[Project Title]

You are invited to participate in a study entitled [TITLE] that is being conducted by [STUDENT NAMES] for the course SENG 310, Human-Computer Interaction. The course instructor is Dr. Sowmya Somanath, Department of Computer Science, sowmyasomanath@uvic.ca, (+1) 250-472-5794

As undergraduate students, we are required to conduct research as part of the requirements for a degree in Computer Science/Software Engineering. It is being conducted under the supervision of Dr. Sowmya Somanath, a Faculty Member in the department of Computer Science at the University of Victoria. You may contact my supervisor at 250-472-5794or sowmyasomanath@uvic.ca.

Purpose and Objectives

The purpose of this research project is [STATE THE PURPOSE AND OBJECTIVES OF THE RESEARCH IN NO MORE THAN 150 WORDS USING JARGON-FREE LANGUAGE.].
- Example: establish the requirements for designing a new interface for the MyUvic Application mobile website
- Example: compare the effectiveness and usefulness of two designs of the OneCard interface

Importance of this Research

Research of this type is important because [*STATE WHY THE RESEARCH IS IMPORTANT AND THE CONTRIBUTION IT WILL MAKE*].
- Example: Collecting empirical data will help us designing effective interfaces for UVic students
- Example: It will provide guidelines for implementing mobile designs
- Example: It will provide us with an understanding of what aspects of an application people are interested in

Participants Selection
- You have been selected to participate in this study because
  - Example: You study in a discipline related to the data we are visualizing
  - Example: You are a student at UVic thus likely to be familiar and using on a regular basis the interface we are re-designing.
- Participation in this project is entirely voluntary.
- Whether you choose to participate or not will have no effect on your position [e.g. employment, class standing] or how you will be treated.

What is involved

If you consent to voluntarily participate in this research, your participation will include:
- [STATE WHAT THE PARTICIPANT SHOULD DO]
- Example: Trying out our prototype interface and talking to us about what you liked and didn't like. We would also like to learn from you about any suggestions for improving our prototype interface
- **Duration:** Approximately 20 minutes
- **Location:** of your choice (online)
- **Inconvenience:** *None beyond dedicating approximately 20 minutes to this study*

Please be advised that information about you that is gathered for this research study uses an online program located in the U.S. or a program that can be accessed from the US (Google Forms). As such, there is a possibility that (non-identifiable) information about you may be accessed without your knowledge or consent by the US government in compliance with the US Freedom Act.

Risks
There are no known or anticipated risks to you by participating in this research.

Benefits
The potential benefits of your participation in this research include helping us generate new design guidelines for people who create interfaces, and helping us improve the interfaces students at UVic use on a daily basis.

Voluntary Participation
Your participation in this research must be completely voluntary. If you do decide to participate, you may withdraw at any time without any consequences or any explanation. If you do withdraw from the study your data will be permanently erased and removed from all analysis by removing all documents associated to your identity.

Anonymity
In terms of protecting your anonymity, you will not provide identifiable information such as your name thus the data we collect is anonymous. If the photos and videos you provide accidently shows your face, we will blur or cut it out of the frame during analysis and presentations

Confidentiality
We will not store any identifiable information, given that the survey is anonymous. .

Dissemination of Results
It is anticipated that the results of this study will be shared with others in class presentation, coursework report and will be documented on a website hosted on local UVic server. In addition, if the research findings are of publishable quality, the students and the instructor can decide to use the results in a scientific, peer-reviewed publication.

Disposal of Data
- One month after the end of the course, the raw data will be transmitted to the course instructor, and all other copies of the data will be permanently erased.
- The website and related data hosted on UVic server will be deleted one month after the end of the course.
- The course instructor will delete the raw data one year after the last day of the term. This is to enable students to publish the results in scientific peer-reviewed publications if deemed possible.

Contacts
Individuals that may be contacted regarding this study include the researchers and supervisors listed at the beginning of this document.

In addition, you may verify the ethical approval of this study, or raise any concerns you might have, by contacting the Human Research Ethics Office at the University of Victoria (250-472-4545 or ethics@uvic.ca).

By completing and submitting the questionnaire, **YOUR FREE AND INFORMED CONSENT IS IMPLIED** and indicates that you understand the above conditions of participation in this study and that you have had the opportunity to have your questions answered by the researchers.

Please retain a copy of this letter for your reference.

[Project Title]

You are invited to participate in a study entitled [TITLE] that is being conducted by [STUDENT NAMES] for the course SENG 310, Human-Computer Interaction. The course instructor is Dr. Sowmya Somanath, Department of Computer Science, sowmyasomanath@uvic.ca, (+1) 250-472-5794

As undergraduate students, we are required to conduct research as part of the requirements for a degree in Computer Science/Software Engineering. It is being conducted under the supervision of Dr. Sowmya Somanath, a Faculty Member in the department of Computer Science at the University of Victoria. You may contact my supervisor at 250-472-5794 or sowmyasomanath@uvic.ca .

Purpose and Objectives

The purpose of this research project is [STATE THE PURPOSE AND OBJECTIVES OF THE RESEARCH IN NO MORE THAN 150 WORDS USING JARGON-FREE LANGUAGE.].
- Example: establish the requirements for designing a new interface for the MyUvic Application mobile website
- Example: compare the effectiveness and usefulness of two designs of the OneCard interface

Importance of this Research

Research of this type is important because [*STATE WHY THE RESEARCH IS IMPORTANT AND THE CONTRIBUTION IT WILL MAKE*].
- Example: Collecting empirical data will help us designing effective interfaces for UVic students
- Example: It will provide guidelines for implementing mobile designs
- Example: It will provide us with an understanding of what aspects of an application people are interested in

Participants Selection
- You have been selected to participate in this study because
  - ☐ Example: You study in a discipline related to the data we are visualizing
  - ☐ Example: You are a student at UVic thus likely to be familiar and using on a regular basis the interface we are re-designing.
- Participation in this project is entirely voluntary.
- Whether you choose to participate or not will have no effect on your position [e.g. employment, class standing] or how you will be treated.

What is involved

If you consent to voluntarily participate in this research, your participation will include :
- [STATE WHAT THE PARTICIPANT SHOULD DO]
Examples:
- **Interview**:
- Answering a series of questions about a technology
- **Duration:** Approximately 10 minutes
- **Remote Communication Tool:** provide tool name and appropriate ID/link

Please note that effective March 20, 2020: In-person behavioural research involving human participants at locations on or off-campus is suspended effective immediately and until further notice. All research activities in this project comply with this moratorium.

Please be advised that information about you that is gathered for this research study uses an online program located in the U.S. (e.g., Zoom, Skype, Google Forms) or a program that can be accessed from the US. As such, there is a possibility that (non-identifiable) information about you may be accessed without your knowledge or consent by the US government in compliance with the US Freedom Act.

Risks
There are no known or anticipated risks to you by participating in this research.

Benefits
The potential benefits of your participation in this research include helping us generate new design guidelines for people who create interfaces, and helping us improve the interfaces students at UVic use on a daily basis.

Voluntary Participation
Your participation in this research must be completely voluntary. If you do decide to participate, you may withdraw at any time without any consequences or any explanation. If you do withdraw from the study your data will be permanently erased and removed from all analysis by removing all documents associated to your identity.

Anonymity
In terms of protecting your anonymity, you will not provide identifiable information such as your name thus the data we collect is anonymous. If the photos and videos you provide accidently shows your face, we will blur or cut it out of the frame during analysis and presentations.

Confidentiality
We will not store any identifiable information.

Dissemination of Results
It is anticipated that the results of this study will be shared with others in class presentation, coursework report and will be documented on a website hosted on local UVic server. In addition, if the research findings are of publishable quality, the students and the instructor can decide to use the results in a scientific, peer-reviewed publication.

Disposal of Data

- One month after the end of the course, the raw data will be transmitted to the course instructor, and all other copies of the data will be permanently erased.
- The website and related data hosted on UVic server will be deleted one month after the end of the course.
- The course instructor will delete the raw data one year after the last day of the term. This is to enable students to publish the results in scientific peer-reviewed publications if deemed possible.

Contacts

Individuals that may be contacted regarding this study include the researchers and supervisors listed at the beginning of this document.

In addition, you may verify the ethical approval of this study, or raise any concerns you might have, by contacting the Human Research Ethics Office at the University of Victoria (250-472-4545 or ethics@uvic.ca).

By completing and submitting the questionnaire, **YOUR FREE AND INFORMED CONSENT IS IMPLIED** and indicates that you understand the above conditions of participation in this study and that you have had the opportunity to have your questions answered by the researchers.

Please retain a copy of this letter for your reference.