Dublin City University

School of Computing

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

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<mark>**Please read the following information carefully before completing and submitting your application.**</mark>

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

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

- ☐ **The application should consist of <u>one electronic file only, in PDF format,</u>** with an electronic signature from the PI (the project supervisor) and yourselves, the students. The completed

application must incorporate all supplementary documentation, especially those being given to the proposed participants.

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

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

PROJECT TITLE	Food2Go
PRINCIPAL INVESTIGATOR(S) *The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.*	Michael Scriney
START AND END DATE	10/10/22 - 23/2/23
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	CASE3: Gideon Amaechi (20364806) & CASE3: Colin Ekedigwe (20403046)
LEVEL OF RISK*	NO

Please confirm that this project requires notification only	

1. ADMINISTRATIVE DETAILS

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

YES or NO
NO

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

We will be working on our projects remotely at our homes and occasionally on-site at DCU

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):

Michael Scriney

Principal investigator / Supervisor: __ _____

Print Name(s) here:_Dr. Michael Scriney

Date: __21/02/2023____

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

Student(s) signature(s):_____Gideon Amaechi & Colin Ekedigwe
_____

Print Name(s) here:___GIDEON AMAECHI & COLIN EKEDIGWE
_____

Date: __21/02/2023___

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.

The project is a website that can be used to help users to attain their weight goals by showing them what foods would benefit their body type. The way that this is done is by first getting the user to input their weight and height into a bmi calculator and based off the result it will then state which category of foods you should choose to help you along your weight journey, this is aided by other tools such as a pie chart which displays the user macros and how many grams the user consumes and a line chart which tracks the user's weight progress over time is also included.

2.2   PARTICIPANT PROFILE

For user testing we will be targeting friends and family who are over 18 years of age.

2.3   PARTICIPANT RECRUITMENT

Recruited through word of mouth

2.4l   IS IT LIKELY THAT ANY PARTICIPANTS COULD BE CONSIDERED POTENTIALLY VULNERABLE?

YES or NO
No

2.5   WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
Yes

We will be asking users to create dummy test accounts containing no personal information.

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

Users are required to test the functionality of the application. Dummy user accounts will be used containing no persoinal information.

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

There is no personal information required

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.

Participants are to be recruited from our framily and friends.

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)	**No**

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 users are required for testing functionality of the application as such participants will not be informed of the findings of the project.

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

YES or NO
No

<mark>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.</mark>

3.   RISK AND RISK MANAGEMENT

3.1   EXPLAIN AND JUSTIFY THE STATED LEVEL OF RISK TO PARTICIPANTS***

<mark>*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. No project is completely without risk. 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*</mark>

Users required for user testing with dummy accounts containing no personal data. Low level of risk.

3.2   POTENTIAL RISKS TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES

Identify, as far as possible, all potential risks to participants (physical, psychological, social, legal, economic, etc.), associated with the proposed project. Will your project involve deception, investigation of participants involved in illegal activities, performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression? Please explain what risk management procedures will be put in place to minimise these risks.

We envisage no level of risk to participants, however participants will be provided contact details of the DCU data protection officer in the PLS.

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

YES or NO
No

If YES, provide details

（空白の枠）

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

（空白の枠）

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.

We agree to regularly meet with our supervisor to monitor the project and enable them to help deal with unexpected outcomes, and this will provide support for participants and monitor the project

YES or NO
Yes

3.6 SUPPORT FOR PARTICIPANTS

There would be no additional support needed for the participants. However participants will be provided contact details of the DCU data protection officer in the PLS.

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

We will be having weekly meetings with our supervisor.

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

YES or NO
No

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		

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

Definition of Personal Data

Personal data is any information about a living person, where that person is either identified or could be identified, from the data itself or when it is combined with other data. Typical examples of personal data in a research context are:

a) paper based records e.g. consent forms, research participant files, patient records, interview notes etc.

b) electronic records e.g. database of participant details, online survey returns, photos, audio & visual recordings, IP addresses, diagnostic / clinical imaging etc.

c) other e.g. genetic data, biometric data, clinical or medical samples etc.

Note: If personal data is to be obtained and / or processed in the course of the proposed research then there are certain legal obligations and principles to be followed. These are set out in the EU 2016 General Data Protection Regulation (GDPR) and associated Irish Law.

Any data that is <u>fully and completely anonymous</u> is not considered to be 'personal data'. However, any data that is merely pseudo-anonymised is deemed to be 'personal data'.

Further information on data protection issues is available from the University's Data Protection Unit (DPU). You should also consider consulting with your Unit's GDPR Advocate for help and advice on filling out this section of the form.

4.1   ASSESSING DATA PROTECTION RISKS & REQUIREMENTS

(A) Your knowledge of Data Protection		
Have you taken and completed the online data protection training course ('Data Protection Course') that is available to all staff and students through the DCU Loop System?	**YES or NO**	**Yes.**

If you answered 'No' to the previous question then the DPU strongly recommends that all applicants complete the course on Loop before completing section # 4 of the REC Application Form.

If you experience difficulties in accessing the Loop course at the link above, please contact the Teaching Enhancement Unit for assistance.

(B) Initial Assessment of whether any of the data to be used in the proposed research is '<u>Personal Data</u>' (see definition above)

1	**Will the proposed research include living human subjects?** *Rationale – personal data applies only to living individuals.*	**YES or NO**	Yes
2	**Will the proposed research use any data that can be linked to an identified, or an identifiable, person?** *Rationale – to be personal data it must be possible to associate it with an identified, or an identifiable, living person.*	**YES or NO**	No
3	**Will the proposed research use any data identifiers that can be linked to a living person? Examples are a participant's name, code or ID number, their address, their IP address etc.** *Rationale: fully anonymised data is not deemed to be 'personal data' but data that has been deemed to be merely pseudo-anonymised is deemed to be 'personal data'.*	**YES or NO**	No

If you answered 'Yes' to any of the questions 1 to 3 in sub-section (B), then continue to sub-section (C) and answer questions 1-8. If you answered 'No' to all of the questions 1 to 3 in sub-section (B), then proceed directly to section # 5 of this Application Form.

(C) Assessing the degree of risk inherent in the personal data		
1	**Will the proposed research involve the use of <u>personal data</u> on individuals that reveals any of the following attributes or characteristics about them?** **(State 'Yes' or 'No' as appropriate to all of the following)**		
	Racial or Ethnic Origin	**YES or NO**	No
	Political Opinions	**YES or NO**	No
	Religious or Philosophical Beliefs	**YES or NO**	No

		Trade Union Membership	YES or NO	No
		Genetic Data	YES or NO	No
		Biometric Data	YES or NO	No
		Data Concerning Health	YES or NO	No
		Data concerning a Person's Sex Life or Sexual Orientation	YES or NO	No
2	**Will the proposed research involve the use of <u>personal data</u> relating to children or vulnerable individuals?** *A child, for data protection purposes, 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 to oppose, the processing of his or her data for any reason, including disability.*		YES or NO	No
3	**Will the proposed research involve the use of data relating to an individual's criminal convictions and / or offences?**		YES or NO	No
4	**Will the proposed research involve the large-scale processing of <u>personal data</u>?** *This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; processing where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or it has potential long-lasting effects on individuals.*		YES or NO	No

5	Will the proposed research involve any form of <u>automated processing</u> of personal data? *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
6	Will the proposed research involve the sharing or transferring of **rd** any personal data to a 3 party outside of DCU? *For example, other research partners, providers of translation or transcription services, etc.* *For clarity, this question is not intended to refer to any standard software services already provided by DCU, for example the university's email system or its cloud-based storage provider (Google Drive).*	YES or NO	No
7	Will the proposed research require the sharing or processing of personal data outside the EU or the EEA? (e.g. the US, the UK, Canada, Australia, China etc.) *The EEA refers to the 'European Economic Area' (i.e. the EU plus Norway, Liechtenstein and Iceland).*	YES or NO	No
8	Will the proposed research involve the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy? *This is especially important where two or more previously anonymous datasets are combined in such a way so as to allow for the identification of individuals. An example would be combining mobile phone location data along with any other dataset to identify individuals.*	YES or NO	No

Important Point: Next Step

If you answered 'Yes' to one or more of the questions 1 to 8 in sub-section (C) **You should consult with your Supervisor / Principal Investigator to who** **will assess whether there are any further data protection issues to be addressed or additional procedures to be followed.**

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.

	B. Applicant Data Protection Assessment Questionnaire – Part II		
5(a)	Does your project include the use of Personal Data of individuals which reveals any of the attributes or characteristics below? If 'Yes,' please indicate which will be used in your project **(tick all that apply):**	**YES or NO**	**No**
	racial or ethnic origin	**YES or NO**	**No**
	political opinions	**YES or NO**	**No**
	religious or philosophical beliefs	**YES or NO**	**No**
	trade union membership	**YES or NO**	**No**
	genetic data	**YES or NO**	**No**
	biometric data	**YES or NO**	**No**
	data concerning health	**YES or NO**	**No**
	data concerning a natural person's sex life or sexual orientation	**YES or NO**	**No**
5(b)	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	**YES or NO**	**No**

6	Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences?	**YES or NO**	**No**
7	Does your project include large-scale processing of personal data relating to living individuals? *This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; or where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or has long-lasting effects. (See* **Note 2***, below)*	**YES or NO**	**No**
8	Does your project include any form of automated processing of personal data, used to evaluate certain personal aspects relating to a living individual? *In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements*	**YES or NO**	**No**
9	Does your project include any partners which are third parties outside of DCU? *e.g. Research partners, third party software providers or other providers such as translation or transcription services, etc.*	**YES or NO**	**No**
10 (a)	Does your project involve the sharing or processing of Personal Data outside the EU or the EEA? *i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)*	**YES or NO**	**No**
10 (b)	If 'Yes', please state which non-EU or EEA country is involved:		
11	Does the project require the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy? *An example would be combining mobile phone location data along with any other dataset to identify individuals.*	**YES or NO**	**No**

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

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

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

YES or NO
Yes

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

Users will be asked to create dummy accounts containing no personal information.

5. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

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

On the DCU google drive

5.2   WHO WILL HAVE ACCESS TO DATA/SAMPLES?

Colin Ekedigwe

Gideon Amaechi

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

For the duration of the project

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	Stored data will be deleted by the admins upon completion of the project frmo the DCU Google Drive.

data held in hard copy and digital formats.	
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.	Colin Ekedigwe Gideon Amaechi

6. PLAIN LANGUAGE STATEMENT *(Attach to this document. Up to a max of 400 words)*

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]	
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]	

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

In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study and give their signature. In cases where an anonymous questionnaire is being used, it is not enough to include a tick box in the questionnaire. Participants should indicate their consent to each aspect of the research in a staged manner by checking mandatory checkboxes.

*See link to sample templates on the website: **https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

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

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

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

NB – IF AN ASSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.
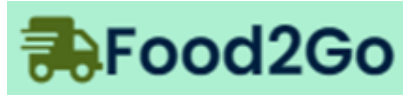
9. SUBMISSION CHECKLIST *(Attach to this document)*

Please confirm that <u>all</u> supplementary information is included in your application (in electronic copy). If questionnaire or interview questions are submitted in draft form, please indicate this by putting (draft) after YES. A copy of the final documentation must be submitted for final approval when available.

My application has been collated as one electronic PDF file which includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Recruitment advertisement [consistent with section 2.3]		N/A
Plain language statement/Information Statement [see section 6 and appendix 1]	YES	
Informed Consent form [see appendices 2 and 3]	YES	
Informed Assent form (children only)		N/A
Evidence of external approvals related to the research [see sections 1.1 and 2.10]		N/A
Questionnaire/Survey	YES	
Interview/Focus Group Questions		N/A

Appendix 1

DUBLIN CITY UNIVERSITY

Food2Go: Plain Language Statement

Student(s): Gideon Amaechi (20364806) & Colin Ekedigwe (20403046)

Supervisor: Michael Scriney

School: Dublin City University

Project title: Food2Go

What the is study about

In short, it is a meal prep food ordering website for people who want to lose weight, maintain their weight, or gain weight depending on their goal. It aims to assist people with their fitness journeys while providing nutritional information and recipes.

Why the study is being conducted

This study was conducted from my personal experience of finding it hard to make meals when coming home late from college and then going to the gym. Exercise is easy, but ensuring you eat the correct foods that contain the nutrients you need to maximise your growth is time-consuming and can be challenging especially if you do not have education on the nutrients you need and how much.

What the participant will be expected to do/have to do if they decide to participate in the study

To be able to use our service a participant is expected to have a computer or a laptop.

How privacy will be protected

The details will be stored in a DCU google drive. The admin will be the only person who has access to all the user information.

How the data be used and subsequently disposed of

It will be used to aid in the study of meal preps. All data will be deleted from the google drive upon completion of study.

Legal limitations to data confidentiality?

There is no personal information required apart from a username and password. No other details are needed from the user.

Benefits of taking part in the study

Easier way of making healthy meals tethered to their weight goals and recipes to suit their needs, all of this will be in one place.

Risks

There are no risks involved in our project.

Change of Mind

Participants may withdraw from the study at any given time, this will be marked as their completion of the study. Withdrawing consent may mean that no future data collection will take place but previously collected data will still be processed.

How will participants find out what happens with the project?

The users will be aware of their results for this such as their BMI and their calories will be displayed for them to see when they use these features.

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

please contact:

The Secretary, Dublin City University Research Ethics Committee, c/o Research and Innovation Support, Dublin City University, Dublin 9. Tel 01-7008000, e-mail rec@dcu.ie

Appendix 2

DUBLIN CITY UNIVERSITY

Food2Go
Informed Consent Form

Title of Research: Food2Go

Principal Investigators: Colin Ekedigwe & Gideon Amaechi

<u>Participant – please complete the following (Circle Yes or No for each question)</u>

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

I understand the information provided

Yes/No

I understand the information provided in relation to data protection
Yes/No

I have had an opportunity to ask questions and discuss this study
Yes/No

I have received satisfactory answers to all my questions
Yes/No

I am aware that my interview will be audiotaped
Yes/No

I voluntarily agree to participate in this study
Yes/No

I understand that I may withdraw from this study at any point in time
Yes/No

I understand that I will be given a copy of this consent form
Yes/No

All information taken from the study will be coded to protect each subject's name. No names or other identifying information will be used when discussing or reporting data. The

investigator(s) will safely keep all files and data collected in a DCU google docs file. Once the data has been fully analysed, it will be destroyed.

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

Participants Signature: _____

Name in Block Capitals: _____

Witness:_____

Date:_____

To be completed by the Principal Investigator or nominee.

I, the undersigned, have taken the time to fully explain to the above participant the nature and purpose of this study in a way that they could understand. I have explained the risks involved as well as the possible benefits. I have invited them to ask questions on any aspect of the study that concerned them.

Investigators Signature: _____

Name in Block Capitals: _____

Date:_____

Appendix 3

DUBLIN CITY UNIVERSITY

<u>Anonymous Online Consent Form Template</u>

Title of Research: Food2Go

University: DCU

Supervisor: Michael Scriney

Students: Colin Ekedigwe & Gideon Amaechi

The purpose of this study is to collect information to help understand the fitness/health goals of the general public to help create an application which can aid people in their weight loss journeys.

<u>Participant – please complete the following (by clicking Yes/No for each question)</u>

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 understand the information provided in relation to data protection *

◯ Yes

◯ No

I have received satisfactory answers to all my questions *

◯ Yes

◯ No

I understand I may withdraw from the Research Study at any point *

◯ Yes

◯ No

I have read and understand the arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations *

◯ Yes

◯ No

I have read and understand confirmations relating to any other relevant information as indicated in the PLS *

◯ Yes

◯ No

I consent to participate in this research study *

◯ Yes

◯ No

Do you find it challenging making your own meals

◯ Yes

◯ No

◯ Sometimes

If you were to start your weight journey today, which of the following would you choose

◯ Lose weight

◯ Maintain weight

◯ Gain weight

◯ None of the above

When was the last time you made a meal prep

◯ Less than 1 week ago

◯ Less than 1 month ago

◯ More than 3 months ago

◯ I've never made a meal prep

What would be your budget for purchasing meal preps

Your answer

Do you consider yourself to be healthy at the moment

◯ Yes

◯ No

Submit   Clear form