



Dublin City University  
School of Computing  
ETHICS COMMITTEE

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

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|--|--|--|--|
| Application Number:  |  |  |  |
| <p><b><u>Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.</u></b></p>  |  |  |  |
| <ul style="list-style-type: none"> <li>➤ <b>Download this form</b></li> <li>➤ <b>Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "docs/ethics.pdf".</b></li> <li>➤ <b>Your supervisor will be notified automatically and must approve your approach initially.</b></li> <li>➤ <b>The application should consist of <u>one electronic file (PDF) only</u>.</b> 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.</li> <li>➤ <b>All sections of the application form must be answered as instructed and within the word limits given.</b></li> </ul> <p>Applications which do not adhere to all of these requirements will not be accepted for review and will require resubmission</p> <p>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. <b>The project <u>must not</u> commence until written approval has been received from the School of Computing Ethics Committee.</b></p> |  |  |  |

|   |                                     |
|---|-------------------------------------|
| <b>PROJECT TITLE</b>  | Car Damage Analysis                 |
| <b>PRINCIPAL INVESTIGATOR(S)</b><br><i>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.</i> | Suzanne Little                      |
| <b>START AND END DATE</b>   | 24th September 2018 - 19th May 2019 |
| <b>LEVEL OF RISK</b><br><i>Please indicate whether this project requires more than a notification Justification for your choice is</i>  | Notification                        |

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.

| <b>My application has been collated as one electronic file which includes the following documentation:</b>   | <b>INCLUDED<br/>(mark as YES)</b> | <b>NOT APPLICABLE<br/>(mark as N/A)</b> |
|--|-----------------------------------|---|
| Bibliography   |                                   | N/A                                     |
| Recruitment advertisement  |                                   | N/A                                     |
| Plain language statement/Information statement   | YES                               |   |
| Informed consent form  |                                   |   |
| Personal Data Security Schedule<br><a href="https://www.dcu.ie/sites/default/files/info/3._blank_data_security_schedule.xls">https://www.dcu.ie/sites/default/files/info/3._blank_data_security_schedule.xls</a> |                                   | 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                 |
|----------------|---------------------|-----------------------|
| Suzanne Little | School of Computing | suzanne.little@dcu.ie |

**OTHER INVESTIGATORS (STUDENT(S):**

| NAME       | SCHOOL/UNIT         | EMAIL                   |
|------------|---------------------|-------------------------|
| David Weir | School of Computing | david.weir3@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.)

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#### **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.*

**Electronic Signature(s):**



Principal investigator(s):

Print Name(s) here: \_\_\_\_\_ Dr Suzanne Little \_\_\_\_\_

Date: 28/02/2019

## 2. PROJECT OUTLINE

### 2.1 LAY DESCRIPTION (Max. 300 words)

*Please outline, in terms that any non-expert would understand, what your research project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases.*

Car damage analysis is a system which aims to streamline the process of returning vehicles in the rental industry. This system will analyse images taken of the vehicle within an enclosure surrounding the vehicle in order to detect scrapes, dents, etc. The user interface will display images of cars which have been deemed damaged in order to have them appraised for cost. Participants will be required to test the User Interface of this system. This will involve users interacting with the UI / system and completing a short survey / questionnaire about their experiences.

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

*State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Please provide a brief description of background research, a justification as to why this research project should proceed in that context and an explanation of any expected benefits to the community. NB – all references cited should be listed in an attached bibliography.*

The purpose of this system is to streamline the process of vehicle returns in the rental industry through automation. User testing will be completed in order to ensure that the associated web application will be usable in a business setting.

### 2.3 DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

*Provide an outline of the proposed method and state who is doing which task – include details of data collection techniques, the tasks participants will be asked to do, the estimated time commitment involved, and how data will be analysed. If the project includes any procedure which is beyond already established and accepted techniques please include a description of it. There should be enough detail provided to facilitate ethical review, but applicants are encouraged to keep it as succinct as possible.*

User will interact with the system. Following this I will complete a short survey with them surrounding their experiences with the application. Questions will be focused around areas such as how aesthetically pleasing the application is and how easy the application is to use. After this I will answer any follow-up questions the participants have about the overall system. In addition to the previously mentioned methodologies, I will also time users to grasp an understanding of how long it takes the user to use various portions of the application.

### 2.4 PARTICIPANT PROFILE

*Provide the number, age range and source of participants. Please provide a justification of your proposed sample size. Please provide a justification for selecting a specific gender, age, or any other group if this is done in your project.*

Participants will be of working age (over 18), in order to simulate the employees in a business setting. Participants will be both male and female and of varying demographics.

### 2.4(a) PARTICIPANT VULNERABILITY

*Are some or all of 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 researchers and participants etc.)? If they are, state what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants.*

No vulnerable users will be testing in this project.

**2.4(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%20protection%20handbook%20rev1%282%29%281%29.pdf>

No children will be involved in testing.

| 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**

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.

All participants will be known to me. They will be friends, family and fellow students. No contact information will have to be acquired for these users.

**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?**

User testing results will be documented in a testing document and included with all project documentation on gitlab.

Participants who wish to view the results may do so through the school of computing gitlab, my project: <https://gitlab.computing.dcu.ie/weird3/2019-ca400-weird3>

**2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION 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.)

**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>

This project is considered low risk. The survey will be anonymised, I will not gather any personal information about the participants.

#### 3.2 DOES THE RESEARCH INVOLVE:

|  | YES<br>or<br>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)?  | YES             |
| • 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.

Participants will not be at risk.

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

YES or NO

NO

(If YES, provide details.)

**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.)*

**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.*

Users will be allowed to finish testing the application at any point they wish.

**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.*

I will be meeting with Suzanne regularly during the user testing period of the project. I will be updating her on the current progress of the user testing.

**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.*

N/A

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

YES or NO

NO

*(If YES, please provide further details.)*

**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.)*



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

List the academic qualifications and outline the experience and skills relevant to this project 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**

Suzanne Little is a lecturer in DCU, and an investigator for the Insight centre.  
<https://gitlab.computing.dcu.ie/weird3/2019-ca400-weird3>

David Weir is an undergraduate student in Computer Applications in DCU. His experience in testing comes from a similar 3rd year development project and a quality assurance internship in 2017. A similar process was carried out for the 3rd year project.

#### 5. CONFIDENTIALITY/ANONYMITY

##### 5.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO

YES

(If NO, please explain why.)

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

No personal information of the participants will be used while testing the application. All gathered data will be destroyed following completion of this project.

##### 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

Any data not included in the final documentation for the project will be destroyed following completion of the project. No personal information will be used.

## 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 |
| NO        |

| <b><i>If YES, Please indicate your compliance with the following guidelines:</i></b>  | <b>Mark here</b> |
|---|------------------|
| 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**

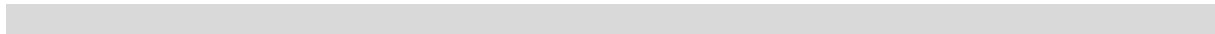
|  |
|--|
|  |
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### 6.3 WILL ANONYMISATION/PSEUDONYMISATION OF THE PERSONAL DATA BE UNDERTAKEN?

|           |
|-----------|
| YES or NO |
| ...       |

**(If NO, please explain why.)**

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## 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.

Surveys will be stored in my Google Drive provided by DCU until completion of this project. Some data will be present in the final documentation of the project.

### 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.

Data will be accessible by me through my Google Drive. Some data will be viewable through the final documentation available on gitlab

### 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 completion of the project.

### 7.4 IF DATA/SAMPLES ARE TO BE DISPOSED OF, 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) 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.

Deleted from Google Drive, Any physical documentation will be shredded.

## 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)*

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

YES or NO

NO

### 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.)*

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## 9. PLAIN LANGUAGE STATEMENT *(Attach to this document. Approx. 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>

**Research Name:** Car Damage Analysis  
**University Department:** School of Computing  
**Investigators:** David Weir ([david.weir3@mail.dcu.ie](mailto:david.weir3@mail.dcu.ie))  
Suzanne Little ([suzanne.little@dcu.ie](mailto:suzanne.little@dcu.ie))

I am seeking people to participate in user testing of the user interface of the system I am developing as part of my final year project in DCU. "Car Damage Analysis" is a system which aims to streamline the process of returning vehicles in the rental industry. This system will analyse images taken of the vehicle within an enclosure surrounding the vehicle in order to detect scrapes, dents, etc. The interface to be tested will display images of cars which must be appraised for the cost of damages on the car.

Data will be collected through the user surveys and questionnaires following a users interaction with the system. Users will be playing the role of an employee in a rental company. They will be asked to complete a number of tasks through the interface such as mark an appraisal as complete and search for the previous appraisals of a specific car. Following the survey, I will discuss with users in order to answer any follow up questions they may have about the system as a whole.

Users will be given a short questionnaire about the application. This will gather qualitative information such as the users thoughts on the ease of use of the application and their thoughts on its layout and general appearance. I can then use these responses to make informed improvements to the application.

Participation in user testing of car damage analysis will be completely voluntary and will not include any benefits for the participants. There are also no risks for the participants.

The data collected will not be distributed and will only be used as part of the user testing for this final year project. No personal information of the participant will be stored. Some of the participants opinions may be included in the final testing document of the project, however those which are included will anonymised.

Data not used in the final submission will be destroyed following completion of the project. No personal information will be included in the final submission.

Participants will be able to find how their survey impacted the final project by reading the final testing document, which will be made available on the school of computing gitlab or by emailing David Weir.

As participation is voluntary, participants may withdraw at any time should they wish. Any opinions provided by the user up to that point will be destroyed should they wish.

**If participants have concerns about this study and wish to contact an independent person, please contact:**

The secretary, Dublin City University Research Ethics Committee, % Research and Innovation Support, Dublin City University, Dublin 9. Tel: 01-70080000 E-mail: [rec@dcu.ie](mailto:rec@dcu.ie)

### 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 | <b>YES</b> |
| How will participants find out what happens with the project?                                 | <b>YES</b> |
| Contact details for further information (including SCEC contact details)                      | <b>YES</b> |
| Details relating to GDPR Compliance if Personal Data is being sought                          | <b>YES</b> |

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

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

*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. If your participants are minors (under 18), it is best practice to provide them with an assent form, while their parents/guardians will be given the Informed Consent Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box in the questionnaire (underneath the information section for participant), where participants can indicate their consent. 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.**

**Research Study:** User testing of the Car Damage Analysis application  
**University School:** School of Computing  
**Principal Investigators:** David Weir ([david.weir3@mail.dcu.ie](mailto:david.weir3@mail.dcu.ie))  
Suzanne Little ([suzanne.little@dcu.ie](mailto:suzanne.little@dcu.ie))

The purpose of this research is to complete user testing of the car damage analysis application being developed as a final year project.

The participant will interact with the application for approximately 15 mins. The participant may be asked to take part in a short interview at this point. Following this, the participant will be asked to complete a short survey to end the research project.

**Participant – please complete the following (Circle Yes or No for each question)**

|  |        |
|--|--------|
| <i>I have read the Plain Language Statement (or had it read to me)</i>   | Yes/No |
| <i>I understand the information provided</i>                             | Yes/No |
| <i>I have had an opportunity to ask questions and discuss this study</i> | Yes/No |
| <i>I have received satisfactory answers to all my questions</i>          | Yes/No |

I may withdraw from the research project at any point. Any information that I have provided up to this point will be immediately destroyed. No information about me other than my demographic will be stored. Only the opinions I provide will be used in the testing report, not any information about me. Any unused data will be destroyed on the 09/03/18. This data is however subject to legal limitations.

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 form. Therefore, I consent to take part in this research project.

**Participants Signature:** \_\_\_\_\_

**Name in Block Capitals:**

## Car Damage Analysis Questionnaire

Do you have any experience working in the vehicle renting industry? (YES/NO)

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Did you have any difficulty completing any of the tasks asked of you?

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Do you feel any features of the application are lacking in any way?

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In your opinion, would this application improve productivity during the vehicle returns process?

**Please choose your level of agreement with the following (1 being strongly disagree & 5 being strongly agree):**

The application is easy to use.

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

The application has a pleasing style / design

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

This application could be improved

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I learned to use the application with ease

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|



### **Car Damage Analysis Interview Questions**

1. How did you find using the car damage analysis application?
2. Would you like any additional information, in regards to how the rental return process currently works?
3. Is there any sections you feel could be improved upon?
4. If you could add one feature to the application?
5. **(IF CAR RENTAL EXPERIENCE)** How do you feel this application would impact your and your colleagues work?
6. Any other feedback?