Dublin City University
School of Computing
ETHICS COMMITTEE

NOTIFICATION FORM FOR LOW-RISK PROJECTS AT UNDERGRADUATE OR TAUGHT MASTERS LEVELS

Application Number:			

Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.

➢ **Download this form**

➢ **Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "docs/ethics.pdf".**

➢ **Your supervisor will be notified automatically and must approve your approach initially.**

➢ **The application should consist of <u>one electronic file (PDF) only</u>.** The completed application must include this form and also must incorporate all supplementary documentation, especially that being given to the proposed participants e.g consent forms, plain English language statement. It must be proofread and spell-checked before submission**.**

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

Applications which do not adhere to all of these requirements will not be accepted for review and will require resubmission

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

PROJECT TITLE	Put A Soc In It (PASII)
PRINCIPAL INVESTIGATOR(S) *The named Principal Investigator is the person with primary responsibility for the research project. In the case of Taught Masters projects and undergraduate projects the supervisor is the Principal Investigator.*	Brian Stone
START AND END DATE	21/01/2019 - 08/03/2019
LEVEL OF RISK	Expedited

Please indicate whether this project requires more than a notification Justification for your choice is required under section 3.1	

Please confirm that **all** 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 file which includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Bibliography		N/A
Recruitment advertisement		N/A
Plain language statement/Information statement	YES	
Informed consent form		N/A
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3._blank_data_ security_schedule.xls		N/A
Evidence of external approvals related to the research		N/A
Questionnaire/Survey	YES	
Interview/Focus Group Questions	YES	
Debriefing material		N/A
Other (e.g. local government approval)		N/A

Please note:
1. Any amendments to the original approved proposal must receive prior SCEC approval.
2. As a condition of approval investigators are required to document and report immediately to SCEC any adverse events, any issues which might negatively impact on the conduct of the research and/or any complaint from a participant relating to their participation in the study

1.   ADMINISTRATIVE DETAILS

Project Type (select one):   Undergraduate Project – Final Year
Undergraduate Project – non-final Year
Taught Masters (Practicum)
(projects at other levels, e.g. PhD or research Masters, should be approved by the University's REC if necessary)

1.1   INVESTIGATOR CONTACT DETAILS

PRINCIPAL INVESTIGATOR(S): *Your supervisor and other academic staff who are assisting, it should be clear who is the person who is carrying out the research procedures.*

NAME	SCHOOL/UNIT	EMAIL
Brian Stone	School of Computing	brian.stone@dcu.ie

OTHER INVESTIGATORS (STUDENT(S):

NAME	SCHOOL/UNIT	EMAIL
Michael Collins	School of Computing	michael.collins38@mail.dcu.ie
Eoghan Murphy	School of Computing	eoghan.murphy99@mail.dcu.ie

1.2   WILL THE RESEARCH BE UNDERTAKEN ON-SITE AT A Dublin City University CAMPUS ?

YES or NO
Yes

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

1.3   IS THIS PROTOCOL BEING SUBMITTED TO ANOTHER ETHICS COMMITTEE, OR HAS IT BEEN PREVIOUSLY SUBMITTED TO AN ETHICS COMMITTEE?

YES or NO
No

(If YES, please provide details and attach copies of approval(s) received etc.)

DECLARATION BY PRINCIPAL INVESTIGATOR(S)

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 SCEC 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 research that may arise in conducting this research and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this research 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 or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

Investigator(s): Michael Collins, Eoghan Murphy

Electronic Signature(s):

Principal investigator(s): Brian Stone

Print Name(s) here: Brian Stone
Date: 28/02/2019

2.   PROJECT OUTLINE

2.1   LAY DESCRIPTION *(Max. 300 words)*

> Our project is a website that Clubs and Societies at DCU can use to communicate with each other. It includes functionality for registering an account using an email address for verification, an online message board where users can post messages and a live chat feature.

2.2   AIMS OF AND JUSTIFICATION FOR THE RESEARCH *(Max. 400 words)*

> The aim of our research is to gather requirements for the web application, to understand better what features and services the target audience would like for the service. We are also collecting log in details comprised of the users names and email addresses.

2.3   DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

> To collect the aforementioned data, we have composed a set of surveys, one survey is directed at the club/society committee members, while the other is aimed at collecting requirements from the typical user. We have also written a set of questions for one-on-one interviews. These were tailored with committee members in mind.

2.4   PARTICIPANT PROFILE

> The age range of our participants is 18 - 30.
> The reason for this age range in our sample is that we will be exclusively interviewing college students.

2.4(a)   PARTICIPANT VULNERABILITY

N/A

2.4(b) CHILD PARTICIPANTS (anyone under 18 years old)

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	
We confirm that we have put in place safeguards for the children participating in the research	
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 research)	

2.5 EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

Using the publicly available email addresses for each club and society, we will send an email to each committee and request volunteers to fill out our survey.

2.6 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?

The results will be used to refine what requirements are needed for the web application, results will not be needed to be shared with users on a wide basis due to the web app taking the form of the requirements supplied. However they will be available upon request if needed.

2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.?

YES or NO
No

2.8 HAS A SIMILAR PROPOSAL BEEN PREVIOUSLY APPROVED BY THE DCU SCEC?

YES or NO
No

(If YES, please state both the REC Application Number and Project Title)

3. RISK AND RISK MANAGEMENT

3.1 JUSTIFICATION OF STATED LEVEL OF RISK TO RESEARCH PARTICIPANTS

You must provide a justification for the stated level of risk, 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 research 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

We think that **Expedited** is required as when viewing the categories, **Notification** stated that collection of *anonymous* data was in this category. Thus we chose one level above this.

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
● use of a questionnaire? (attach copy)?	YES
● interviews (attach interview questions)?	YES
● observation of participants without their knowledge?	NO
● participant observation (provide details in section 2)?	NO
● audio- or video-taping interviewees or events?	NO
● access to personal and/or confidential data (including student, patient or client data) without the participant's specific consent?	NO
● administration of any stimuli, tasks, investigations or procedures which may be experienced by participants as physically or mentally painful, stressful or unpleasant during or after the research process?	NO
● performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression?	NO
● investigation of participants involved in illegal activities?	NO
● procedures that involve deception of participants?	NO
● administration of any substance or agent?	NO
● use of non-treatment of placebo control conditions?	NO
● collection of body tissues or fluid samples?	NO
● collection and/or testing of DNA samples?	NO
● participation in a clinical trial?	NO
● administration of ionising radiation to participants?	NO

3.3 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 research. Please explain what risk management procedures will be put in place to minimise these risks.

N/A

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

YES or NO
YES

(If YES, provide details.)

A website that club and society members can use to communicate

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3.5   ARE THERE ANY SPECIFIC RISKS TO RESEARCHERS?

Examples include use of dangerous materials, asking certain types of questions, research 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.)

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3.6   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.

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│ N/A                                                                 │
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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.

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│ Our supervisor has regular meetings with us to ensure we are on course │
│                                                                     │
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3.8   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.

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│ N/A                                                                 │
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3.9   DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?

YES or NO
NO

(If YES, please provide further details.)

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3.10   DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE

INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?

YES or NO
NO

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

4.   INVESTIGATORS' QUALIFICATIONS, EXPERIENCE AND SKILLS *(Approx. 200 words)*

*List the academic qualifications and outline the experience and skills <u>relevant to this project</u> that the PI, other researchers and any supporting staff have in carrying out the research and in dealing with any emergencies, unexpected outcomes, or contingencies that may arise. **State specifically who will be carrying out the research procedures***

N/A

5.   CONFIDENTIALITY/ANONYMITY

5.1   WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
NO

(If NO, please explain why.)

We are storing their names in our database for the purpose of user logins.

IF YOU ANSWERED YES TO 5.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

5.2   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

Users passwords and email addresses will be protected as all of this data will be processed on the server side component of our application. In other words, the user data will not be passed directly from our database to the client and therefore not be visible to outside users.

5.3   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 research proposal and academic discipline, you may need to state additional specific limitations.

State how and where participants will be informed of these limitations

Upon registration, users will be prompted to confirm that they understand how their data is being processed.

6. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION

Personal data is data relating to a living individual (i.e. the 'Data Subject') who is, or can be, identified either from the data itself or from the data in conjunction with other information that is in, or is likely to come into, the possession of the 'Data Controller' (i.e. DCU and its constituent units e.g. research teams etc.). Further information on personal data is available from the DCU Data Protection Unit at https://www.dcu.ie/ocoo/dp/guides.shtml

6.1   IS PERSONAL DATA BEING PROCESSED AS PART OF THIS PROJECT?

YES or NO
YES

If YES, Please indicate your compliance with the following guidelines:	Mark here
We confirm that we have read and agree to act in accordance with DCU Data Protection Unit guidance and procedures regarding personal data	✓
We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	

Please see the GDPR and the Research Ethics Process section of the SCEC main webpage for guidance

IF YOU ANSWERED YES TO 6.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

6.2   WHAT KIND OF PERSONAL DATA IS BEING PROCESSED?

Note special categories of personal data include health data, genetic data and/or data relating to ethnicity/race of participants, their sex lives and/or sexual orientation

Email addresses, usernames, passwords

6.3   WILL ANONYMISATION/PSEUDONYMISATION OF THE PERSONAL DATA BE UNDERTAKEN?

YES or NO
YES

(If NO, please explain why.)

7. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section, "Data" includes that in a raw or processed state (e.g. interview audiotape, transcript or analysis). "Samples" include body fluids or tissue samples.

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

Note that the SCEC recommends that all data be stored on campus – please justify any off-site storage.

> ***In a local database on campus***

7.2   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.

> **Only us as server admins.**

7.3   HOW LONG IS THE DATA TO BE HELD/RETAINED FOR?

*Note that with very few exceptions **personal data** may not be retained indefinitely. It is up to the unit or research team to establish an upper retention limit for each category of personal data under its control.*

> Until account deletion, or after a four year maximum of time has elapsed.

7.4   IF DATA/SAMPLES ARE TO BE DISPOSED OF, PLEASE EXPLAIN <u>HOW</u>, <u>WHEN</u> AND <u>BY WHOM</u> 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) if it is stored in an electronic based format then deletion of the record or full anonymization of the data is recommended.If data/samples are NOT being disposed of, please justify this decision.*

> Their data will be wiped from the database. When it is stored all compromising data will be encrypted.

8. FUNDING OF THE RESEARCH

8.1 **HOW IS THIS WORK BEING FUNDED, IF IT IS EXTERNALLY FUNDED?**

N/A

8.2 **PROJECT GRANT NUMBER** *(If relevant and/or known – otherwise mark as N/A)*

N/A

8.3 **DOES THE PROJECT REQUIRE APPROVAL BEFORE CONSIDERATION FOR FUNDING BY A GRANTING BODY?**

YES or NO
N/A

8.4.1 **HOW WILL PARTICIPANTS BE INFORMED OF THE SOURCE OF THE FUNDING?** *(e.g. included in the Plain Language Statement)*

N/A

8.5 **DO THE FUNDERS OF THIS PROJECT HAVE A PERSONAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT COMPROMISE THE INDEPENDENCE AND INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?**

YES or NO
N/A

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

9. PLAIN LANGUAGE STATEMENT *(Attach to this document. Approx. 400 words)*

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:

	YES or NO
Introductory Statement (PI and researcher names, school, title of the research)	YES
What is this research about?	YES
Why is this research being conducted?	YES
What will happen if the person decides to participate in the research study?	YES
How will their privacy be protected?	YES
How will the data be used and subsequently disposed of?	YES
What are the legal limitations to data confidentiality?	YES
What are the benefits of taking part in the research study (if any)?	YES
What are the risks of taking part in the research study?	YES
Confirmation that participants can change their mind at any stage and withdraw from the study	YES
How will participants find out what happens with the project?	YES
Contact details for further information (including SCEC contact details)	YES
Details relating to GDPR Compliance if Personal Data is being sought	YES

10. INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words)*

When users were taking the questionnaires, they consented upon submission. As for the submission of user data into the database, it is clearly stated upon registration that there data will be stored and they consent upon submitting their registration form. They may delete their data at any point thereafter.

Plain Language Statement

Principal Investigator: Brian Stone
Researchers: Michael Collins, Eoghan Murphy
School: School of Computing
Title of Research: Put A Soc In It (PASII)

The project is a web application with the intention of acting as a message board style social media aimed at DCU's club and society members. It is designed as a central hub for members to keep updated on news and share ideas. It also features a real-time chat component which may be used in conjunction with the message board for organising events or for general chatting.

The idea was conceived due to there being no central hub for all things pertaining to clubs and societies. Each club/society has its own ecosystem; they have their own way of announcing events, their own way or sending newsletters, and their own way for keeping in touch with their members. We thought, given that most club/society members are a member of several clubs/societies, having a central platform for all of their needs would be beneficial and reduce needless hassle in keeping up to date with all things extracurricular.

If people wish to participate in the research study, they may register an account on the platform, giving us their name and email address in the process, and may engage in the social media space provided.

Their privacy will be protected due to encryption of their details, and by ensuring nobody has access to the database. Members may delete their account at any point, deleting all of their data in the process. For demonstration purposes, real user data does not strictly need to be provided, aliases may also be used.

Their data will be kept in the database for a maximum of four years - due to this being the typical length of a degree. However they may delete their account at any point, which deletes all of their data from the database.

Members are informed of exactly what data we will be storing, and are told that it may be removed at their discretion at any point should they see fit. They are also informed that they are assumed to have agreed to the storage of their data upon submitting their registration form.

Benefits include being one of the first to engage in what could be a widely adopted service in DCU, and be involved in shaping it for future use with any feedback.

There is no risk in taking part in the study as their account information is encrypted. Only usernames are visible to other people, which may be composed of whatever the user likes, thus no identifiable information is visible to others should the user want this. They may also remove themselves at any point.

Given that members submit their registration form with their email address, should people want updates on its progress, a mailing list may be set up to keep them informed.

Contact Details: michael.collins38@mail.dcu.ie ; eoghan.murphy99@mail.dcu.ie

DCU Club & Society Central Hub - Committee

We are creating a ubiquitous platform for DCU Clubs and Society members to easily communicate with each other, organise events, make announcements, register new members, discuss matters among committee members as well as seamlessly communicate with other clubs and societies. The website will have a sleek interface that will make organising your society extremely easy.

1. **How interested would you be in using the centralised DCU Society Hub described above.**
   Mark only one oval.

	1	2	3	4	5	
Not at all	◯	◯	◯	◯	◯	Very interested

2. **How many societies are you a member of?**
   Mark only one oval.

   - ◯ 1
   - ◯ 2
   - ◯ 3
   - ◯ 4
   - ◯ 5+

3. **How many societies are you a committee member of?**
   Mark only one oval.

   - ◯ 1
   - ◯ 2
   - ◯ 3
   - ◯ 4
   - ◯ 5+

4. **What sort of websites do you use in order to organise events, chat, post polls, etc.?**
   Tick all that apply.

   - ☐ Facebook
   - ☐ Twitter
   - ☐ Whatsapp
   - ☐ Email
   - ☐ Slack
   - ☐ GSuite (Google Forms, Docs etc.)
   - ☐ Doodle (Or other RSVP Event apps)
   - ☐ Other: _____

5. **Do any of your societies participate in inter-society events?**

   Mark only one oval.

   ◯ Yes

   ◯ No

6. **How likely is a member of your committee to use a service like this for easily communicating directly to other societies and messaging the members of other society's committees?**

   Mark only one oval.

	1	2	3	4	5	
Not at all	◯	◯	◯	◯	◯	Very Likely

7. **Does your club or society participate in any competitions or events with clubs from other colleges?**

   Mark only one oval.

   ◯ Yes

   ◯ No

8. **Does your club offer and perks or discounts at any stores outside of the college?**

   Mark only one oval.

   ◯ Yes

   ◯ No

9. **Does your club or society contact any national government organisations or charitable organisations outside of college?**

   Mark only one oval.

   ◯ Yes

   ◯ No

10. **If yes, please name these organisations below**

    _____

    _____

    _____

    _____

    _____

11. **Would your society be interested in a simple, uniform way of registering new members?**

    The member registration feature will automatically add new members to your mailing list, keep track of membership fee payment, and make contacting individual members very simple.
    Mark only one oval.

    ◯ Yes

    ◯ No

12. **Would your society be interested in a bulletin board/blog style app to keep track of member activity and to make announcements?**

Mark only one oval.

    ◯ Yes

    ◯ No

    ◯ Maybe

Thank you!

We appreciate you taking the time to answer our survey!

DCU Clubs & Socs Communication App

We are developing a communication app to help society members interact with each other, and with other society members online. The vision is to have a centralized hub for all things clubs & socs related! We aim to make it easier to communicate, organize, and become informed on all things things extra curricular that happen both on and off campus. If you could take less than five minutes out of your day it would be a major help to us and you may even see this app around the college before the end of this academic year.

*Required

1. **How interested would you be in the app described above?** *
   Mark only one oval.

	1	2	3	4	5	
Not at all	◯	◯	◯	◯	◯	Very interested

2. **How likely are you to use a service like this for easy communication directly to other societies?**
   Mark only one oval.

1	2	3	4	5
◯	◯	◯	◯	◯

3. **How many clubs/societies are you a member of?** *
   Mark only one oval.

   - ◯ None
   - ◯ 1
   - ◯ 2
   - ◯ 3
   - ◯ 4
   - ◯ 5+

4. **What sort of services do you use in relation to your clubs/socs?**

   Tick all that apply.

   ☐ Facebook/Instagram

   ☐ Messenger/Whatsapp

   ☐ Twitter

   ☐ Reddit

   ☐ E-mail

   ☐ Slack

   ☐ GSuite (Google Forms, Docs etc.)

   ☐ Doodle

   ☐ Other: _____

5. **Do any of your clubs/socs organize events with any other societies?** *

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ Not Sure

6. **Does your club or society participate in any competitions or events with clubs from other colleges?**

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ Maybe

7. **Do any of your clubs/socs do any fundraising or activities involving outside organisations?**

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ I don't know

8. **Does your club offer and perks or discounts at any stores outside of the college?**

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ I don't know

9. **Do any of your clubs/socs have any partnerships with organisations or do any advertising?**

Mark only one oval.

- ( ) Yes
- ( ) No
- ( ) I don't know

10. **Would you be interested in a bulletin board/blog style app to keep track of other members' and your activity? e.g. Announcements, Blogs.**

Mark only one oval.

- ( ) Yes
- ( ) No

Thank you!

We appreciate you taking the time to answer our survey!

Committee Members Interview Questions

Redbrick
Sub Aqua
Marketing
GAA
Mental Health
Creative Writing
Rugby
Esoc
Flac
Gaisce

1. **What year are you in?**

_____

_____

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_____

2. **How many committees are you a member of?**

_____

_____

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3. **What positions do you hold on these committees?**

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4. **What sort of apps do you use to co-ordinate with your members?**

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5. **How would you rate your experience with the process?**

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6. **A lot of clubs have their own process for registering new members, what would yours be?**

_____

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7. **Would you be interested with a centralized platform for registering new members?**

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8. **How does your society make announcements?**

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9. **Would you be interested in a centralized platform for this also?; We think this would be beneficial for the member, as they may have many sources of news.**

_____

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_____

_____

10. **A lot of societies have inter-society events and meet-ups. How often would your society(ies) engage in things like that?**

_____

_____

_____

_____

_____

11. **How do you find the organizational process for such events?**

_____

_____

_____

_____

_____

12. **Would you like an app that makes it simple to contact other societies through instant messaging? Something with a built in "phone book" with a list of all societies.**

_____

_____

_____

_____

_____

13. **Furthering the instant messaging, how would you feel about there being group-chat functionality between societies for events?**

_____

_____

_____

_____

_____

14. **How often does your society engage in events/meetups with bodies outside DCU? What type of engagements would these be?**

_____

_____

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_____

15. **Would you be interested in a phone book for frequently contacted bodies?**

_____

_____

_____

_____

_____

16. **Furthering this, what other features would you be interested in?**

_____

_____

_____

_____

_____

17. **How interested would you be in the product we have described?**

_____

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_____

_____

_____

Informed Consent Form

Gathering User Requirements for the Development of an Online Community for Clubs and Societies at DCU

DCU BSc. Computer Applications Project

Principal Investigator: Brian Stone

Investigators: Michael Collins, Eoghan Murphy

The purpose of this research is to gain a thorough understanding of how members of Clubs and Societies within DCU communicate with each other and organize event.

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 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 am aware that my responses throughout the interview	
will be recorded	*Yes/No*

I may withdraw from the Research Study at any point.

I am aware that the recoded data may contact the investigators carrying out this research and request that my data be destroyed. Any further concerns or deletion requests may be sent to one of the following email addresses: *michael.collins38@mail.dcu.ie, eoghan.murphy99@mail.dcu.ie*

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 research project

Participants Signature: _____

Name in Block Capitals: _____

Witness: _____

Date: _____

Consent requested upon registration

Password

Consent

The data you have entered on this page will never be shared with any third parties.
You reserve the right to request to view the data you enter in to our database at any time.
You may request that your personal data be destroyed at any time.
All data entered above will be encrypted and will only be processed on our own servers.

☑ I understand and accept this information and I give my consent.
☐ I do not give my consent.

Proceed