Dublin City University
School of Computing

APPLICATION FOR APPROVAL OF AN UNDERGRADUATE OR TAUGHT MASTERS PROJECT INVOLVING **HUMAN PARTICIPANTS**

- ➢ **Applications must be submitted via the project dashboard**

- ➢ **Student applicants must include their supervisor as the Principal Investigator (PI).** The form should be checked, approved and signed in digital form by the supervisor in advance of submission*.*

- ➢ **The application should consist of <u>one electronic file only, in PDF format,</u>** with an electronic signature from the PI (the project supervisor) and yourselves, the students. The completed application must incorporate all supplementary documentation, especially those being given to the proposed participants.

- ➢ **All sections of the application form must be answered as instructed and within the word limits given.**

Applications must be completed on the form; answers in the form of attachments will not be accepted, except where indicated. No hardcopy applications will be accepted. **The project <u>must not</u> commence until approval has been received from the School Research Ethics Committee.**

PROJECT TITLE	DCU Hub (College Networking Application)
PRINCIPAL INVESTIGATOR(S) *The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.*	Dr. Malika Bendechache
START AND END DATE	January 2021 - March 2021
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Joanna Talvo CASE3 Chloe Ward CASE3
LEVEL OF RISK *Please confirm that this project requires notification only*	Notification only: YES

1.   ADMINISTRATIVE DETAILS

1.1   WILL THE PROJECT BE UNDERTAKEN ON-SITE AT DUBLIN CITY UNIVERSITY?

YES or NO
NO

If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section 2.7.

The project will be undertaken remotely at students' residence due to Covid-19.

DECLARATION BY PRINCIPAL INVESTIGATOR / SUPERVISOR

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 REC 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 project that may arise in conducting this project and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this project 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 and/or supporting staff have the appropriate qualifications, experience and facilities to conduct the project set out in the attached application and to deal with any emergencies and contingencies related to the project that may arise. Supervisor(s) signature(s) are required as evidence that they have read and approved the submission.

Please note:

1. *Any amendments to the original approved proposal must receive prior School Ethics Committee approval.*

2. *As a condition of approval investigators are required to document and report immediately to the School of Computing Ethics Committee any adverse events, any issues which might negatively impact on the conduct of the project and/or any complaint from a participant relating to their participation in the study*

Electronic Signature(s):

Principal investigator / Supervisor:

Print Name(s) here: Malika Bendechache

Date: 02/11/2020

I/We, the students on this proposal, have read and approve this submission

Student(s) signature(s): Joanna Talvo   Chloe Ward

Print Name(s) here: Joanna Talvo   Chloe Ward

Date: 15/12/2020

2. PROJECT OUTLINE

2.1 LAY DESCRIPTION, AIMS & JUSTIFICATION, METHODOLOGY *(up to.100 words)*
Please outline, in terms that any non-expert would understand, what your project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases. State the aims and significance of the project.

We plan to make a College Networking App called DCU Hub, exclusively designed for DCU students and staff. This application will allow students to connect with their classmates with our premade group chats for each course year group. This will enable them to manage their groups and projects better than ever before. Using social media has been the only way of communication between students until now.

Students will also be able to make one-to-one chat to other students or staff members. Each user will have a personal profile with their name, course and modules listed. We also plan on adding extra features such as a more accessible version of DCU Open Timetable. This will make it more convenient for students since everything they need for college will be all in one place.

Participants will be asked to use our app and then give their opinion and feedback by filling in a survey and answering a set of questions (attached at the end of this form). The participant feedback will be used to improve our app.

2.2 PARTICIPANT PROFILE
List and very briefly describe each participant group where applicable. For instance, participant group 1 will consist of…, participant group 2 will consist of… etc. Provide the number, age range and source of participants. Please provide a justification of your proposed sample size.

The participants will be students of DCU. Around 5 students from each year will be asked to use our application and ask for their feedback via a questionnaire. Age range would be from 18-30. Group 1 would consist of non-computing students and group 2 would consist of computing students so that we can get both strong technical and non-technical feedback.

2.3 PARTICIPANT RECRUITMENT
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 (Approx. 100 words).

We will be recruiting participants via social media with our personal connections. We will inform the students in the message that they will be undertaking a research project.

2.4I IS IT LIKELY THAT ANY PARTICIPANTS COULD BE CONSIDERED POTENTIALLY VULNERABLE?
Are some or all 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 students and participants etc.)?

YES or NO
NO

If Yes, please state and describe what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants

N/A

2.5   WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO

YES

If NO, please explain why

N/A

IF YOU ANSWERED YES TO 2.5, PLEASE ANSWER THE FOLLOWING QUESTION:

2.6   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

We will ask the participants to use the application and provide them with an anonymous survey which they will complete so that their opinions and answers are fully anonymous i.e. email addresses will not be recorded.

2.7   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 project proposal and academic discipline, you may need to state additional specific limitations.

State how and where participants will be informed of these limitations

Plain Language Statement.

2.8(a)   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 e-mailing, 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.

We will be recruiting participants with our personal connections via social media. They will be informed that they are taking part in our project research with the message we will send.

2.8(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*

Please indicate your compliance with the following guidelines:	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 project	**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 project)	**N/A**

2.9   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?

We will gather the results from the survey form once we have enough participation. We will provide our contacts to participants to contact us at the end of the survey if they would like to learn more about it and/or see the end results.

2.10 **ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION, SCHOOL 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.

N/A

3. RISK AND RISK MANAGEMENT

3.1 EXPLAIN AND JUSTIFY THE STATED LEVEL OF RISK TO PARTICIPANTS

You must provide a justification that the stated level of risk and its corresponding level of review is notification only and not Full Committee or Expedited, 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 project 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

> The level of risk is Notification Only. Our survey will be anonymous and any information that we ask participants to share will not be in relation to any sensitive personal details.

3.2 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 project. Will your project involve deception, investigation of participants involved in illegal activities, performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression? Please explain what risk management procedures will be put in place to minimise these risks.

> We don't believe that there will be any possible risks that will affect the participants throughout the duration of this project. Since the survey is anonymous.

3.3 ARE THERE LIKELY TO BE ANY BENEFITS (DIRECT OR INDIRECT) TO PARTICIPANTS FROM THIS RESEARCH?

YES or NO
NO

If YES, provide details

> N/A

3.4 ARE THERE ANY SPECIFIC RISKS TO YOURSELVES IN CARRYING OUT THIS PROJECT?

Examples include use of dangerous materials, asking certain types of questions,The project 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

> N/A

3.5 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.

> Our team and project supervisor will be available to provide advice and support to participants.

3.6 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.

> We will be there to support the participants with any questions they may have during the user testing such as how to navigate through the application and during the survey.

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.

> The supervisor will monitor all aspects of the project to ensure it conforms with the procedures set out in this application. This will take place through regular Zoom meetings and through reviewing any documentation before it is submitted.

3.8 **DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?**

YES or NO
NO

If YES, please provide further details

> N/A

3.9 **DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL, POLITICAL, IDEOLOGICAL, OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE PROJECT OR BIAS THE CONDUCT OR REPORTING OF THE PROJECT, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?**

YES or NO
NO

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

> N/A

4. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR)

Applicant declaration:

0	**I understand that the proposed project, as set out in this form, is to be carried out by me in my capacity as a student of Dublin City University.**	YES or NO	**YES.**

What does "Personal Data" mean?

Personal data is any information about a living person, where that person is identified or could be identified, either from the data itself or when it is combined with other data.

Personal Data is defined in Article 4(1) of the GDPR and can include, but is not limited to the following: hard-copy information (e.g. files, records); electronic information (e.g. databases, online survey returns); written information; consent declarations, interview notes, still or moving images; audio & visual recordings; IP addresses; an individual's handwriting; clinical or medical data; diagnostic or other clinical imaging; etc.

Further information is available from the DCU Data Protection Unit

4.1   ASSESSING DATA PROTECTION RISKS & REQUIREMENTS

Note 1: What does 'Minor' and 'Vulnerable Individual' mean?

A **minor** is defined as an individual below 18 years of age. Where the processing relates to 'electronic marketing' the age limit is reduced to 16 years. A **vulnerable individual** may be anyone who is unable to consent to, or oppose, the processing of his or her personal data for any reason. Both of these are of particular importance if the project compels the provision of data from individuals.

Note 2: What does 'large scale processing' mean?

The GDPR does not define what constitutes large-scale. EU guidance recommends that the following factors, in particular, be considered when determining whether the processing is carried out on a large scale:
- the number of data subjects (either as a specific number or proportion of the relevant population);
- the volume of data and/or the range of different data items being processed;
- the duration, or permanence, of the data processing activity; &
- the geographical extent of the processing activity.

Examples of large-scale processing include, but are not limited to:
- processing of patient data in the regular course of business by a hospital;
- processing of travel data of individuals using a public transport system (e.g. tracking via travel cards);
- processing of real time geo-location data of customers of an international fast food chain for statistical purposes by a processor specialised in these activities;
- processing of customer data in the regular course of business by an insurance company or a bank;
- processing of personal data for behavioural advertising by a search engine; &
- processing of data (content, traffic, location) by telephone or internet service providers.

Examples that do **not** constitute large-scale processing include, but are not limited to:
- processing of patient data by an individual physician; and
- processing of personal data relating to criminal convictions and offences by an individual lawyer.

A. Applicant Data Protection Assessment Questionnaire – Part I			
1	Does your project include living human subjects?	YES or NO	**YES.**
2	Does your project include the use of any information (i.e. 'Personal Data') relating to an identified, or identifiable, person?	YES or NO	**NO**

3	Does your project include the use of identifiers such as: a name, an identification number, location data, an online identifier, or other similar identifiers?	**YES or NO**	**NO**
4	Does your project include the use of Personal Data specific to the physical, physiological, genetic, mental, economic, cultural or social identity of any living individual?	**YES or NO**	**NO**

If you answered 'Yes' to one or more of Questions 1-4 above, please continue to Part II below (otherwise proceed to the next section of this form). You should also consult with your Supervisor / Principal Investigator to ensure adequate Data Protection compliance measures are in place.

B. Applicant Data Protection Assessment Questionnaire – Part II			
5(a)	Does your project include the use of Personal Data of individuals which reveals any of the attributes or characteristics below? If 'Yes,' please indicate which will be used in your project **(tick all that apply):**	**YES or NO**	**NO**
	racial or ethnic origin	**YES or NO**	**NO**
	political opinions	**YES or NO**	**NO**
	religious or philosophical beliefs	**YES or NO**	NO
	trade union membership	**YES or NO**	**NO**
	genetic data	**YES or NO**	**NO**
	biometric data	**YES or NO**	**NO**
	data concerning health	**YES or NO**	**NO**
	data concerning a natural person's sex life or sexual orientation	**YES or NO**	**NO**
5(b)	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	**YES or NO**	**NO**
6	Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences?	**YES or NO**	**NO**
7	Does your project include large-scale processing of personal data relating to living individuals? *This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; or where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or has long-lasting effects. (See **Note 2**, below)*	**YES or NO**	**NO**
8	Does your project include any form of automated processing of personal data, used to evaluate certain personal aspects relating to a living individual? *In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements*	**YES or NO**	**NO**
9	Does your project include any partners which are third parties outside of DCU? *e.g. Research partners, third party software providers or other providers such as translation or transcription services, etc.*	**YES or NO**	**NO**

10 (a)	Does your project involve the sharing or processing of Personal Data outside the EU or the EEA? *i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)*	**YES or NO**	**NO**
10 (b)	If 'Yes', please state which non-EU or EEA country is involved:		
11	Does the project require the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy? *An example would be combining mobile phone location data along with any other dataset to identify individuals.*	**YES or NO**	**NO**

If you answered 'Yes' to one or more of these questions, you should make sure that you have strong and secure data privacy risk mitigation safeguards in place, discuss these with your supervisor.

4.2   WILL ANONYMISATION OR PSEUDONYMISATION OF THE PERSONAL DATA, WHERE APPLICABLE, BE UNDERTAKEN?

Anonymisation is the process of removing personal identifiers, both direct and indirect, that may lead to an individual being identified. Pseudonymisation is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific living individual without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure its security.

YES or NO
YES

If YES, please explain below the methods by which you intend to anonymise/pseudonymise the personal data:

Participants will not have to input real name, email address or student ID. We will use their input to match our fake data. Our survey will also be completely anonymous. No personal data will be recorded such as email address, name, student ID, etc.

5.   DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section the term 'Data' includes personal data that is in a raw or a processed state (e.g. interview audiotape, transcript or analysis, etc.). The term 'Samples' include body fluids and/or tissue samples.

5.1   HOW AND WHERE WILL THE DATA/SAMPLES BE STORED?

DCU recommends that any data stored electronically offsite should utilise the DCU Google Drive. Alternative offsite storage will need to be justified and must meet data protection and GDPR compliance requirements.

The survey results data will be stored in a spreadsheet on our DCU google drive.

5.2   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.

Project supervisor (Malika) and researchers (Joanna and Chloe).

5.3   HOW LONG IS THE DATA TO BE HELD OR RETAINED?

Note that, with very few exceptions, Personal Data may not be retained indefinitely. It is up to the project team to establish an upper retention limit for each category of Personal Data used within the project and to ensure it is applied at the expiry of that limit. The School of Computing Research Ethics Committee recommends that Personal Data is retained until after the resit Pab for the current academic year.

Data will be stored for 5 months.

5.4   IF YOUR PROJECT DOES INVOLVE THE USE OF PERSONAL DATA THEN WILL THIS BE USED AT A LATER DATE FOR THE PURPOSE OF PUBLICATION OF THE RESULTS OF THE PROJECT?

YES or NO
NO

Where it is intended that the personal data used in the project will be used at a later date for the purposes of publication please explain how consent to do so will be obtained.

N/A

5.5   IF THE DATA/SAMPLES ARE TO BE DISPOSED OF AT THE END OF THE PROJECT 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) in an electronic-based format, then deletion of the record or the full anonymization of the data is recommended. If data/samples are **not** being disposed of, please justify that intention.*

How will the data/samples be disposed of? Please describe the means by which the personal data will be deleted or destroyed. This includes personal data held in hard copy and digital formats.	The data will be completely deleted from google drive after 5 months.
By whom will the data/samples be disposed of? Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data.	They will be completely disposed of by both project researchers Chloe and Joanna.

6. PLAIN LANGUAGE STATEMENT *(Attach to this document. Up to a max of 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:
Note that this list is a check-list of all of the things that you should include in your plain language statement, if they are relevant (they are in most cases). In the earlier sections of this form you have already written the text that can be used to create your plain language statement. References to the relevant sections are provided on each line.

	YES or NO
Introductory Statement (Student(s) and supervisor names, school, title of the project) [Table, p 1]	**YES**
What is this project about? [section 2.1]	**YES**
Why is this project being conducted? [section 2.1]	**YES**
What will the participant be expected to do/have to do if they decide to participate in the study?[section 2.1]	**YES**
How will their privacy be protected? [section 2.5, section 2.6]	**YES**
How will the data be used and subsequently disposed of? [section 5.3]	**YES**
What are the legal limitations to data confidentiality? [section 2.7]	**YES**
Are there any benefits of taking part in the study? [section 3.3]	**YES**
Are there any risks of taking part in the study? [section 3.2]	**YES**
Confirmation that participants can change their mind at any stage and withdraw from the study [see plain language statement template, appendix 1]	**YES**
How will participants find out what happens with the project? [section 2.9]	**YES**
Contact details for further information [see plain language statement template, appendix 1]	**YES**

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

N/A

7. INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words, see appendices 2 and 3 for templates.)*

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. In cases where an anonymous questionnaire is being used, it is not enough to include a tick box in the questionnaire. Participants should indicate their consent to each aspect of the research in a staged manner by checking mandatory checkboxes.
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.

8. ASSENT FORM & PLAIN LANGUAGE STATEMENT FOR CHILDREN *(Attach to this document.)*

A child specific Plain Language Statement (PLS) should be used in project where children will be involved. The PLS must be written in a way that is understandable for children within your targeted age group. It also must state, in plain language, 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. In addition, child participants should also be provided with an Assent Form. Parents/guardians will be provided with the Informed Consent Form, but each child should provide assent before taking part in the project. The Assent Form needs to be understandable to the age-group you are targeting. See link to sample templates on the website: https://www.dcu.ie/researchsupport/researchethics.shtml

Our research project's target is only towards the students of DCU. No children will be involved in our user testing and survey.

9.   SUBMISSION CHECKLIST *(Attach to this document)*

Please confirm that <u>all</u> 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 PDF file which includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Recruitment advertisement [consistent with section 2.3]		N/A
Plain language statement/Information Statement [see section 6 and appendix 1]	**Yes**	
Informed Consent form [see appendices 2 and 3]	**Yes**	
Informed Assent form (children only)		N/A
Evidence of external approvals related to the research [see sections 1.1 and 2.10]		N/A
Questionnaire/Survey	**Yes**	
Interview/Focus Group Questions		N/A

Appendix 1
DUBLIN CITY UNIVERSITY
Plain Language Statement

Study Title: DCU Hub (College Networking Application)
University Department Involved: School of Computing
Supervisor: Dr. Malika Bendechache
Students: Joanna Talvo, Chloe Ward

Introduction to the Study
DCU Hub is exclusively designed for DCU students and staff. This application will allow students to connect with their classmates with our premade group chats for each course year group. This will enable them to manage their groups and projects better than ever before. Students will also be able to make one-to-one chat to other students or staff members. Each user will have a personal profile with their name, course and modules listed. We also plan on adding extra features such as a more accessible version of DCU Open Timetable. This will make it more convenient for students since everything they need for college will be all in one place.

Data Protection (GDPR Compliance)
No personal data will be recorded. All participants will remain anonymous throughout the study.

Participant's involvement in the study
The participant will be asked to use the application and complete a questionnaire. The estimated time will be an hour.

Potential risks
There will be no risks that will affect the participant from their involvement in the study.

Benefits to participants
There are no benefits to the participants from their involvement in the study.

Data Protection
All data gathered from the participants will be kept on a private drive and will only be seen by the members involved in the study.

Voluntary involvement
Participants may withdraw from the study at any time. Participants' involvement in the study is completely voluntary. If a participant has already taken part in the survey, then their survey opinions cannot be deleted as the survey results have already been processed.

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, e-mail rec@dcu.ie

Appendix 2
DUBLIN CITY UNIVERSITY

Informed Consent Form

Study Title: DCU Hub (College Networking Application)
University Department Involved: School of Computing
Supervisor: Dr. Malika Bendechache
Students: Joanna Talvo, Chloe Ward

Purpose of the study
I will be asked to participate in the user testing of the application i.e testing the user interface and user experience. I understand that this involves finding improvements and defects of the application.

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 understand the information provided in relation to data protection	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
I consent to participate in this research study	Yes/No

I confirm that:
● I may withdraw from the study at any point.
● My data will remain anonymous.
● There are no risks involved in the study.
● I understand the arrangements regarding data/retention disposal.

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 project

Participant's Signature: _____

Name in Block Capitals: _____

Witness:_____

Date: _____

Appendix 3
Anonymous Online Consent Form

Study Title: DCU Hub (College Networking Application)
University Department Involved: School of Computing
Supervisor: Dr. Malika Bendechache
Students: Joanna Talvo, Chloe Ward

Purpose of the study

I will be asked to participate in the user testing of the application i.e testing the user interface and user experience. I understand that this involves finding improvements and defects of the application.

Online Consent Form

I will be asked to participate in the user testing of the application i.e testing the user interface and user experience. I understand that this involves finding improvements and defects of the application.

*Required

I have read the Plain Language Statement (or had it read to me). *
○ Yes
○ No

I consent to participate in this research study. *
○ Yes
○ No

I understand the information provided. *
○ Yes
○ No

I have had an opportunity to ask questions and discuss the study. *
○ Yes
○ No

I understand the information provided in relation to data protection. *
○ Yes
○ No

I understand the information provided in relation to data protection. *
○ Yes
○ No

I have received satisfactory answers to all my questions. *
○ Yes
○ No

I understand I may withdraw from the Research Study at any point. *
○ Yes
○ No

USER SURVEY QUESTIONNAIRE

1. What do you like most about the application?

_____

2. What do you like least about the application?

_____

3. Are there any features that you think the application should have?

_____

4. How often would you use it?
- ○ Once a day
- ○ 2-3 times a day
- ○ Every few days
- ○ Once a week

5. Rate your overall experience using the application.
- ○ Very satisfied
- ○ Somewhat satisfied
- ○ Neither satisfied nor dissatisfied
- ○ Somewhat dissatisfied
- ○ Very dissatisfied

6. How helpful is this application to you as a DCU student?
- ○ Extremely helpful
- ○ Very helpful
- ○ Somewhat helpful
- ○ Not so helpful
- ○ Not at all helpful

7. On a scale of 1 to 5, how likely are you to recommend this application to other students?

       1   2   3   4   5

8. Do you like the application's design?
- ○ Yes
- ○ No

9. How do you find navigating through the application? Is it easy or difficult to use? Rate your experience.
- ○ Very satisfied
- ○ Somewhat satisfied
- ○ Neither satisfied nor dissatisfied
- ○ Somewhat dissatisfied
- ○ Very dissatisfied