Dublin City University
School of Computing

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

Please read the following information carefully before completing and submitting your application.

- **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 one electronic file only, in PDF format,** 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 must not commence until approval has been received from the School Research Ethics Committee.**

PROJECT TITLE	Tabulator
PRINCIPAL INVESTIGATOR(S) *The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.*	Alan Smeaton
START AND END DATE	8/10/2020 7/06/2021
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Andrew Cullen Eoin McKeever CASE4
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
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.

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 approve 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: _____Alan Smeaton_____

Print Name(s) here:_____Alan Smeaton_____

*Date: __6 December 2020_*

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

Student(s) signature(s):___Andrew Cullen_____Eoin McKeever_____

Print Name(s) here:_____Andrew Cullen___EoinMcKeever_____

Date: __05/12/2020____

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.

Our project is a web app that is designed to take audio and video data of a guitar being played and derive tabs sheets based on the guitar player's hand position on the guitar and the audio being played. The aim of our project is to design a web app that has the ability to take in a recording of a guitar being played and alongside the audio convert this data to tab sheets which is a readable form of music.

The participants will then be given a link to our web app and asked to navigate the web app. Once this is complete, each participant will be sent a survey to fill in. The surveys will be collected, the physical documents produced by the survey will be scanned and sent to our module coordinator, and subsequently will be shredded and destroyed after the report is drafted.

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 profile that we will be aiming at for our participants will mainly be musicians. All participants will be above the age of 18 and the number of participants will be 10**.** We feel 10 people is enough to get a decent review on the app.

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).

Friends and family of the members of the research group Eoin Mc Keever and Andrew Cullen will be asked in person to take part in the evaluation.

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

2.5 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
YES

If NO, please explain why

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

The anonymity of the participants will be respected with our utmost care. We plan to fully anonymize the data by only collecting participants' opinions on our system, with no personal data attached to said opinion. The surveys will be done on google forms online which will be made so they can be completed anonymously.This is quite easy to do. They will also be given the opportunity to disclose any medical information, for example, colour blindness, that would affect their use of our project.

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

Before they supply personal information such as any medical conditions and their opinions on our research project, they will be informed with regards to how their data will be collected and used. It will also be disclosed to them how their data will be kept confidential, essentially through the use of google forms anonymous survey option. We plan to use the data supplied for the duration of the project. Only the creators of the project can see the supplied data. As soon as the project is complete, all forms of the data will be destroyed by the data controller Andrew Cullen.

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.

Friends and family of the members of the research group Eoin Mc Keever and Andrew Cullen will be asked in person to take part in the evaluation.

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*?*

The results of our research will be disseminated by email to the creators of the creators of the research project after the survey is completed.We have no intentions of disclosing our findings to the participants.

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.

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 evaluation will take place remotely. Wherever the participant is most comfortably. We will send the required resources to complete the survey and the participants can complete it wherever they choose. This is an anonymous internet survey.

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.

There is no potential physical, psychological, social, legal or economic risk to the participants, as far as we are aware. The evaluation is to be done remotely and at the participants leisure therefore no risk is associated. The contact details of both members of the research group will be supplied along with the supervisors and the Irish Emergency Services number if any issues arise. Any information received from the participant is not sensitive or identifiable. Any breach in the information is not tied to the participant in any way.

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

YES or NO
YES

If YES, provide details

The aim of this project is to make an application that can derive tab music from visual and audio data of guitars being played. Therefore the benefit for the participants is that their insights will result in the construction of a better application which can be used by them to perform the above task.

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

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.

There is no risk or harm for our participants while taking part in our research. For precautionary measures, we will give the participants the option to disclose any serious medical conditions which may unexpectedly affect their ability to complete the evaluation eg. Angina, Epilepsy etc. verbally to a researcher prior to the evaluation beginning. If an adverse scenario occurs emergency services can be called depending on the situation. We will ask candidates to be aware of the emergency exits and location of fire extinguishers If they are completing the survey away from home and if completing on campus we will supply them with DCU emergency contact details. The participants will be reminded that their contributions are valued, yet voluntary, and should they feel uncomfortable or wish to withdraw at any time they are perfectly entitled to do so.

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.

The participants will have no risk while taking part in our research however in a rare case that the individual requires support, we will provide contact numbers for counselling after or during the study. They will also be reminded of the many support services available to them here in DCU. If the participant needs support completing the study, we can provide a scriber.

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 requests regular submissions and feedback on the project, ensuring everything is conducted in the correct manner for its duration. The proposed evaluation must also be approved by the supervisor before taking place, and participants have a line of contact with the supervisor should any issues arise that they feel uncomfortable disclosing to the researchers.

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

YES or NO
NO

If YES, please provide further details

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

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**	**NO**
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**	**….**
	political opinions	**YES or NO**	**….**
	religious or philosophical beliefs	**YES or NO**	**….**
	trade union membership	**YES or NO**	**….**
	genetic data	**YES or NO**	**….**
	biometric data	**YES or NO**	**….**
	data concerning health	**YES or NO**	**….**
	data concerning a natural person's sex life or sexual orientation	**YES or 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:

The data will be anonymously given to the research team via google forms, which does not give the user's name or any data other than the answers chosen.

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 data will be stored on a google forms account. The data will be immediately deleted and transferred to a physical document which will shredded by the data controller once the project duration is completed.

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.

The two creators of the project and the supervisor exclusively.

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.*

The data will be retained until the end of the project on the 7th of May 2021.

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.

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 destroyed by Andrew Cullen on the 7th of May 2021. All data collected through google forms will be deleted immediately after use.
By whom will the data/samples be disposed? Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data.	Andrew Cullen

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:

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.

N/A

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

NB – IF AN ASSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.

N/A

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**