**EAF1 [STAFF]: APPLICATION FORM**

|  |  |
| --- | --- |
| **Name of applicant(s)** | Dr Caspar Addyman |
| **Department or Institute** | Psychology |
| **Email** | [c.addyman@gold.ac.uk](mailto:c.addyman@gold.ac.uk) |
| **Phone** |  |
| **Name of subject association/ professional code of conduct (if applicable), e.g. BPS** | BPS |

**Section 1: DETAILS OF THE PROPOSED PROJECT**

|  |
| --- |
| **Title of proposed project** Rhythm and Executive Function measured in toddlers online |
|  |
| **Proposed start and end dates** |
| Start: 01/10/2020 End: 01/02/2021 |
| **Names of any other Goldsmiths researchers involved and their roles** |
|  |
| **Names of any collaborating institutions and their roles** |
| Dr Sinead Rocha, postdoctoral research associate, University of Cambridge |
| ***Brief* outline of the project, including its purpose and potential benefits  (max. 200 words)** |
| This project uses home video and a parental online survey to measure toddler’s ability to move in time with music (sensorimotor synchronisation, SMS), and Executive Function (EF). The study aims to see whether infant ability to adapt away from their natural rate of movement towards the beat that they are hearing is predicted by their general inhibition skills. |
| ***Brief* description of methods of data collection/activity/practice  (max. 200 words)** |
| To measure sensorimotor synchronisation, toddlers aged 24 to 30 months will be asked to drum on a table in silence (baseline measure of natural rate of movement), and then drum along to a video where the tempi of drumming fluctuates between fast and slow (range from 300 - 700 ms inter-onset-interval). They will hear a drum beat and see a hand drumming. Between trials they hear encouraging ‘attention getters’ – small cartoons with statements such as ‘good job!’. The drumming section takes 3 minutes to complete.  To measure EF, parents will fill out the Early Executive Functions Questionnaire (EEFQ; Hendry & Holmboe, 2020). The questionnaire measures inhibitory control, flexibility, working memory and regulation via likert scale questions and two interactive activities presented as games to the child.  Both parts of the study will be hosted on online data collection platform, ‘LookIt’. LookIt is designed for video research with infant populations. The parents’ webcam records the video and it is securely uploaded to the LookIt server after testing. Dr Addyman has already conducted one study on the platform and institutional agreements are in place for use of LookIt with creators at MIT (lookit.mit.edu) |
| **Where will this be undertaken? If the project involves research fieldwork outside the UK, list countries where it will be undertaken.**  Testing takes place online. Participants record videos of toddlers taking part in the study in their own homes.  *For further advice on international travel, see* [*Travel*](https://goldmine.gold.ac.uk/AdviceInformation/Pages/Travel.aspx)*. The university insures staff and student travel on research trips: to confirm insurance cover you are required to complete a Goldsmiths travel insurance/risk assessment form available from the same site.* |
| **Have you submitted a travel insurance/risk assessment form?**  **NOT APPLICABLE** |
| **Might a** [**Health & Safety Risk Assessment**](https://www.gold.ac.uk/governance/policies/health-safety-policy/) **be required for this research?**  **NOT APPLICABLE** |

**Section 2: RESEARCH PROJECT FUNDING**

**Are you seeking, or have you secured, external grant funding? NO**

**If YES, please give the name and brief details of the funder:**

**Does the research need ethical approval in advance of the funding application?**

**NO**

**Or prior to the initiation of that funding? NO**

**Any external deadline for the result of this review:**

*Please note that external grant funding applications usually require evidence of your data management planning (Section 11), as described in the relevant grant scheme guidelines.*

**Section 3: ETHICAL APPROVAL BY OTHER BODIES**

**Has the project been considered by an Ethics Committee external to Goldsmiths?**

**NO**

**If YES, please specify the Committee:**

*For projects so approved, applicants should append a copy of that application; this may be presented as supplementary information and referenced in your application, but should not be regarded as a substitute for completion of this Goldsmiths form.*

**Section 4: BROAD ETHICAL ISSUES**

**Does the research pose exceptional or unusually challenging ethical issues?**

**NO**

*Examples might include (but are not limited to) working in dangerous environments, deliberate or incidental investigation of illegal conduct, engagement with terrorist or violently extremist groups.*

**If you answered YES, please summarise these overarching issues in a series of short points to be expanded in later sections, where you should indicate how any adverse effects might be mitigated.**

**Section 5: HUMAN PARTICIPANTS**

*This section refers to all human participants involved in the research, living or recently deceased.*

**Are human participants involved in your research? YES**

**If human participants are involved, please outline your procedures, identifying any ethical issues and how any adverse effects might be mitigated. [See next section for young and vulnerable persons.]**

Participants will be recruited online, using the LookIt platform (<https://lookit.mit.edu/studies/>), Children Helping Science (<https://childrenhelpingscience.com/>), and advertisements on social media (Twitter, Facebook). No reward is offered for taking part.

An information sheet is presented on the web interface prior to starting the study. Consent is obtained by the parent recording a short video clip reading the standard consent form. The consent video is viewed and verified prior to the data being accessed by the researchers. Consent can be withdrawn via the LookIt platform at any point, and it is reiterated to parents that they can withdraw without giving a reason.

No covert observation or deception is involved.

Video recordings are made in the participants own homes using the webcam on their own computers. There is the possibility that other members of the family may be recorded in the background of these videos. Participants are asked to be aware of this possibility and are asked to give consent on behalf of their family. They can also withdraw their data at any point during or after the study. Researchers will withhold videos with other people in background from data repositories.

Participants are provided with the researcher’s email contact details and are informed they are welcome to ask questions before, during or after the research. No individual feedback will be provided, but all participants will be provided with a full debrief about the study and its purpose.

**PLEASE ATTACH AS APPROPRIATE**

**(1) Recruitment materials**

**(2) Information sheet or description of alternative format**

**(3) Consent form or description of alternative format**

**Templates for a GDPR-compliant information sheet and a consent form are attached at the end of this form (see also Section 11 below).**

**Please note that you are legally required to include details of the institutional data controller for Goldsmiths, University of London, who is the Data Protection Officer (**[**dp@gold.ac.uk**](mailto:dp@gold.ac.uk)**); and you should also include as a central contact point the Chair of the Goldsmiths Research Ethics and Integrity Sub-Committee via** **Research Services (020 7919 7770,** [**reisc@gold.ac.uk**](mailto:reisc@gold.ac.uk)**).**

**SECTION 6: HUMAN PARTICIPANTS IN SPECIFIED GROUPS**

Please complete this section if you are working with persons in any of the following groups:

* **Young** (under the age of 18 years) **] Research with young or   
   vulnerable persons**
* **Vulnerable** (e.g. with learning difficulties **]** **requires**

or with severe cognitive disability) **]** **Disclosure and Barring Service (DBS) clearance[[1]](#footnote-1)**

* **In a care facility or hospital**
* **In legal custody**

**If any such persons are involved, please outline your procedures, identifying any ethical issues and how any adverse effects might be mitigated.**

Parents will give consent on behalf of their infants.

Data will be collected online therefore it is unlikely that any evidence of abuse or neglect could be encountered. Nevertheless, the consent form contains the following phrasing: ‘Information will be held securely and in confidence. This means we will only tell those who have a need or right to know’.

Dr Addyman has 15 years of experience conducting behavioural research with infants/toddlers. Dr Rocha has 9 years of experience. Both researchers have experience of testing toddlers online, including on the LookIt platform. Dr Addyman has run a previous study on the platform and already has data sharing agreements in place with MIT to cover GDPR compliance.

There is no involvement of third parties or institutional locations.

*For example:*

* *how consent will be requested and provided (from the participant themselves or from a third party such as parent or guardian)*
* *approval from an institutional location (such as a school, prison or hospital)*
* *whether face-to-face interviews/observations/experiments will be overseen by a third party (such as a teacher, care worker, clinical professional or prison officer)*

**PLEASE ATTACH IF RELEVANT**

**(4) Consent agreement for young, vulnerable or 'in custody' persons**

**(5) Agreement from relevant authority, e.g. Head Teacher, Local Education Authority, Home Office**

**SECTION 7: NON-HUMAN PARTICIPANTS AND FURTHER ISSUES**

**Indicate if you anticipate any further possible ethical concerns that might arise during or from the research, for example with regard to**

* **animal subjects**
* **robots or artificial intelligence**
* **other people such as bystanders or wider groups in society**
* **direct or indirect environmental harm**

**If so, how will any potentially negative effects be mitigated?**

**SECTION 8: RISK AND DUTY OF CARE ISSUES: PARTICIPANTS**

**­­­­**

**Could the study cause harm or negative consequences to participants, including psychological stress or anxiety, beyond the risks reasonably encountered in normal life?**

**NO**

**If YES, how will any potentially negative effects be mitigated?**

*For example:*

* *will the study involve discussion of sensitive topics (e.g. religious or cultural issues, sexual activity, drug use)?*
* *does the research involve experiments that might cause discomfort, distress or harm to participants (e.g. administration of drugs, placebos or other substances; invasive procedures of any kind; taking of blood or tissue samples; prolonged or repetitive testing)?*

**SECTION 9: RISK AND DUTY OF CARE ISSUES: RESEARCHERS**

**Could the study cause harm or negative consequences to you or any co-researchers, including psychological stress or anxiety, beyond the risks reasonably encountered in normal life?**

**NO**

**If YES, how will any potentially negative effects be mitigated?**

*For example:*

* *might the discussion of sensitive topics cause personal distress to the interviewer?*
* *could the project place researchers in situations where they may be subject to harm, injury or involvement in criminal activity?*

**If you have any concerns, please contact the Health and Safety team at** [**healthandsafety@gold.ac.uk**](mailto:healthandsafety@gold.ac.uk?subject=Research%20Ethics%20and%20Intregrity%20Enquiry)**.**

**SECTION 10: CONFLICTS OF INTEREST**

**Are there any conflicts of interest regarding the investigation and dissemination of the research (e.g. with regard to compromising independence or objectivity due to financial gain)?**

**NO**

**If YES, how will any potentially negative effects be mitigated?**

**SECTION 11: DATA MANAGEMENT**

While there are ethical issues around data management, we are also subject to strict legal data protection regarding any personal data relating to individuals, under the EU General Data Protection Regulation (GDPR): see the [Goldsmiths Data Protection pages](https://www.gold.ac.uk/data-protection/).

In general, participants should be alerted to WHAT data you intend to collect and WHY you need it, HOW it will be documented, WHO will access it, WHERE it will be stored and backed up, HOW it might be shared, HOW and WHEN it will eventually be destroyed (which elements are included in the Participant Information Sheet and Consent Form templates).

Please note that **anonymised research data** is not subject to the same regulation and indeed researchers are encouraged to make such anonymised data as widely available as possible.

Large funded projects will often require a full-scale Data Management Plan. **Please indicate if you have already completed a data management plan or intend to do so.**

Details on the compliance of LookIt to data protection (including GDPR) are in the attached data sharing agreement. The LookIt platform is built on secure servers and all connections between participants, researchers and the platform are encrypted. Digital copies of all data will always be password protected and paper copies will be securely stored on premises. Goldsmiths Data Protection policy will be followed at all times.

**Personal data**

Full guidance can be found in [GDPR - advice to researchers on collecting personal data](https://goldmine.gold.ac.uk/AdviceInformation/academic-resources/grants-awards-and-fellowships). Your particular attention is drawn to the following considerations:

* *any information sheet and consent form should include clear explanations of the data issues identified above, with explicit questions to be answered (as in the templates provided)*
* *as a general principle, personal data should only be stored on secure college computers/servers, approved cloud storage (currently OneDrive), or – if in hard copy, such as consent forms – kept separately in locked filing cabinets on college premises; data collected in the field before transfer to Goldsmiths must be kept securely at all times (for example, laptops and other devices should be password protected and data files must be encrypted)*
* *recordings, images and videos are to be regarded as personal data, and cannot be regarded as anonymised even with voices or faces disguised: these should only be retained with the explicit permission of the participant (discipline-specific and professional codes of conduct will give further guidance)*
* *particular issues arise in connection with the sharing of personal data, especially across national borders: please seek advice from the Goldsmiths Data Protection Officer* [*dp@gold.ac.uk*](mailto:dp@gold.ac.uk) *in such a case*

**Research data**

At Goldsmiths, we consider sharing of research data essential to our aim of creating new knowledge. It may take many forms, such as text, statistics, databases, images or audio and video recordings. Certain funders (particularly government funders) require anonymised research data to be made available as far as possible, for example within repositories such as [*Goldsmiths Research Online (GRO)*](https://www.gold.ac.uk/orc/) or the [*UK Data Archive*](http://www.data-archive.ac.uk/). As suggested above, however, recordings or images/videos, even with voices and faces disguised, are not truly anonymous and should only be retained with the explicit permission of the participant.

There is no requirement for anonymised datasets to be destroyed at the end of the research, or under any specified timetable: indeed their preservation and dissemination is seen as an increasingly positive attribute of ‘open research’.

For further guidance on research data and on data management plans (DMPs) see [*https://dmponline.dcc.ac.uk/*](https://dmponline.dcc.ac.uk/).

**Section 12: AUTHORISATION BY DEPARTMENT**

**APPLICANT SIGNATURE**

Please note that you must notify REISC of any adverse or unforeseen circumstances arising out of this study. If there are significant changes to the research design regarding research ethics, please notify the REISC Secretary immediately.

In signing this, you agree to abide by current Goldsmiths policies, UKRIO guidelines, and relevant ethical codes.

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**Signature of Applicant Date 01-Sept-2020**

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**HEAD OF DEPARTMENT SIGNATURE**

Please note that REISC should be notified of any adverse or unforeseen circumstances arising out of this study or of any emerging ethical concerns that you may have about the research once it has commenced.

I confirm that appropriate peer review and discussion of the ethical implications of this research in the department have taken place (e.g. by the Department’s Director of Research and Enterprise, or Research Ethics and Integrity contact; or Departmental Research Ethics Committee, or Research Committee).

**Signature of HoD Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHMENT CHECKLIST**

|  |  |  |
| --- | --- | --- |
| Document | Not applicable | Attached |
| Information sheet or description of alternative format |  | Appendix 1 |
| Consent form or description of alternative format |  | Appendix 1 |
| Consent agreement for young, vulnerable or 'in custody' persons Service clearance |  | Appendix 1 |
| Recruitment materials |  | Appendix 2 |
| Debrief Form |  | Appendix 3 |
| Agreement from relevant authority, e.g. Head Teacher, Local  Education Authority, Home Office | NA |  |
| Other *(please specify) ...*  MIT LookIt Institutional Agreement |  | As PDF attachment |
| Goldsmiths Data Sharing Agreement (for GDPR) |  | As PDF attachment |

Appendix 1 - Study outline, consent and GDPR info for participants

Consent to participate: Little Drummers

Sinead Rocha (University of Cambridge, UK) and Caspar Addyman (Goldsmiths, University of London, UK) are running "Little Drummers" on Lookit.

Purpose

Tapping along to our favourite song may seem automatic to us as adults, it is actually a pretty complex behaviour. Young children are brilliant at ‘sensing’ the rhythm of music but that they take some time to be able to coordinate their movement to it. In this study we investigate toddlers’ ability to move in time with the beat of music and how this relates to their general ability to monitor and adapt to the environment around them.

Procedure

This study takes about 20 minutes to complete. We ask that your child is sat on your lap or in a chair or highchair, within easy reach of a table and able to view your computer screen. Your child will see some videos of a hand drumming (some fast, some slow) and will be asked to drum along on the table in front of them. We will then ask you to complete an online survey, which includes some fun interactive games to try with your little one. There are no anticipated risks associated with participating.

Participation

You and your child are free to choose whether to be in this study. If you and your child choose to participate, it's okay to stop at any point during the session. Please do pause or stop the session if your child becomes very fussy or does not want to participate! There are no direct benefits to you or your child from participating, but we hope you will enjoy the experience.

Data collection and webcam recording

During the session, you and your child will be recorded via your computer's webcam and microphone. Video recordings and other data you enter are sent securely to our lab. At the end of the session, you will be prompted to choose a privacy level to specify who can see your webcam recordings. You will have the option to withdraw your video data at this point.

Data is stored securely on Lookit servers and by researchers. However, there is always a small risk that data transmitted over the internet may be intercepted or that the security of stored data may be compromised.

No video clips will be published or shared unless you allow this when selecting a privacy level. If we do not receive a consent recording (the video you'll make to the right) for this session and cannot verify that you agreed to participate, no other video from your session will be viewed. Information will be held securely and in confidence. This means we will only tell those who have a need or right to know.

Use of data by study researchers

The research group led by Sinead Rocha (Cambridge) and Caspar Addyman (Goldsmiths) have access to video and other data collected during this session. We will also have access to your account profile, demographic survey, and the child profile for the child who is participating, including changes you make in the future to any of this information. We may study your child's responses in connection with his or her previous responses to this or other studies run by our group, siblings' responses to this or other studies run by our group, or demographic survey responses.

We are primarily interested in your child's ability to match the rhythms that they hear. We will use specialist software to track your child’s movements in the video and give an estimation of their timing, and then look at this data in light of your survey responses.

Use of data by Lookit

Because this study is being run on the Lookit platform, researchers working on the Lookit project at MIT will also have access to the data collected during this session, in addition to your account data, child profiles, and demographic survey responses. This data may be used by Lookit to detect and fix technical problems or identify new features that would be helpful; provide support to study researchers; assess data quality (for instance, how well an observer can tell which direction children are looking); evaluate the site's success in reaching a diverse population; and characterize family engagement (for instance, looking at what aspects of a study make parents more interested in coming back later).

Publication of results

The results of the research may be presented at scientific meetings or published in scientific journals. Raw data (for instance, the timing of movements) may be published when it cannot identify children. We never publish children's birthdates or names, and we never publish your demographic data in conjunction with your child's video.

Ethical and legal protections

This study has been reviewed and approved by the Psychology Ethics committee at Goldsmiths, University of London.

All data storage complies with the European Union General Data Protection Regulations (GDPR). You can find out what this means for you by downloading Goldsmiths’ GDPR guidance here - <http://tiny.cc/540psz>

**You should also know that you may contact any of the following people if you are unhappy about the way your data or your participation in this study are being treated:**

* Goldsmiths Data Protection Officer – dp@gold.ac.uk (concerning your rights to control personal data).
* Chair, Goldsmiths Research Ethics and Integrity Sub-Committee - [reisc@gold.ac.uk](mailto:reisc@gold.ac.uk) (for any other element of the study).
* You also have the right to lodge a complaint with the Information Commissioner’s Office at https://ico.org.uk/make-a-complaint/

Researcher contact information

This study is run by Sinead Rocha at Cambridge and Caspar Addyman at Goldsmiths, University of London. If you or your child have any questions or concerns about this study, or in the very unlikely event of a research-related injury, please contact Sinead Rocha at ser77@cam.ac.uk.

If you or your child have any questions or concerns about the Lookit platform, please contact Kim Scott at kimscott@mit.edu or 617 324 4859.

**Appendix 2 – Recruitment materials**

Little Drummers – An online study of toddlers’ rhythmic abilities

*Cambridge Babylab and Goldsmiths InfantLab are looking for families with toddlers aged 2 to 2 ½ years (24-30 months) to participate in a short, fun home-based, online study of toddlers drumming skills.*

**Background**

Tapping along to our favourite song may seem automatic to us as adults, it is actually a pretty complex behaviour. Young children are brilliant at ‘sensing’ the rhythm of music but that they take some time to be able to coordinate their movement to it. In this study we investigate toddlers’ ability to move in time with the beat of music and how this relates to their general ability to monitor and adapt to the environment around them.

**Procedure**

This study takes about 20 minutes to complete. We ask that your child is sat on your lap or in a chair or highchair, within easy reach of a table and able to view your computer screen. Your child will see some videos of a hand drumming (some fast, some slow) and will be asked to drum along on the table in front of them. We will then ask you to complete an online survey, which includes some fun interactive games to try with your little one. There are no anticipated risks associated with participating.

**Participation**

You and your child are free to choose whether to be in this study. If you and your child choose to participate, it's okay to stop at any point during the session. Please do pause or stop the session if your child becomes very fussy or does not want to participate! There are no direct benefits to you or your child from participating, but we hope you will enjoy the experience.

**Data collection and webcam recording**

During the session, you and your child will be recorded via your computer's webcam and microphone. Video recordings and other data you enter are sent securely to our lab. At the end of the session, you will be prompted to choose a privacy level to specify who can see your webcam recordings. You will have the option to withdraw your video data at this point. The study complies with EU GDPR.

**How to get started**

Our study is based a website called LookIT, created by scientists at MIT. Taking part is easy. On your home computer:

1. Create an account at <https://lookit.mit.edu>
2. Register a child and provide basic info about you and your child
3. Participate right away – no need to schedule an appointment!

You and your child will do short activities in the web browser, and **webcam videos** of your child’s responses will be sent back to our lab for analysis.

**Appendix 2 – Debrief Form**

Thank you for taking part in our study! We hope to discover if young children can adapt the rate of their drumming to match the tempo of music and if this ability relates to having good general ‘control’ over their behaviour. We know that children get better at moving in time with the rhythm of music with age– but we also know that there are lots of individual differences besides age that impact how good we are at synchronising. By taking part in both the drumming video section and the survey, you have contributed to our knowledge of how some cognitive factors might influence our early musicality.

We will be posting updates about our findings on the Cambridge Babylab website <https://www.babylab.psychol.cam.ac.uk/> and our Facebook and Twitter accounts – please follow us on @CamBabylab for lots of interesting findings from our own lab and other Babylabs around the world!

Please confirm your child's birthdate:



We ask again just to check for typos during registration or accidental selection of a different child at the start of the study.

Would you be happy for the data and videos from this session be added to the Databrary research library? (Databrary is a secure digital library lets authorized researchers reuse data for other studies.)

No

Yes

Only authorized researchers will have access to information in the library. Researchers who are granted access must agree to maintain confidentiality and not use information for commercial purposes. Data sharing will lead to faster progress in research on human development and behavior. If you have any questions about the data-sharing library, please visit [Databrary](https://nyu.databrary.org/) or email ethics@databrary.org.

 Use of video clips and images:

**Private:** Video may only be viewed by authorized scientists: Lookit project staff and researchers working with Sinead Rocha (contact: [ser77@cam.ac.uk](mailto:ser77@cam.ac.uk) ) and Caspar Addymna ([c.addyman@gold.ac.uk](mailto:c.addyman@gold.ac.uk)) on the study "Little Drummers”

**Scientific and educational:** Video may be shared for scientific or educational purposes. For example, we might show a video clip in a talk at a scientific conference or an undergraduate class about cognitive development, or include an image or video in a scientific paper. In some circumstances, video or images may be available online, for instance as supplemental material in a scientific paper.

**Publicity:** Please select this option if you'd be excited about seeing your child featured on the Lookit website or in a news article about this study! Your video may be shared for publicity as well as scientific and educational purposes; it will never be used for commercial purposes. Video clips shared may be available online to the general public.

This field is required

Withdrawal of video data  Every video helps us, even if something went wrong! However, if you need your video deleted (your spouse was discussing state secrets in the background, etc.), check here to completely withdraw your video data from this session from the study. Only your consent video will be retained and it may only be viewed by Lookit project staff and researchers working with Sinead Rocha (contact: ser77@cam.ac.uk ) on the study "Little Drummers”; other video will be deleted without viewing.

1. Goldsmiths’ policy on [Working with Minors & Vulnerable Adults](https://goldmine.gold.ac.uk/PoliciesForms/Documents/Working%20at%20Goldsmiths/HR/Minor-vulnerable-adults-policy.pdf#search=DBS) contains information about applying for DBS. [↑](#footnote-ref-1)