

16/06/2021

Qi Shen

Dear Qi

An Empirical Study On Voice And Animation In Visualization

Thank you for submitting your Minimal Risk Self-Registration Form. This letter acknowledges confirmation of your registration; your registration confirmation reference number is MRSU-20/21-22840

Important COVID-19 update: Please consult the latest College guidance (linked below) and ensure you have completed the risk assessment procedure prior to any data collection involving face-to-face participant interactions.

<https://internal.kcl.ac.uk/innovation/research/ethics/applications/COVID-19-Update-for-Researchers>

Ethical Clearance

Ethical clearance for this project is granted. However, the clearance outlined in the attached letter is contingent on your adherence to the latest College measures when conducting your research. Please do not commence data collection until you have carefully reviewed the update and made any necessary project changes.

Ethical clearance is granted for a period of **one year** from today's date and you may now commence data collection. However, it is important that you have read through the information provided below before commencing data collection:

As the Minimal Risk Registration Process is based on self-registration, your form has not been reviewed by the College Research Ethics Committee. It is therefore your responsibility to ensure that your project adheres to the [Minimal Risk Guiding Principles](#) and the agreed protocol does not fall outside of the criteria for Minimal Risk Registration. Your project may be subject to audit by the College Research Ethics Committee and any instances in which the registration process is deemed to have been used inappropriately will be handled as a breach of good practice and investigated accordingly.

Record Keeping:

Please be sure to keep a record of your registration number and include it in any materials associated with this research. It is the responsibility of the researcher to ensure that any other permissions or approvals (i.e. R&D, gatekeepers, etc.) relevant to their research are in place, prior to conducting the research.

In addition, you are expected to keep records of your process of informed consent and the dates and relevant details of research covered by this application. For example, depending on the type of research that you are doing, you might keep:

- A record of all data collected and all mechanisms of disseminated results.
- Documentation of your informed consent process. This may include written information sheets or in cases where it is not appropriate to provide written information, the verbal script, or introductory material provided at the start of an online survey.

Please note: For projects involving the use of an [Information Sheet and Consent Form for recruitment purposes](#), please ensure that you use the KCL GDPR compliant [Information Sheet & Consent Form Templates](#)

- Where appropriate, records of consent, e.g. copies of signed consent forms or emails where participants agree to be interviewed.

Audit:

You may be selected for an audit, to see how researchers are implementing this process. If audited, you and your Supervisor will be asked to attend a short meeting where you will be expected to explain how your research meets the eligibility criteria of the minimal risk process and how the project abides by the general principles of ethical research. In particular, you will be expected to provide a general summary of your review of the possible risks involved in your research, as well as to provide basic research records (as above in Record Keeping) and to describe the process by which participants agreed to participate in your research.

Remember that if you at any point have any questions about the ethical conduct of your research, or believe you may have gained the incorrect level of ethical clearance, please contact your supervisor or the Research Ethics Office.

Data Protection Registration

If you indicated in your minimal risk registration form that personal data would be processed as part of this research project, this letter also confirms that you have also met your requirements for registering this processing activity with King's College London in accordance with the General Data Protection Regulation (GDPR).

More information about how the GDPR affects researchers can be found here: <https://internal.kcl.ac.uk/innovation/research/Research-Governance/how-does-GDPR-affect-research/How-does-GDPR-affect-research>

Please note that any changes to the storage, management, or type of personal data being collected should also be included in a modification request.

We wish you every success with your project moving forward.

With best wishes,

The Research Ethics Office

On behalf of the College Research Ethics Committee