Dublin City University
School of Computing
ETHICS COMMITTEE (SEC)

NOTIFICATION FORM FOR LOW-RISK PROJECTS AT UNDERGRADUATE OR TAUGHT MASTERS LEVELS

Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.

1. **Download this form, complete the appropriate fields, attach additional pages (e.g. plain language statement) as appropriate and save as a PDF file**
2. **Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "`docs/ethics.pdf`".**
3. **Your SUPERVISOR will then be notified automatically and must approve your approach initially.**
4. **Your application should consist of one electronic file (PDF) only.** The completed application must include this form and also must incorporate all supplementary documentation, especially that being given to the proposed participants e.g consent forms, plain English language statement. It must be proofread and spell-checked before submission**.**
5. **All sections of the application form must be answered as instructed and within the word limits given.**
6. **Your ethics approval submission will be circulated to the School's Research Ethics Committee and you will be notified if/when it is approved**
7. **All projects must have either a derogation from an ethics approval requirement (as determined by your supervisor) OR must have an approved ethics submission (this form), before work with human subjects commences.**

Applications which do not adhere to these requirements will not be accepted for review and will require resubmission

Applications must be completed on this form; answers in the form of attachments will not be accepted, except where indicated. No hard copy applications will be accepted. **The project must not commence work with human subjects until written approval has been received from the School of Computing Ethics Committee (SEC).**

PROJECT TITLE	Attend-It App
PROJECT SUPERVISOR(S)	Dr. Dónal Fitzpatrick

START AND END DATE	1/11/2019 - 20/3/2020

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

My application has been collated as one electronic file which includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Bibliography		**N/A**
Recruitment advertisement (How are you getting volunteers?)		**N/A**
Plain language statement/Information statement	**YES**	
Informed consent form	**YES**	
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3._blank_data_security_schedule.xls		**N/A**
Evidence of external approvals related to the research		**N/A**
Questionnaire/Survey	**YES**	
Interview/Focus Group Questions		**N/A**
Debriefing material		**N/A**
Other (e.g. local government approval)		**N/A**

Please note:

1. Any amendments to the original approved proposal must receive prior SCEC approval.
2. As a condition of approval investigators are required to document and report immediately to SCEC any adverse events, any issues which might negatively impact on the conduct of the research and/or any complaint from a participant relating to their participation in the study

1. ADMINISTRATIVE DETAILS

Project Type (select one):	
Undergraduate Project – Final Year	
Undergraduate Project – non-final Year	YES
Taught Masters (Practicum)	

(projects at other levels, e.g. PhD or research Masters, should be approved by the University's REC if necessary)

1.1 INVESTIGATOR CONTACT DETAILS

SUPERVISOR(S): *Your supervisor and other academic staff who are assisting, it should be clear who is the person who is carrying out the research procedures.*

NAME	*SCHOOL/UNIT*	*EMAIL*

Dr Dónal Fitzpatrick	School Of Computing	donal.fitzpatrick@dcu.ie

STUDENT(S):

NAME	*SCHOOL/UNIT*	*EMAIL*
Nathan Ndombasi	School of Computing	nathan.ndombasi2@mail.dcu.ie
Jordan Voss	School of Computing	jordan.voss2@mail.dcu.ie

DECLARATION BY SUPERVISOR(S)

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 SCEC guidelines (https://www.dcu.ie/researchsupport/researchethics.shtml), the University's policy on Conflict of Interest, Code of Good Research Practice and any other condition laid down by the Dublin City University Research Ethics Committee. I have attempted to identify all risks related to the 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):

Supervisor(s): _____

*Print Name(s) here:*_____

Date: _____

2. PROJECT OUTLINE

2.1 SIMPLE DESCRIPTION *(Max. 300 words)*

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

"Attend-It" is an app that will take the attendance of students in classes, labs, or tutorials and the target audience will be students and lecturers. This project will counter the problem we have at Dublin City University where attendance of students is taken in different forms, many of which are very unreliable. Users will have a study timetable generated based on the difficulties of their modules decided by each individual student, dedicating more time for the ones they find difficult. Our app will be able to generate multiple timetables that have the student's work, college, sleep and study schedule all in one.
Participants will be required to fill out a survey after using our app. We plan to analyse these results thoroughly as they will be important in influencing and modelling a better app. The data we are collecting from the participants will comply with GDPR since none of their data will be collected in this process, and users will remain anonymous throughout the whole survey

2.2 AIMS OF AND JUSTIFICATION FOR THE RESEARCH *(Max. 400 words)*

State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Please provide a brief description of background research, a justification as to why this research project should proceed in that context and an explanation of any expected benefits to the community. NB – all references cited should be listed in an attached bibliography.

The aim of our project is to create an efficient and accurate attendance app with a timetable generation that will help students plan and organize their schedules. The most common way of taking attendance is by either a lecturer passing a sheet to be signed by students or by a form online. Through these methods, students can easily lie and fraudulently fill it in for themselves or friends. Our system will tackle this issue, by identifying the Wi-Fi access points in the room and who is connected to them, marking them present for the lecture.
We also think it would be beneficial for the students through our study plan generator which would ease the pressure of exams for students by reminding them regularly of deadlines and encourage them to study from the beginning of each semester.

2.3 DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

Provide an outline of the proposed method and state who is doing which task – include details of data collection techniques, the tasks participants will be asked to do, the estimated time commitment involved, and how data will be analysed. If the project includes any procedure which is beyond already established and accepted techniques please include a description of it. There should be enough detail provided to facilitate ethical review, but applicants are encouraged to keep it as succinct as possible.

The participants will be asked to navigate to certain parts of the site and once they are finished they will be asked to complete a questionnaire.

2.4 PARTICIPANT PROFILE

Provide the number, age range and source of participants. Please provide a justification of your proposed sample size. Please provide a justification for selecting a specific gender, age, or any other group if this is done in your project.

The main source of participants we will be targeting are college students between the age of 18-24. We feel, being college students ourselves, that this will be the most accessible participant group for us.

2.4(a) PARTICIPANT VULNERABILITY

Are some or all of participants vulnerable in any way? (e.g by virtue of the group they belong to, people who have undergone traumatic or adverse emotional events, people with diminished cognitive ability, power relations between researchers and participants etc.)? If they are, state what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants.

There may be some degree of vulnerability, but we are not selecting our target participants based on any vulnerability. As our target participants are college students aged 18-24, there may be some individuals included in this that have different disabilities, whether it be intellectual or physical. This research is being done with such participants in order to determine the accessibility level of our application, how easy it is to interact with without any prior knowledge or learning given.

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

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

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

2.5 EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

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

We will be recruiting participants through the use of Facebook Messenger groups with friends and peers. They will be informed of the purposes for the research, as well as the steps that they will need to take in their research.

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

Participants will not be provided with any findings or outcomes of the project

2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.? (e.g. a School or company)

YES or NO
NO

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

3. RISK AND RISK MANAGEMENT

3.1 JUSTIFICATION OF STATED LEVEL OF RISK TO RESEARCH PARTICIPANTS

You must provide a justification for the stated level of risk, as indicated on the cover page of your application. Note that the level of risk may be influenced by the vulnerability of the research group, the methods employed and the nature of the research itself. For further information on risk levels, please refer to the Levels of Review information on the website: https://www.dcu.ie/researchsupport/researchethics.shtml

The navigation of the site and completion of the questionnaire on a group of young adults does not require the participant to input any personal data. The participant can at any point stop taking part in the research and stop completing the questionnaire.

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
• use of a questionnaire? (attach copy)?	YES
• interviews (attach interview questions)?	NO
• observation of participants without their knowledge?	NO
• participant observation (provide details in section 2)?	NO
• audio- or video-taping interviewees or events?	NO
• access to personal and/or confidential data (including student, patient or client data) without the participant's specific consent?	NO
• administration of any stimuli, tasks, investigations or procedures which may be experienced by participants as physically or mentally painful, stressful or unpleasant during or after the research process?	NO
• performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression?	NO
• investigation of participants involved in illegal activities?	NO
• procedures that involve deception of participants?	NO
• administration of any substance or agent?	NO
• use of non-treatment of placebo control conditions?	NO
• collection of body tissues or fluid samples?	NO
• collection and/or testing of DNA samples?	NO
• participation in a clinical trial?	NO
• administration of ionising radiation to participants?	NO

3.3 POTENTIAL RISKS TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES

Identify, as far as possible, all potential risks to participants (physical, psychological, social, legal, economic, etc.), associated with the proposed research. Please explain what risk management procedures will be put in place to minimise these risks.

There will be no risk to the participant. At any point if they wish to stop participating, they can.

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

YES or NO
NO

(If YES, provide details.)

3.5 ARE THERE ANY SPECIFIC RISKS TO RESEARCHERS?

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

YES or NO
NO

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

3.6 DEALING WITH ADVERSE/UNEXPECTED OUTCOMES

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

If some unexpected outcome occurs, we will refer the participants to the appropriate services in DCU

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the supervisor will monitor the conduct of the project (especially where several people are involved in recruiting or interviewing, administering procedures, etc.) to ensure that it conforms with the procedures set out in this application

The supervisor will be added as a contributor to our Google forms questionnaire, and as such will be able to see responses from users.

3.8 SUPPORT FOR PARTICIPANTS

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

In the event of an unexpected occurrence we will make first aid/counselling available to the participant

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

YES or NO
NO

(If YES, please provide further details.)

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

YES or NO
NO

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

4. CONFIDENTIALITY/ANONYMITY

4.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
YES

(If NO, please explain why.)

IF YOU ANSWERED YES TO 4.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

4.2 HOW WILL THE ANONYMITY OF THE PARTICIPANTS BE RESPECTED?

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

We will be using a google survey and will request the results to be anonymous.

4.3 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY

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

State how and where participants will be informed of these limitations

Participants will be informed in the Plain Language Statement and Informed Consent Forms on how their data will be handled in the course of the research study.

5. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION

Personal data is data relating to a living individual (i.e. the 'Data Subject') who is, or can be, identified either from the data itself or from the data in conjunction with other information that is in, or is likely to come into, the possession of the 'Data Controller' (i.e. DCU and its constituent units e.g. research teams etc.). ***Further information on personal data is available from the DCU Data Protection Unit at https://www.dcu.ie/ocoo/dp/guides.shtml***

5.1 IS PERSONAL DATA BEING PROCESSED AS PART OF THIS PROJECT?

YES or NO
NO

If YES, Please indicate your compliance with the following guidelines:	**Mark here**
We confirm that we have read and agree to act in accordance with DCU Data Protection Unit guidance and procedures regarding personal data	
We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	

Please see the GDPR and the Research Ethics Process section of the SCEC main webpage for guidance

IF YOU ANSWERED YES TO 5.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

5.2 WHAT KIND OF PERSONAL DATA IS BEING PROCESSED?

Note special categories of personal data include health data, genetic data and/or data relating to ethnicity/race of participants, their sex lives and/or sexual orientation

5.3 WILL ANONYMISATION/PSEUDONYMISATION OF THE PERSONAL DATA BE UNDERTAKEN?

YES or NO
…

(If NO, please explain why.)

6. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section, "Data" includes that in a raw or processed state (e.g. interview audiotape, transcript or analysis). "Samples" include body fluids or tissue samples.

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

Note that the SCEC recommends that all data be stored on campus – please justify any off-site storage.

The data will be stored in in the Google instance under DCU's control, hence being regulated by the rules of DCU.

6.2 WHO WILL HAVE ACCESS TO DATA/SAMPLES?

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

Only the project supervisor and the main researchers will have access to the data. If any person other person in the examination process requests for the data, it will be provided to them.

6.3 HOW LONG IS THE DATA TO BE HELD/RETAINED FOR?

*Note that with very few exceptions **personal data** may not be retained indefinitely. It is up to the unit or research team to establish an upper retention limit for each category of personal data under its control.*

The data will be retained for as long as is required by the DCU policy for retention of examinable material.

Commented [DF1]: No, this is wrong. The data will be retained for as long as is required by the DCU policy for retention of examinable material.

6.4 IF DATA/SAMPLES ARE TO BE DISPOSED OF, PLEASE EXPLAIN HOW, WHEN AND BY WHOM THIS WILL BE DONE?

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

The data will be deleted once no longer required by the DCU policy for retention of examination material by Nathan Ndombasi through deletion of questionnaire.

7. PLAIN LANGUAGE STATEMENT *(Attach to this document. Approx. 400 words)*

A Plain Language Statement (PLS) should be used in all cases. This is written information in plain language that you will be providing to participants, outlining the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. Please note that the language used must reflect the participant age group and corresponding comprehension level – if your participants have different comprehension levels (e.g. both adults and children) then separate forms should be prepared for each group. The PLS can be embedded in an email to which an online survey is attached, or handed/sent to individuals in advance of their consent being sought. See link to sample templates on the website:
https://www.dcu.ie/researchsupport/ethicsapproval.shtml

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:

	YES or NO
Introductory Statement (Supervisor and student 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 SCEC contact details)	**YES**
Details relating to GDPR Compliance if Personal Data is being sought	**NO**

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

Personal data is not being utilised.

8. INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words)*

In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study, and give their signature. If your participants are minors (under 18), it is best practice to provide them with an assent form, while their parents/guardians will be given the Informed Consent Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box in the questionnaire (underneath the information section for participant), where participants can indicate their consent.
See link to sample templates on the website: ***https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

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

Attend-It User Questionnaire

What did you like most about the application?

How did you find the navigation of the application?

What do you think the mobile app should improve on?

On a scale of 1 to 5, rate your experience using the mobile application, and why?

On a scale of 1 to 5, rate the interface of the mobile application, and why?

Would you recommend this app to your friends?

Informed Consent Form

Research Study Title: Attend-It
School/Unit: School of Computing
Principal Investigator: Jordan Voss
Other Investigators: Nathan Ndombasi
Project Supervisor: Dr. Dónal Fitzpatrick

This research is intended to gather user requirements for the Attend-It app, to gauge the accessibility and readability of the site app and web app. No data will be collected in this process, and users will remain anonymous throughout.

I will be required to use theAttend-It app, and fill out a questionnaire afterwards which pertains to my experience in using the app.

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 understand that participation in this research study is voluntary, and that I may withdraw from this research at any time with no consequences.

I understand that the data collected in the course of this research study will only be accessible to the investigators and the project supervisor. I also understand that confidentiality of the information provided cannot always be guaranteed and can only be protected with the limitations of the law. It is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions.

I understand that the data I provide will be retained until September 2020, at which point it will be destroyed.

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: _____

Name in Block Capitals: _____

Witness: _____

Date: _____

Plain Language Statement

Research Title: Attend-It
Department: School of Computing
Principle Investigator: Dr. Dónal Fitzpatrick
Other Investigators: Nathan Ndombasi, Jordan Voss
Supervisor: Dr. Dónal Fitzpatrick

The research being conducted pertains to the development of the “Attend-It” app.
The “Attend-It” aims to supply DCU and other institutes with a standard way of taking attendance and give students a time-table they can modify and incorporate for their schedules.
Participants will be asked to navigate the “Attend-It” app and asked to fill out a questionnaire once completed. The user will be asked to navigate to certain parts of the app and insert certain data in order to test the retrieval of information. Certain questions about their experience using the app will follow in a questionnaire. This research is being done to streamline our user interface and get feedback on what the participant thought of the user interface design. If the participant wishes to find updates on the project they can contact us directly with the email list above.

No personal information pertaining to the participant will be recorded. The navigation of the site and completion of the questionnaire should not pose any risk for the participant.

The estimated time for the completion of this investigation will be 10 minutes. The investigation will not take longer than 30 minutes.

The confidentiality of the information provided cannot always be guaranteed and can only be protected with the limitations of the law. It is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions.

The information pertaining to this investigation will be destroyed March 30th 2020.

This investigation is done solely on a voluntary basis. If the participant at any point wishes to discontinue their involvement in the investigation they are free to do so.

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