



Dublin City University
School of Computing
ETHICS COMMITTEE

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

Application Number:			
<p>Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.</p>			
<ul style="list-style-type: none">➤ Download this form➤ Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "docs/ethics.pdf".➤ Your supervisor will be notified automatically and must approve your approach initially.➤ The application should consist of <u>one electronic file (PDF) only</u>. 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.➤ All sections of the application form must be answered as instructed and within the word limits given.			
<p>Applications which do not adhere to all of these requirements will not be accepted for review and will require resubmission</p>			
<p>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 <u>must not</u> commence until written approval has been received from the School of Computing Ethics Committee.</p>			

PROJECT TITLE	CA326 - libraryApp
PRINCIPAL INVESTIGATOR(S) <i>The named Principal Investigator is the person with primary responsibility for the research project. In the case of Taught Masters projects and undergraduate projects the supervisor is the Principal Investigator.</i>	Darragh O'Brien
START AND END DATE	1/03/2019 - 8/03/2019
LEVEL OF RISK	Notification only

Please indicate whether this project requires more than a notification Justification for your choice is required under section 3.1

Please confirm that all supplementary information is included in your application (in 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		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	YES	
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:

- Any amendments to the original approved proposal must receive prior SCEC approval.
- 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
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

PRINCIPAL INVESTIGATOR(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
Darragh O'Brien	DCU School of Computing	darragh.obrien@dcu.ie

OTHER INVESTIGATORS (STUDENT(S):

NAME	SCHOOL/UNIT	EMAIL
Killian Byrne	DCU School of Computing	killian.byrne68@mail.dcu.ie
John Griffin	DCU School of Computing	john.griffin24@mail.dcu.ie

1.2 WILL THE RESEARCH BE UNDERTAKEN ON-SITE AT A Dublin City University CAMPUS ?

YES or NO
YES

(If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section

2.7.)

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1.3 IS THIS PROTOCOL BEING SUBMITTED TO ANOTHER ETHICS COMMITTEE, OR HAS IT BEEN PREVIOUSLY SUBMITTED TO AN ETHICS COMMITTEE?

YES or NO
NO

(If YES, please provide details and attach copies of approval(s) received etc.)

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DECLARATION BY PRINCIPAL INVESTIGATOR(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):

Principal investigator(s): _____

Print Name(s) here: _____

Date: _____

2. PROJECT OUTLINE

2.1 LAY 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.

As part of our third year project, we are building an application that presents users with a live map that shows the occupancy of seats. We are using NFC technology and firebase database to do this. When a user sits at a desk, they must scan the NFC tag on the desk with their phone. This action updates the map, and now the seat colour changes from green to red. We will not be tracking what seats the users are sitting in, we are only tracking if the seat is occupied or not.

As part of our testing, we would ask people to take part in questionnaires based on using our application. The questionnaire will gauge the user's ease of use of our application, verify that the application meets the user's needs. The questionnaire will not ask for personal data, and the questionnaire will be anonymous.

Users who participate in the survey and need access to the application use Killian and John's logins.

Users of the software will be required to input their DCU email account, and fill in their DCU username and password to be granted access to the system. We are using a google login to verify the users are members of the university, so therefore a dcu email must be provided. The email will be stored so that the user can access their study planner, which is another feature of our software.

User's names or intrusive details will not be asked or stored in the database. The only data that needs to be stored is their email and study goals. No name or personal details will be kept.

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 aims of our research from surveys is to simply gauge how effective our implementation is, where we can improve it and what should be removed. No user data is required nor necessary.

The aim of storing the user email is to demonstrate a study feature of our application. The email will only be used to match the user to their study details. The system has no use for any personal data of the user.

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.

Anonymous surveys is how the method of which we will gather our data.
Users will be required to enter their email to access the application.

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 participants will be competent adults. They could vary in age from 18 to approximately 60.
The sample size will be approximately 5-15 people.

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.

Our participants will not be vulnerable. Strictly competent adults will be participating in this process. No children will be participating in our surveys.

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

<i>Please indicate your compliance with the following guidelines:</i>	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.

Participants will be asked to participate in the survey. There will be no benefit, material or otherwise, for participating in our survey

- 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?

Results from the survey will be displayed on our gitLab project page, found at <https://gitlab.computing.dcu.ie/byrne68/2019-ca326-byrne68-libraryapp>. No user details or intrusive information of the user will be displayed as surveys are anonymous.

- 2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.?

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.)

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- 2.8 HAS A SIMILAR PROPOSAL BEEN PREVIOUSLY APPROVED BY THE DCU SCEC?

YES or NO

N/A

(If YES, please state both the REC Application Number and Project Title)

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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>

No risk

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?	
• 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.

None

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.)

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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.)

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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.

N/A

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the principal investigator 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. In the case of student projects please give details of how the supervisor(s) will monitor the conduct of the project.

Our supervisor Darragh O'Brien will monitor the conduct of our project by having weekly meetings with ourselves, Killian and John, and overseeing that all procedures do indeed conform with the procedures set out in our application.

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.

N/A

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

YES or NO
N/a

(If YES, please provide further details.)

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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.)

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4. INVESTIGATORS' QUALIFICATIONS, EXPERIENCE AND SKILLS (Approx. 200 words)

List the academic qualifications and outline the experience and skills relevant to this project that the PI, other researchers and any supporting staff have in carrying out the research and in dealing with any emergencies, unexpected outcomes, or contingencies that may arise. **State specifically who will be carrying out the research procedures**

Killian and John will be carrying out the research questionnaires themselves. Both are third year CASE students.

5. CONFIDENTIALITY/ANONYMITY

5.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO

YES

(If NO, please explain why.)

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

5.2 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

Questionnaire participants will be anonymous. Users of the application will have their email and study data deleted from our database after three months.

5.3 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

The users will be informed before entering the application that their emails will be stored. They will be also informed that confidentiality of information cannot always be guaranteed and can only be protected within the limitations of the law. Users will have to click an "Accept" button before proceeding with the application.



6. 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>

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

YES or NO
YES

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	YES
We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	YES

Please see the GDPR and the Research Ethics Process section of the [SCEC main webpage](#) for guidance

PDSS **FORM:**
https://docs.google.com/spreadsheets/d/1OewFP1ty8V5cMo7rxj2e_yo2KYNfH37RGllgA5WcnIE/edit?usp=sharing

IF YOU ANSWERED YES TO 6.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

6.2 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

User's DCU email

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

YES or NO
NO

(If NO, please explain why.)

User's email does not identify the person directly. The data will be destroyed after three months (See PDSS form above)

7. 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.

7.1 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.

Google's database system, Firebase. We have an account set up for this project, CA326 libraryApp

7.2 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 application developers, Killian and John

7.3 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.

Three months

7.4 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.

Firebase allows admins to database to delete database entries after a certain period of time, which can be defined. It is also possible to manually delete the collection from the database.

8. FUNDING OF THE RESEARCH

8.1 HOW IS THIS WORK BEING FUNDED, IF IT IS EXTERNALLY FUNDED?

N/A - not being funded

8.2 PROJECT GRANT NUMBER *(If relevant and/or known – otherwise mark as N/A)*

N/A

8.3 DOES THE PROJECT REQUIRE APPROVAL BEFORE CONSIDERATION FOR FUNDING BY A GRANTING BODY?

YES or NO

N/A

8.4.1 HOW WILL PARTICIPANTS BE INFORMED OF THE SOURCE OF THE FUNDING? *(e.g. included in the Plain Language Statement)*

N/A

8.5 DO THE FUNDERS OF THIS PROJECT HAVE A PERSONAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT COMPROMISE THE INDEPENDENCE AND INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?

YES or NO

N/A

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

9. 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 (PI and researcher names, school, title of the research)	YES
What is this research about?	YES
Why is this research being conducted?	YES
What will happen if the person decides to participate in the research study?	YES
How will their privacy be protected?	YES
How will the data be used and subsequently disposed of?	YES
What are the legal limitations to data confidentiality?	YES
What are the benefits of taking part in the research study (if any)?	YES
What are the risks of taking part in the research study?	YES
Confirmation that participants can change their mind at any stage and withdraw from the study	YES
How will participants find out what happens with the project?	YES
Contact details for further information (including SCEC contact details)	YES
Details relating to GDPR Compliance if Personal Data is being sought	YES

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

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10. 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.

Informed Consent Form

An Informed Consent Form should generally contain the following information. Section 3 onwards should be written in the first person, e.g. "I will be asked to attend...I may withdraw from the research study at any point....I am aware that the data...etc." The headings are there for guidance and do not need to be included in your form.

I. Research Study Title

The title of this Project is called "DCU Library App - SeatGrab". The project is for a third year project, in Computer Applications and Software Developing, in the School of Computing DCU. The research is being conducted by Killian Byrne and John Griffin. Contact details are: killian.byrne68@mail.dcu.ie & john.griffin24@mail.dcu.ie.

II. Clarification of the purpose of the research

The purpose of survey research is to gain user feedback that will help us improve the application.

The purpose of storing user emails and study goals is because this a function of our application. Users must be from DCU to access the application so a DCU login must be used. To store the user data of study goals, the email must be stored to match the user to their study details.

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

Requirements may include involvement in interviews, completion of questionnaire, audio/video-taping of events. Getting the participant to acknowledge requirements is preferable, e.g.

Participant – please complete the following (Circle Yes or No for each question)

I have read the Plain Language Statement (or had it read to me)

Yes/No

I understand the information provided

Yes/No

I have had an opportunity to ask questions and discuss this study

Yes/No

I have received satisfactory answers to all my questions

Yes/No

IV. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point.

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

All survey data is anonymous. Under no circumstance will any personal details be stored. The survey data will be made public on the project GitLab repository (<https://gitlab.computing.dcu.ie/byrne68/2019-ca326-byrne68-libraryapp>).

Any email addresses used to gain access to the system will be deleted from the database once the user has logged out from the system.

VI. Any other relevant information

Sample size of the pool of participants has no effect on anonymity of the participants.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project

Participants Signature:

Name in Block Capitals:

Witness:

Date:

Plain Language Statement

I. Introduction to the Research Study

The title of this Project is called "DCU Library App - SeatGrab". The research is being conducted by Killian Byrne and John Griffin. The project is for a third year project, in Computer Applications and Software Developing, in the School of Computing DCU. Contact details are: killian.byrne68@mail.dcu.ie & john.griffin24@mail.dcu.ie.

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

Participants in surveys will be required to fill out questionnaires based on our software for the purpose of software testing.

Participants who use the software will be required to input their DCU email account, and fill in their DCU username and password to be granted access to the system. User's names or intrusive details will not be asked or stored in the database. Any email address and study goal information stored in the database will be deleted from the database after a period of three months.

Users who participate in the survey and need access to the application can use Killian and John's logins.

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

None

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

No benefits, material or otherwise, will be exchanged for involvement with this research gathering.

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

All survey data is anonymous. Under no circumstance will any personal details be stored. The survey data will be made public on the project GitLab repository (<https://gitlab.computing.dcu.ie/byrne68/2019-ca326-byrne68-libraryapp>).

Any email addresses used to gain access to the system will be deleted from the database after a period of three months. 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.

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

There is no plans to delete the anonymised data from the surveys as they hold no personal information

The email addresses of users and study data will be deleted after a period of three months.

VII. Statement that involvement in the Research Study is voluntary

Participants may withdraw from the research process at any point. There will be no penalty for withdrawing before all stages of the research process have been completed.

VIII. Any other relevant information

Sample size of the pool of participants has no effect on anonymity of the participants.

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

COPY OF SURVEY:

*Out of ten, how would you rate the design of our system: (1-10)*_____

*How would you rate the ease of use out of 10: (1-10)*_____

Does the system function as you require:

What did you find difficult, if anything, using this application:

Is there anything you would add to the application, that you think is necessary:

What parts, if any, did you find unnecessary in the application:
