

Ethical Approval Form: Human Research Projects

Please word-process this form, handwritten applications will not be accepted



This form must be completed for each piece of research activity whether conducted by academic staff, research staff, graduate students or undergraduates. The completed form must be approved by the designated authority within the Faculty.

Please complete all sections. If a section is not applicable, write N/A.

1 Name of Applicant	Luke Powell <hr/> Department: Computer Science Faculty: School of Computer Science	
2 Position in the University	Undergraduate	
3 Role in relation to this research	Project Leader/Researcher	
4 Brief statement of main Research Question	Is there a better system of allocating staff within the School of Computer Science at the University of Lincoln as supervisors for students third year projects which maximises benefits and limits drawbacks based on the opinions of stakeholders?	
5 Brief Description of Project	<p>The project will investigate and analyse user centred design and iterative methods in order to collate information such as opinions, thoughts and ideas about project allocation systems which have been or are currently in use. The project will use the thoughts and feelings of the stakeholders to drive the research and design to create a solution which is widely met by students and staff alike.</p> <p>Meetings will be carried out with undergraduates, postgraduates and academic members of staff to discuss their points of view about systems which have been in place in the past and their ideas on any potential new methods which could be used to maximise student's satisfaction.</p> <hr/> <div> <div>Approximate Start Date: 23/09/2019</div> <div>Approximate End Date: 02/04/2020</div> </div>	
6 Name of Principal Investigator or Supervisor	Dr. Heriberto Cuayahuitl <hr/> <div> <div>Email address: hcuayahuitl@lincoln.ac.uk</div> <div>Telephone: 01522837949</div> </div>	
7 Names of other researchers or student investigators involved	1. Dr..Khaled Bachour 2. 3. 4.	
8 Location(s) at which project is to be carried out	All interviews will take place at the University of Lincoln.	

<p>9 Statement of the ethical issues involved and how they are to be addressed –including a risk assessment of the project based on the vulnerability of participants, the extent to which it is likely to be harmful and whether there will be significant discomfort.</p> <p>(This will normally cover such issues as whether the risks/adverse effects associated with the project have been dealt with and whether the benefits of research outweigh the risks)</p>	<p>Before any interviews, meetings, questionnaires or focus groups are carried out a consent form will be drawn up and offered to participants. The project does not contain any ethical matters which could be controversial and put the participants at risk but there are several steps which need to be carried out.</p> <p><u>Informed Consent-</u> Once the time comes to begin involving participants in the study in order to find out their thoughts and feelings it is crucial that they give informed consent. Informed consent is where the participants voluntarily agree to participate within the study willingly. A range of people will be given the chance to take part in the study and the decision must be their own on whether they agree to take part or not. Due to the fact that the projects aim is to work closely with staff and students in order to create a system designed with the stakeholders at the centre of it, all participants must be aware of the risks and benefits of the research and their rights within the research. This must be available on the consent form which will be given to the participant.</p> <p><u>Data Protection-</u> Following the conduction of the research, all the information given from the participants will be stored. It is important that this information is accurate and up to date, secure and is only kept for a necessary length of time. When the time comes that the information and data is no longer needed, the records will be destroyed to protect the participants.</p> <p><u>Confidentiality-</u> Confidentiality is ensuring that the identity of the participants is not revealed. In the case of this project this is very important as it is very opinion based. This could cause issues if participants have differing opinions to each other and find out whose opinions they are which they do not agree with. Therefore, the identity of the participant must always remain anonymous to ensure a fair test.</p> <p><u>Right to withdraw-</u> Participants must have the right to withdraw from the research at any time. This includes whilst the research is being carried and well after the research has been completed. If the participant does not feel comfortable with the direction in which the research is heading or regrets their participation, then they have the right to withdraw their contribution and all existing records kept must be destroyed straight away to protect them and their identity.</p> <p>This project concerns itself with user centred design which means that feedback and opinions from the stakeholders is extremely important. This means that these steps need to be carried out professionally to ensure that all participants remain safe and are not exposed to any risks through their contribution to the research.</p>
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Ethical Approval From Other Bodies

<p>10 Does this research require the approval of an external body ?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If “Yes”, please state which body:-</p>
<p>11 Has ethical approval already been obtained from that body ?</p>	<p>Yes <input type="checkbox"/> Please append documentary evidence to this form. No <input type="checkbox"/></p> <p>If “No”, please state why not:-</p> <p>N/A</p> <p>Please note that any such approvals must be obtained and documented before the project begins.</p>

APPLICANT SIGNATURE

I hereby request ethical approval for the research as described above.

I certify that I have read the University's ETHICAL PRINCIPLES FOR CONDUCTING RESEARCH WITH HUMANS AND OTHER ANIMALS.



Applicant Signature

10/10/2019

Date

Luke Powell

PRINT NAME

FOR COMPLETION BY THE CHAIR OF THE FACULTY RESEARCH COMMITTEE

Please select ONE of A, B, C or D below:

☐ A. The Faculty Research Committee gives ethical approval to this research.

☐ B. The Faculty Research Committee gives conditional ethical approval to this research.

12 Please state the condition (inc. date by which condition must be satisfied if applicable)

☐ C. The Faculty Research Committee cannot give ethical approval to this research but refers the application to the University Research Ethics Committee for higher level consideration.

13 Please state the reason

☐ D. The Faculty Research Committee cannot give ethical approval to this research and recommends that the research should not proceed.

14 Please state the reason

Signature of Chair of Faculty Research Committee (or nominee)

Signed

Date