

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**Instructions**

Do not use this form if your research is with the NHS or NHS-linked: please refer instead to the NHS Local Research Ethics Committee.

Do not use this form if your research involves adults who do not have the capacity to consent. Such projects have to be submitted to the National Research Ethics Service (NRES) system: <http://nres.nhs.uk/>

Please carefully review:

- [School Research Ethics documentation](#)
- [Data management, collecting personal data, data protection act requirements](#)
- [Information Security Framework](#)
- [Research Integrity and Governance](#)
- [Research Ethics](#)

Please complete the Research Integrity Online Training Programme ([Staff link](#), [Student link](#)) prior to submitting this form.

Please complete this form at least **2 weeks** before starting your data collection/human involvement activities and send to comsc-ethics@cardiff.ac.uk along with **all** the relevant attachments:

- Full Project plan/proposal
- Participant Information Form, either:
 - hard copy, e.g [briefing](#) and [debriefing](#) (if appropriate)
 - online equivalent
- [Consent Form](#) or online equivalent (or justification as to why this is not possible)
- Certificate(s) of completion of the Research Integrity Online Training Programme (RIOTP) for all [staff](#) associated with a project (and [students](#) if applicable).
- (If applicable) Details concerning external funding
- (If an extension is requested) Provide a list of motivations and list of amendments to any previous approvals

Submissions will be reviewed at the next COMSC Research Ethics Group meeting held approximately fortnightly.

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**1 General Information**

Title of Project:

Love Cardiff Android App

If this submission relates to a previous approval request (e.g. a revision or extension):

Previous ID:

If this approval refers to an Undergraduate or Masters Student Project:

Student(s) Names and IDs:

Zhuo Cui
C1676095

Supervisor Name(s):

Natasha Edwards

If this approval refers to a research project (e.g. Staff, Postgraduate Research Student):

Principle Researcher: Other Researchers:

Project Start Date: 7/7/2018

— End Date: 31/8/2018

Attachments:	Yes	NA	Document Version ID
Full project plan/proposal	<input checked="" type="checkbox"/>		<input type="text"/>
Participant Information Form	<input type="checkbox"/>		<input type="text"/>
Consent Form	<input type="checkbox"/>		<input type="text"/>
RIOTP Completion Certificates	<input type="checkbox"/>		<input type="text"/>
Details concerning external funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Motivations for and list of amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Page 2 of 11

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**2 Recruitment Procedure**

	Yes	No	NA
1 Does your project include children under 18 years of age?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes," have you read and understood Cardiff University's Code of Practice for researchers Working With Children and Young People which forms part of the Safeguarding Children and Vulnerable Adults Policy? The Interim Guidance is at Appendix 1, Page 9 of this Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Does your project include people with learning or communication difficulties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Does your project include people in custody?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Is your project likely to include people involved in illegal activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Does your project involve people belonging to a vulnerable group, other than those listed above?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 Does your project include people who are, or are likely to become your clients or clients of the department in which you work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7 Does your project provide for people for whom English / Welsh is not their first language?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

Please describe how do you plan to recruit participants:

I will develop two electronic questionnaires and send the link to others through email. The majority of participants would be my family members, friends and classmates. The participants would receive only one questionnaire.

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**3 Consent Procedures**

		Yes	No	NA
8	Will you tell participants that their participation is voluntary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Will you obtain written consent for participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	If the research is observational, will you ask participants for their consent to being observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Will you tell participants that they may withdraw from the research at any time and for any reason?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Will you give potential participants a significant period of time to consider participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**4 Possible Harm to Participants**

		Yes	No	NA
13	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

If there are any risks to the participants, please explain how you intend to minimise these risks:



School of Computer Science & Informatics

Ethical Approval Request Form

Form valid until 21st September 2018

5 Data Protection

	Yes	No	NA
15 Will any non-anonymised and/or personalised data be generated and/or stored?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16 Will you have access to documents containing sensitive data about living individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes" will you gain the consent of the individuals concerned	<input type="checkbox"/>	<input type="checkbox"/>	
17 Are you planning to use Cardiff University installation of OneDrive to store data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No" is your data storage policy compliant with Cardiff University ISF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sensitive data are inter alia data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, actual and alleged offences.

Please describe how you will securely collect and store any data (**required**):

I will collect and store data supported by the SurveyMonkey and those data could only be retrieved after inputting my credentials. Additionally, I will store a copy of the data on Cardiff University OneDrive.

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**6 Researcher Safety**

	Yes	No	NA
18 If relevant to your research, have you taken into account the Cardiff University guidance on safety in fieldwork / for lone workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**7 Researcher Governance**

		Yes	No	NA
19	Does your study include the use of a drug? You will need to contact Research Governance before submission (resgov@cf.ac.uk)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Does the study involve the collection or use of human tissue? You will need to contact the Human Tissue Act team before submission (hta@cf.ac.uk)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled and please attach approvals received from Research Governance and/or Human Tissue Act team:

**School of Computer Science & Informatics****Ethical Approval Request Form**Form valid until 21st September 2018**8 Prevent Duty**

		Yes	No	NA
21	Has due regard been given to Prevent duty, in particular to prevent anyone being drawn into terrorism? Prevent Duty Guidance Procedure Freedom of Speech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue will be handled:



School of Computer Science & Informatics

Ethical Approval Request Form

Form valid until 21st September 2018

9 Other Ethical Considerations

If there are other potential ethical issues that you think the Committee should consider please explain them in the following space. It is your obligation to bring to the attention of the Committee any ethical issues not covered on this form.

A large, empty grey rectangular area intended for the user to provide details on other potential ethical issues.



School of Computer Science & Informatics

Ethical Approval Request Form

Form valid until 21st September 2018

10 Any other comments

If there is additional information that you think the Committee should consider please explain in the space below:

[Love Cardiff Android App] Consent Form

Name of participant/identifier: _____

Please read the Information Sheet and then read the following statements carefully and then add your signature. If you have any questions, please ask the person who gave you this form. You are under no pressure to give your consent and you are free to withdraw from this study at any time. If you have any complaints or concerns about this study, please contact comsc-ethics@cardiff.ac.uk. The data controller is Cardiff University and the Data Protection Officer is Matt Cooper CooperM1@cardiff.ac.uk. The lawful basis for the processing of the data you provide is consent.

By adding your initials in the box to the right of each item and signing the form at the bottom, you are agreeing to the following:

- Information on source of funding
- I understand that I am to take part in a briefing session, an use study procedure, and a debriefing session.
- I confirm that I have all of the prerequisites for participation as outlined in the Information Sheet, and consent that, where appropriate, any personal equipment I provide can be used for the purposes of this study.
- I confirm that I have read and understand the Information Sheet and have had the opportunity to ask questions about it.
- I understand that upon completion of the study, I will receive an use study testing for an app. In the case that I withdraw from the study, I understand that I will receive an usability questionnaire.
- I understand that participation in this study is entirely voluntary and that I can withdraw from the study at any time without giving a reason, and without loss of credit / payment (as applicable).
- I understand that I am free to ask any questions at any time and that I am free to withdraw or discuss my concerns with the lead researcher Zhuo Cui.
- I also understand that at the end of the study I will be provided with additional information and feedback about the purpose of the study.
- I understand that the information provided by me will be held confidentially, such that only the researchers can trace this information back to me individually. The information will be retained for up to 1 years when it will be deleted/destroyed. I understand that I can ask for the information I provide to be deleted/destroyed at any time.
- I agree to data generated from my participation can be shared with other researchers.

INITIALS

I, _____ (NAME) consent to participate in the study conducted by [INSERT], School of Computer Science, Cardiff University.

Signed:

Date:

Love Cardiff Questionnaire Part1
For User Study

1. What is your gender?
 - Female
 - Male
 - Prefer not to say
2. What is your age?
 - 18 to 24
 - 25 to 35
 - 36 or older
 - Prefer not to say
3. What is the highest level of school you have completed of the highest degree you have received?
 - Less than high school degree
 - High school degree
 - Bachelor degree
 - Master degree
 - Doctor degree or above
 - Prefer not to say
4. Which of the following devices do you most prefer to use to connect to the internet?
 - Computer tablet
 - Desktop computer
 - Laptop computer
 - Smart phone
5. What type of phone do you have?
 - Android

- iPhone
 - Blackberry
 - Others
6. How could you get the latest news in your local area ?
- Watching TV
 - Browsing website
 - Using news apps
 - Others
7. If you explore a city through an app, what kinds of information do you hope to gain?
- The latest local news
 - Map
 - Weather
 - Others
8. Would you like to post your story for other users to read and comment through an app?
- Yes
 - No
9. What is your attitude towards a local app which obtains specified information about a certain city?
- Extremely interested
 - Very interested
 - Somewhat interested
 - Not so interested
 - Not interested at all
10. When using an application, which of the following factors most important to you ?

- Layout
- Error-free functionality
- Usability
- Trustworthiness

[Love Cardiff Android App] Consent Form

Name of participant/identifier: _____

Please read the Information Sheet and then read the following statements carefully and then add your signature. If you have any questions, please ask the person who gave you this form. You are under no pressure to give your consent and you are free to withdraw from this study at any time. If you have any complaints or concerns about this study, please contact comsc-ethics@cardiff.ac.uk. The data controller is Cardiff University and the Data Protection Officer is Matt Cooper CooperM1@cardiff.ac.uk. The lawful basis for the processing of the data you provide is consent.

By adding your initials in the box to the right of each item and signing the form at the bottom, you are agreeing to the following:

- Information on source of funding
- I understand that I am to take part in a briefing session, an app texting procedure, and a debriefing session.
- I confirm that I have all of the prerequisites for participation as outlined in the Information Sheet, and consent that, where appropriate, any personal equipment I provide can be used for the purposes of this study.
- I confirm that I have read and understand the Information Sheet and have had the opportunity to ask questions about it.
- I understand that upon completion of the study, I will receive a usability testing for an app. In the case that I withdraw from the study, I understand that I will receive an usability questionnaire.
- I understand that participation in this study is entirely voluntary and that I can withdraw from the study at any time without giving a reason, and without loss of credit / payment (as applicable).
- I understand that I am free to ask any questions at any time and that I am free to withdraw or discuss my concerns with the lead researcher Zhuo Cui.
- I also understand that at the end of the study I will be provided with additional information and feedback about the purpose of the study.
- I understand that the information provided by me will be held confidentially, such that only the researchers can trace this information back to me individually. The information will be retained for up to 1 years when it will be deleted/destroyed. I understand that I can ask for the information I provide to be deleted/destroyed at any time.
- I agree to data generated from my participation can be shared with other researchers.

INITIALS

I, _____ (NAME) consent to participate in the study conducted by [INSERT], School of Computer Science, Cardiff University.

Signed:

Love Cardiff Questionnaire Part2
For Usability Study

1. What is your gender?
 - Female
 - Male
 - Prefer not to say
2. What is your age?
 - 18 to 24
 - 25 to 35
 - 36 or older
 - Prefer not to say
3. What is the highest level of school you have completed of the highest degree you have received?
 - Less than high school degree
 - High school degree
 - Bachelor degree
 - Master degree
 - Doctor degree or above
 - Prefer not to say
4. Were you able to register an account for the app?
 - Yes
 - No
5. Were you able to log into the account you just registered with?
 - Yes
 - No
6. Were you able to add and save profile information about yourself?
 - Yes

- No
7. Were you able to change the password?
- Yes
 - No
8. Were you able to scan the news?
- Yes
 - No
9. Were you able to check the weather forecast?
- Yes
 - No
10. Were you able to utilize the navigation map?
- Yes
 - No
11. Were you able to post your story?
- Yes
 - No
12. Were you able to make a comment below others' stories?
- Yes
 - No
13. I think that I would like to use the app frequently.
- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
14. I think the app is easy to use.
- Strongly agree
 - Agree

- Neither agree nor disagree
- Disagree
- Strongly disagree

15. I think the layout of the app is intuitive.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

16. I found the various functions in this app were well integrated.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

17. I thought there was too much inconsistency in this app.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

18. I was able to easily find my way around the app to get the information I was looking for.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree

- Strongly disagree

19. I am satisfied with the app.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

20. I would like to recommend the app to my friends, colleagues or family members who want to get some information about Cardiff.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

APPROVED

Approval ID: COMSC/Ethics/2018/036

Blackboard Learn

12/04/2018, 21:33

Research and Innovation Services

This is to certify that

Natasha Edwards

has successfully completed

17/18 Research Integrity (Staff Version)

on

12 April 2018

APPROVED

Approval ID: COMSC/Ethics/2018/036

Blackboard Learn

09/08/2018, 13:30

Research and Innovation Services

This is to certify that

Zhuo Cui

has successfully completed

17/18 Research Integrity (Student)

on

15 July 2018