessitates the answer needing to be ‘Yes’ and would not otherwise be feasible. | | | | | | | |
|  | | | | | | | | | |
| **SECTION 5. PARTICIPATION AND RECRUITMENT** | | | | | | | | | |
| 5.1 | | How will you identify and recruit participants to the research project?  *Please note that wherever possible, potential participants should not be approached individually. Instead, ‘broadcast’ style communication such as mailing lists, social media posts, etc. should be used.* | | | | | | | |
| Discord Posts (Cardiff University Computer Science Discord Server, GameDev Cardiff)  Whatsapp Posts (Cardiff University Road Cycling Club)  LinkedIn Posts (Personal LinkedIn <https://www.linkedin.com/in/georgelynch2004/>)  Relevant University Mailing Lists | | | | | | | | | |
| 5.2 | | How many participants are you aiming to recruit? *If applicable, please include a breakdown of participants by type and number.* | | | | | | | |
| 12 participants.  6 Male  6 Female  Depending on the ease of recruitment will go above that number if possible. | | | | | | | | | |
| 5.3 | | What are the inclusion and exclusion criteria for participants? | | | | | | | |
| Inclusion Criteria:   * Age: 18 years or older. * Health Status: Must be in generally good health, with no known medical conditions what would make high intensity cycling unsafe. * VR Compatibility: No history of severe motion sickness or epilepsy triggered by VR. * Cycling Experience: Open to all fitness levels, from beginners to advanced cyclists. * Technology Familiarity: Comfortable using a VR headset, but no prior VR experience is required. * Availability: Must be able to complete all three cycling scenarios within the study timeframe.   Exclusion Criteria:   * Medical Conditions: Individuals with heart disease, uncontrolled high blood pressure, respiratory issues, or joint injuries that could be aggravated by cycling. * Severe VR Motion Sickness: if prone to nausea, dizziness, or disorientation in virtual environments. * Neurological Conditions: Epilepsy or other conditions that could be triggered by flashing visuals in VR. * Pregnancy: As a precautionary measure for participant safety. * Inability to Use VR Equipment: Participants who cannot wear a VR headset comfortably (e.g. due to vision impairments not corrected by glasses/contact lenses). * Failure to Provide Consent: Anyone who does not agree to the informed consent process. | | | | | | | | | |
| 5.4 | | Will the research project involve participants that are Cardiff University staff or students or clients of the University (or the place in which you may otherwise work)? *If applicable, please provide details.* | | | | | | | |
| Yes | | | | | | | | | |
| 5.5 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of appropriateness and completeness of the answers to this section. **Please also confirm that you have reviewed and provided feedback on all recruitment materials.** | | | | | | | |
|  | | | | | | | | | |
| **SECTION 6. CONSENT PROCEDURES** | | | | | | | | | |
| 6.1 | | Will informed consent be obtained from participants? If so, how? *Please include who will be taking consent, how consent will be recorded, when participants will be provided with information about the research project, and how long potential participants will be given to decide whether to take part.* | | | | | | | |
| Participants will be able to give consent when entering the lab and reading through the provided Participant Information Sheet and Consent Form. Participants will be given adequate time to decide whether they consent or not. | | | | | | | | | |
| 6.2 | | Will participants be offered any incentives to take part in the research project? | | | | | | | |
| No | | | | | | | | | |
| 6.3 | | If a questionnaire is to be used, will you give participants the option of omitting questions they do not wish to answer? | | | | | | | |
| Yes | | | | | | | | | |
| 6.4 | | Will participants be informed that their participation is voluntary and that they may withdraw at any time and for any reason? | | | | | | | |
| Yes | | | | | | | | | |
| 6.5 | | Have you provided a detailed, lay summary of ALL tasks participants are expected to do AND how long each of these will take in Section 4 of the Participant Information Sheet template? | | | | | | | |
| yes | | | | | | | | | |
| 6.6 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of appropriateness and completeness of the answers to this section. | | | | | | | |
|  | | | | | | | | | |
| **SECTION 7. POSSIBLE HARM TO PARTICIPANTS/RESEARCHERS** | | | | | | | | | |
| 7.1 | | Is there a risk of the participants experiencing physical, emotional or psychological harm or distress*?*  *If yes, please provide details of how ethical issues will be handled and how any risks will be minimised.* *Please consider whether the research project includes topics which could be considered as highly sensitive for participants.* | | | | | | | |
| No | | | | | | | | | |
| 7.2 | | Is there a risk of the Researcher(s) experiencingphysical, emotional or psychological harm or distress?  *If yes, please provide details of how ethical issues will be handled and how any risks will be minimised.* | | | | | | | |
| No | | | | | | | | | |
| 7.3 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment in support of appropriateness and completeness of the answers to this section. | | | | | | | |
|  | | | | | | | | | |
| **SECTION 8. DATA MANAGEMENT, CONFIDENTIALITY AND DATA PROTECTION** | | | | | | | | | |
| 8.1 | | How, and by whom, will data be collected? | | | | | | | |
| Personal Information and Quantitative/Qualitative data will be collected via questionnaires/surveys during the study. Additionally, performance data will be logged in the background of the study using software written by the researcher and stored in anonymised spreadsheets. | | | | | | | | | |
| 8.2 | | Will you be accessing or collecting Personal Data (identifiable personal information) as part of the research project?  *Note: If your project involves Personal Data, you are advised to review the University’s* [*GDPR Guidance for Researchers*](https://intranet.cardiff.ac.uk/intranet/students/documents/Guide-to-GDPR-and-Research.pdf) *and to check whether your project requires, or would benefit from, the completion of a* [*Data Protection Impact Assessment*](https://intranet.cardiff.ac.uk/staff/supporting-your-work/manage-use-and-protect-data/data-protection/data-protection-impact-assessments) *(DPIA). The University’s* [*DPIA Screening Assessment page*](https://intranet.cardiff.ac.uk/staff/supporting-your-work/manage-use-and-protect-data/data-protection/data-protection-impact-assessments/dpia-screening-assessment) *will help with this.* The equivalent student pages are: [Data protection impact assessments (DPIA) - Student intranet - Cardiff University](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/managing-and-sharing-your-data/before-your-project/data-protection-impact-assessments); [Data protection impact assessment screening assessment - Student intranet - Cardiff University](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/managing-and-sharing-your-data/before-your-project/data-protection-impact-assessments/dpia-screening-assessment). *It is not the role of the SREC to review or advise on DPIA’s, but if you have completed one, please confirm this below. For further advice, please refer to the ‘DPIA’ intranet page or contact [complianceandrisk@cardiff.ac.uk](mailto:complianceandrisk@cardiff.ac.uk).*  **If yes, briefly describe below what Personal Data will be accessed and/or collected.** Remember to consider the information being captured through any consent process, alongside information captured during the research activity itself.  For EACH piece of data, provide an explicit justification for why this is strictly necessary, linking back to the research questions in 3.2, and why the research will not be feasible without it. | | | | | | | |
| |  |  |  | | --- | --- | --- | | Data | Collected/Accessed by | Justification for needing the data | | Performance Metrics | George Lynch, Lead Researcher | Speed, Cadence, Power, Heart rate data will be collected to draw conclusions regarding comparison between scenarios and data plotting in report evaluation. | | Participant Contact Information | George Lynch, Lead Researcher | Contact information will be collected via consent forms in the event of the research requiring follow ups, such as emailing of results upon request. | | Survey and Questionnaire Responses | George Lynch, Lead Researcher | Used to assess effectiveness of the exergaming application | |  |  |  | |  |  |  | |  |  |  | | | | | | | | | | |
| 8.3 | | How long will you retain the Personal Data collected in connection with the research project? Please also explain any data deletion arrangements.  *Note: Research records and data must be retained for the period specified in Section 2.9 ('Research Project Conduct') of the University's Research Records Retention Schedule. If identifiable information is being collected, researchers must ensure that this is limited to the information necessary to achieve the relevant purpose (data minimisation). The University expects raw data containing identifiable information (questionnaires and audio tapes for example) to be retained for the full retention period unless: (1) the identifiable information is not required to support the research or to demonstrate good research conduct;* ***and*** *(2) stringent measures have been taken to verify and ensure the integrity of any anonymised or pseudonymised records/data produced from the raw data. Where (1)* ***and*** *(2) apply, the researcher* ***must*** *take the necessary steps to remove the personal data. Consent Forms must be retained for the full retention period.*  *Please note that where UG and PGT projects do not contribute to a publication or wider research project, research records and data may be held for a shorter period. Please refer to the guidance notes in Section 2.9 of the University’s Research Records Retention Schedule for further detail.* | | | | | | | |
| All Personal Data that is collected in relation to the research project will be kept for 1 year. Throughout the data retention period, the research team will maintain the confidentiality and security of the Personal Data to safeguard the privacy of participants. At the end of the 1-year retention period, any identifiable information will be securely deleted to ensure compliance with data minimisation principles and data protection regulations. The research team will handle data deletion arrangements in a responsible manner, adhering to the University's policies and ethical guidelines. | | | | | | | | | |
| 8.4 | | What efforts will be made to anonymise the data collected (where possible)? | | | | | | | |
| 1. **Data De-Identification:** Any personal identifiers such as names, contact information, and other direct identifiers will be removed from the data. Instead, unique codes or pseudonyms may be used to represent participants, ensuring that their identities cannot be linked to the data. 2. **Aggregation:** Data may be aggregated or summarised to present group-level findings rather than individual data. This process reduces the risk of re-identification since individual data points are combined with others to maintain anonymity. 3. **Data Limitation:** Researchers will only collect essential data necessary for the research objectives, minimising the inclusion of unnecessary or sensitive information that may inadvertently identify participants. 4. **Removing Identifiable Details:** Any identifiable details in open-ended responses or comments will be removed or modified to ensure participants cannot be identified based on their specific responses. 5. **Data Security:** Strict data security measures will be implemented to safeguard the anonymity of the data throughout the research process. Access to the data will be limited to authorised personnel only. 6. **Publication and Reporting:** In any research publications or reports, only aggregated data will be presented to ensure the anonymity of individual participants. Individual-level data will not be disclosed in a way that could lead to re-identification. 7. **Data Validation:** Researchers will review the data to ensure that no inadvertent identifiers remain and that the anonymisation process has been effective.   By applying these anonymisation measures, the research team aims to protect the participants' identities and maintain the confidentiality of their data while allowing for meaningful analysis and insights from the research project. These efforts align with data protection principles and ethical considerations to uphold the participants' privacy and ensure responsible data handling.  Anonymised data from the research project may be shared through a data repository. If shared, access to the data repository will be restricted to ensure the privacy and confidentiality of participants. Before any form of data sharing takes place, all personal data, such as email addresses, usernames, and any other personally identifiable information, will be removed to protect participant privacy and confidentiality.  Anonymised data from the research project may be shared through a data repository. If shared, access to the data repository will be restricted to ensure the privacy and confidentiality of participants. Before any form of data sharing takes place, all personal data, such as email addresses, usernames, and any other personally identifiable information, will be removed to protect participant privacy and confidentiality. | | | | | | | | | |
| 8.5 | | Are you proposing to utilise ‘public task’ as the lawful basis for processing Personal Data for the purposes of the research project (as recommended by the University)?  *If no, please explain why and what alternative lawful basis you propose to use.* | | | | Yes | | No | |
| Yes | |  | |
|  | | | | | | | | | |
| 8.6 | | Have you utilised/incorporated into your Participant Information Sheet the following sections from the University’s template Participant Information Sheet: *‘What will happen to my Personal Data’* and *‘What happens to the data at the end of the research project?’*  *If* ***no****, please explain why this content has not been used and/or how you have otherwise ensured that the relevant data protection/privacy information has been provided to participants.* | | | | Yes | | No | |
| Yes | |  | |
|  | | | | | | | | | |
| 8.7 | | For how long will the collected anonymised data be retained? Please also explain any data deletion arrangements.  *Note: Anonymised research data must be retained for the period specified in Section 2.9 ('Research Project Conduct') of the University's Research Records Retention Schedule. Please note that where UG and PGT projects* ***do not*** *contribute to a publication or wider research project, research records and data may be held for a shorter period. Please refer to the guidance notes in Section 2.9 of the University's Research Records Retention Schedule for further detail.* | | | | | | | |
| As per 8.3, all data will be retained for 1 year. After which, any information will be securely deleted to ensure compliance with data minimization principles and data protection regulations. The research team will handle data deletion arrangements in a responsible manner, adhering to the University's policies and ethical guidelines. | | | | | | | | | |
| 8.8 | | Who will have access to the data? | | | | | | | |
| Lead Researcher: George Lynch | | | | | | | | | |
| 8.9 | | Will the data be shared in any way, for example through deposit in a data repository, with third parties, or a transcription service?  **If yes,** please confirm what steps will be taken to ensure that the data is treated with an appropriate level of care (particularly if it involves any data capable of identifying a participant) e.g. contracts/data processing agreements, a de-identification process, informing the participants about the data sharing etc. | | | | Yes | | No | |
| No Third party will be used. | | | | | | | | | |
| 8.10 | | What anonymised demographic, sensitive, or confidential data will be collected from or about participants, (e.g., Age, Sex, Gender, Employment status, etc.) including data concerning sensitive or confidential topics outlined in criteria 4.4 and 4.5?  For EACH piece of data, provide an explicit justification for why this is strictly necessary, linking back to the research questions in 3.2, and why the research will not be feasible without it. | | | | | | | |
| |  |  |  | | --- | --- | --- | | Data | Collected/Accessed By | Justification for needing the data | | Age | Research Team | Will give insight into if it impacts user preferences, behaviour, performance, and motivation. | | Sex | Research Team | Will give insight into if it impacts user preferences, behaviour, performance, and motivation. | | Personality Type | Research Team | Will give insight into if it impacts user preferences, behaviour, performance, and motivation. | | | | | | | | | | |
| 8.11 | | If the data collection involves the use of audio or video recording of participants, provide an explicit justification for why this is strictly necessary over alternative methods of data capture and why the research will not be feasible without it. | | | | | | | |
|  | | | | | | | | | |
| 8.12 | | For student projects only - to be completed by the lead supervisor.  As the lead supervisor for this proposal, provide a comment below in support of the appropriateness and completeness of the answers to this section. | | | | | | | |
|  | | | | | | | | | |
| **SECTION 9. OTHER ETHICAL CONSIDERATIONS** | | | | | | | | | |
| Please outline any other ethical considerations raised by the research project and how you intend to address these. You are obliged to bring to the attention of the SREC any ethical issues not covered in this Ethics Review Application Proforma.  N/A | | | | | | | | | |
| **SECTION 10. SUPPORTING DOCUMENTS** | | | | | | | | | |
| I have attached the following documents in support of this application – marked with an X.  All documents should be provided as files. Web links will NOT be accepted.  All documents should be attached if this is a resubmission or an amendment, NOT just the adjusted documents, with the changes highlighted.  All documents should be versioned AND incremented following any changes if a resubmission. | | | | | | | | | |
|  | | | | **Yes** | **No** | | **Version no.** | | |
| 1 | Research Project Protocol/Proposal | | | Yes |  | | 1 | | |
| 2 | Recruitment Adverts/Invitation Letters | | | Yes |  | | 1 | | |
| 3 | Participant Information Sheet | | | Yes |  | | 1 | | |
| 4 | Consent Form | | | Yes |  | | 1 | | |
| 5 | Data Collection Tool(s) (e.g. questionnaire(s)) or a detailed description of the proposed tool which provides the SREC with clear information about the parameters of the tool i.e. what themes/areas will be covered and what will be excluded. | | | Yes |  | | 1 | | |
| 6 | Other participant communications (e.g. debrief sheets) | | | No |  | |  | | |
| 7 | Evidence of Research Integrity training completion for ALL Cardiff University co-applicants/Supervisors/Members of the research team (as listed in Section 1).  *In the case of student projects, supervisors may send evidence of training completion separately to the application, but a Favourable Opinion will not be issued until it is received.* | | | Yes |  | |  | | |
| 8 | List of changes made (ONLY if this is a resubmission following a Provisional or Conditional or Unfavourable opinion). Provide the list of requirements outlined in the Outcome Letter and describe underneath each of these how it has been addressed in the new documents. | | |  | No | |  | | |
| 9 | *Applicant to list any additional documents provided to the SREC, particularly any additional documents relevant to recruitment, consent and participation* | | |  | No | |  | | |
| If you have selected ‘No’ for any of the documents listed above, please confirm why these have not been provided. If a listed document is not relevant to your project, please confirm this below.  6. Not relevant to project   1. Not relevant to project 2. N/A | | | | | | | | | |
| **SECTION 11. SIGNATURES AND DECLARATIONS** | | | | | | | | | |
| **Applicant declaration**  I confirm that:   1. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it. 2. I have the necessary skills, training and or/expertise to conduct the research project as proposed. 3. I am familiar with the University’s health and safety requirements and policies and that all relevant health and safety measures have been taken into account for the research project. 4. I am familiar with, and will comply with, the University’s [Policy on the Ethical Conduct of Research involving Human Participants, Human Material or Human Data](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) and the University’s [Research Integrity and Governance Code of Practice](https://www.cardiff.ac.uk/research/our-research-environment/integrity-and-ethics/research-integrity-and-governance). 5. The relevant equality and diversity considerations have been taken into account when designing the research project. 6. If the research project is approved, I undertake to adhere to the research project protocol, the terms of the full application as approved and any conditions set out by the Committee and any other body required to review and/or approve the research project. 7. I will notify the Committee and all other review bodies of substantial amendments to the protocol or the terms of the approved application, and to seek a favourable opinion from the Committee before implementing the amendment. | | | | | | | | | |
| Signed: | | | | | | | | | |
| Print name: GEORGE LYNCH | | | | | | | | | |
| Date: 10/03/2025 | | | | | | | | | |
| **SUPERVISOR DECLARATION (FOR STUDENT PROJECTS)** | | | | | | | | | |
| I confirm that:   1. I am familiar with the University’s [Policy on the Ethical Conduct of Research involving Human Participants, Human Material or Human Data](https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/integrity-and-governance/research-ethics) and the University’s [Research Integrity and Governance Code of Practice](https://www.cardiff.ac.uk/research/our-research-environment/integrity-and-ethics/research-integrity-and-governance). 2. I have reviewed this application, and all supporting documents, and I am satisfied that the project as proposed meets the University’s ethical standards. 3. I have the necessary skills, training and or/expertise to offer appropriate supervision and support to the student researcher/applicant. 4. I will encourage the student to discuss with me, and reflect on, any ethical issues that arise during or after the project and, where relevant, I will ensure such issues are notified to the SREC. 5. I have written the application form sections starting with ‘For student projects only - to be completed by the lead supervisor.’ | | | | | | | | | |
| Signed: | | | | | | | | | |
| Print name: | | | | | | | | | |
| Date: | | | | | | | | | |

**Please submit the completed application and supporting documents to** [**comsc-ethics@cardiff.ac.uk**](mailto:comsc-ethics@cardiff.ac.uk)

**Your electronic submission should contain wet-ink or electronic signatures of all relevant parties. Please note that if any information is missing, the application may be returned to you.**