

Dublin City University School of Computing ETHICS COMMITTEE

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

Application Number:			
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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 one electronic file (PDF) only. 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	Clothes Similarity Search
PRINCIPAL INVESTIGATOR(S)	Dovydas Baranauskas
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.	
START AND END DATE	April - June
LEVEL OF RISK	Notification

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

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 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	YES	
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3blank_data_ security_schedule.xls		N/A
Evidence of external approvals related to the research		N/A
Questionnaire/Survey	YES	
Interview/Focus Group Questions		N/A
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

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
Owen Corrigan	DCU	owen.corrigan@dcu.ie

OTHER INVESTIGATORS (STUDENT(S):

NAME	SCHOOL/UNIT	EMAIL
Dovydas Baranauskas	DCU	
		dovydas.baranauskas2@m ail.dcu.ie

1.2	WILL THE RESEARCH BE UNDERTAKEN ON-SITE AT A Dublin City University CAMPUS ? YES OF NO Yes
2.7.)	(If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section
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.

Electronic Signature(s):

Principal investigator(s): Owen Corrigan

Print Name(s) here: Owen Corrigan

Date: 19/4/2019

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.

A web application, to allow users to upload an image of clothing and receive similar images back. Participants will be asked to use the web application and upload a test image.

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.

Exploring neural networks, and attempting to train and implement a neural network model.

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.

Will be using publicly available datasets to train model. I will be timing users to check how long it takes them to interact with the web 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.

Proposed size will be around 10 users. There will be no specific selection as no user information will be stored

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 vulnerability

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 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	X
Protection policy and procedures	
We confirm that we have put in place safeguards for the children participating in the	Х
research	
We confirm that we have supports in place for children who may disclose current or	Х
historical abuse (whether or not this is the focus of the research)	

	historical abuse (whether or not this is the focus of the research)
2.5 <mark>Please</mark> (EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED 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
r	please ensure you attach a copy to this application.
	Asking users to participate on the day if they wish to do so.
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?
	Users will see the results of their uploaded query. No further results will be seen by the users.
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

I will be conduct surveys for anonymous user testing and removing all user data after each test.

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
use of a questionnaire? (attach copy)?	YES
interviews (attach interview questions)?	NO
 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.

No risks involed.			

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

YES or NO

	(If YES, provide details.)	
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3.5	ARE THERE ANY SPECIFIC RISKS TO RESEARCHERS?					
Example	es 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 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.					
	None					
3.7	HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?					
	explain how the principal investigator will monitor the conduct of the project (especially where several people are involved ir					
	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.					
	Weekly meetings and updates with the supervisor.					
3.8	SUPPORT FOR PARTICIPANTS					
Depena	ing 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.					
	None					
	None					
3.9	DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?					
	YES or NO					
	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.)

List the academic qualifications and outline the experience and skills <u>relevant to this project</u> that the PI, other researchers as supporting staff have in carrying out the research and in dealing with any emergencies, unexpected outcomes, or contingencies may arise. State specifically who will be carrying out the research procedures	n <mark>d an</mark> es tha
Carried out by Dovydas Baranauskas: Computer applications degree.	
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/confidenties of participant identity. Participants involved in such projects need to be advised of this limitation in the Plain Langua	tiality ae
Statement/Information Sheet. If you intend to fully anonymize the data, please provide details	5 -
User uploaded images will be deleted, and profiles will be wiped	
5.3 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY Participants need to be made aware that confidentiality of information provided cannot always be guaranteed by researchers a	nd
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 Lan Statement and Informed Consent Form. Depending on the research proposal and academic discipline, you may nee	
state additional specific limitations.	
State how and where participants will be informed of these limitations	
Plain language statement	

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

6.	PERSONAL	DATA -	COMPLIANCE	WITH	THE	GENERAL	DATA	PROTECTION
Personal from the DCU and	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 OF NO NO							
	If YES, Please	indicate you	ur compliance with	the follo	ving gu	<mark>idelines:</mark>		Mark here
			e read and agree to not procedures rega				CU 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 webpagguidance IF YOU ANSWERED YES TO 6.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:						<u>ain webpage</u> for		
6.2	WHAT KIND O	E DEDSONA	AL DATA IS BEING F	POCES	SED3			
	ecial categories of	<mark>personal data</mark>	include health data, ge			lata relating to eti	hnicity/race	of participants, their
İ	<mark>sex lives and/or s</mark>	<mark>exual orientati</mark>	<mark>ion</mark>					
6.3	WILL ANONYM YES or NO	IISATION/P	SEUDONYMISATIOI	N OF THE	E PERS	ONAL DATA E	BE UNDER	RTAKEN?

(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.

Data will be stored in google survey results

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.

Main researcher only

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.

Held until 21st May

7.4 IF DATA/SAMPLES ARE TO BE DISPOSED OF, PLEASE EXPLAIN <u>HOW, 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.

Results can be removed from survey

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 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 OF NO NO
(If YES,	please specify how this conflict of interest will be addressed.)

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

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

	Contact details for further information (including SCEC contact details)	YES
	Details relating to GDPR Compliance if Personal Data is being sought	YES
f any of	these issues are marked NO, please justify their exclusion:	
-		
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10.	INFORMED CONSENT FORM (Attach to this document. Approx. 300 words)	
10.	INTORNIED CONSENT FORM (Allacit to this document. Approx. 300 words)	
n moot	cases where interviews or focus groups are taking place, an Informed Consent Form is required.	This is an importan
	nt requiring participants to indicate their consent to participate in the study, and give their signature. If y	
	under 18), it is best practice to provide them with an assent form, while their parents/guardians will be	
	Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box	
	eath the information section for participant), where participants can indicate their consent.	m are questionina
	to sample templates on the website: https://www.dcu.ie/researchsupport/ethicsapproval.shtml	
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NB - IF	AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIF	IED HERE.

DUBLIN CITY UNIVERSITY Plain Language Statement

I. Introduction to the Research Study

Title: Clothes Similarity Search
University: Dublin City University
Departement: School of computing

Principle Investigator: Dovydas Baranauskas

Supervisor: Owen Corrigan

II. Details of what involvement in the Research Study will require

The user will be asked to perform tasks using the features of the web application. They will be timed and the time will be stored in a document. Estimated time commitment 10 minutes. The research is being conducted in order to observe how a user interacts with the system and to see if there are any changes necessary.

III. Potential risks to participants from involvement in the Research Study (if greater than that encountered in everyday life)

No potential Risks

IV. Benefits (direct or indirect) to participants from involvement in the Research Study

No benefits

V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

Use dummy account data to register, upload pre determined image. Users will be only timed on actions and then asked to fill out a survey afterwords. All data will be stored electronically on google forms.

VI. Advice as to whether or not data is to be destroyed after a minimum period

Data will be destroyed after May 21st, or anytime if you wish to withdraw from the study.

VII. Statement that involvement in the Research Study is voluntary

Participants can ask to stop the study at any time. Participants can ask for all their data to be removed at any time. Contact dovydas.baranauskas2@mail.dcu.ie if you wish to remove your data after the conclusion of the survey.

VIII.Any other relevant information

If you wish to find the results of the research please email: dovydas.baranauskas2@mail.dcu.ie

If participants have concerns about this study and wish to contact an independent person, please contact: Dovydas Baranauskas, Computer Application Student, Email:

dovydas.baranauskas2@mail.dcu.ie

DUBLIN CITY UNIVERSITY Sample Consent Form

An Informed Consent Form should generally contain the following information. Section 3 onwards should be written in the first person, e.g. "I will be asked to attend...I may withdraw from the research study at any point.....I am aware that the data...etc." The headings are there for guidance and do not need to be included in your form.

I. Clothes Similarity Search

School of computing

Main investigator: Dovydas Baranauskas

Supervisor: Owen Corrigan

II. Clarification of the purpose of the research User testing of the system.

III. Confirmation of particular requirements as highlighted in the Plain Language Statement

Requirements may include involvement in interviews, completion of questionnaire, audio/video-taping of events. Getting the participant to acknowledge requirements is preferable, e.g.

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

I am aware that my interview will be audiotaped

Yes/No

IV. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point.

V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

I can ask for any data about me involving with this project to be removed at any time. By contacting the Main investigator.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project

Participants Signature: Name in Block Capitals: Witness:

Sample Question form

Rate the look of the website on a scale of 1 to 5?
How did you find navigating the website on a scale of 1 to 5?
How hard was it to upload a photo on a scale of 1 to 5?
How would you rate the achieved results on a scale of 1 to 5?
Do you have any additional comments?