Dublin City University
School of Computing
ETHICS COMMITTEE (SEC)

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

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

1. **Download this form, complete the appropriate fields, attach additional pages (e.g. plain language statement) as appropriate and save as a PDF file**

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

3. **Your SUPERVISOR will then be notified automatically and must approve your approach initially.**

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

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

6. **Your ethics approval submission will be circulated to the School's Research Ethics Committee and you will be notified if/when it is approved**

7. **All projects must have either a derogation from an ethics approval requirement (as determined by your supervisor) OR must have an approved ethics submission (this form), before work with human subjects commences.**

Applications which do not adhere to 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 work with human subjects until written approval has been received from the School of Computing Ethics Committee (SEC).**

PROJECT TITLE	TastyTravel
PROJECT SUPERVISOR(S)	Mark Roantree
START AND END DATE	1st October 2019 – 6th March 2020
LEVEL OF RISK	Low Risk - Notification Only

Please ensure that all supplementary information is included in your application (in one 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 (How are you getting volunteers?)		N/A
Plain language statement/Information statement	YES	
Informed consent form	YES	
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3._blank_data_ security_schedule.xls		N/A
Evidence of external approvals related to the research		N/A
Questionnaire/Survey		N/A
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	
Undergraduate Project – non-final Year	X
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

SUPERVISOR(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
Mark Roantree	School of Computing	Mark.Roantree@dcu.ie

STUDENT(S):

NAME	SCHOOL/UNIT	EMAIL
Gerard Slowey	School of Computing	gerard.slowey2@mail.dcu.ie
Michael Savage	School of Computing	michael.savage7@mail.dcu.ie

DECLARATION BY SUPERVISOR(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):

Principle Investigator(s): Gerard Slowey & Michael Savage

Print Name(s) here: Gerard Slowey, Michael Savage

Date: February 25, 2020

2. PROJECT OUTLINE

2.1 SIMPLE DESCRIPTION *(Max. 300 words)*

Our research project aims to collect feedback from participants based on their impressions of our android application. Face to face meetings will be the primary mode of interaction, this feedback will be used to improve usability and user experience of our android application.

Participants must be willing to interact with our application installed on a device for them. The application is designed to be used by the participant on the go or while stationery. The participant initially will be asked to use the app and its functions unhindered and uninfluenced by the investigator. Feedback will be gathered covering general topics based on the users experience of the application. It is then intended to focus on certain parts of the application closer at a later stage, again collecting feedback in greater detail.

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

This research aims to highlight areas of improvement that are required to make the application easier to use and more functional for an end user.

Overall, we are looking to investigate if our application simplifies the process of deciding on a meeting place for two people in separate locations. Rather than relying on local knowledge and physical travel distance, we want to investigate if a combination of online map resources and user travel times provides the user with an enhanced experience and how well our application executes this task.

2.3 DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

Application interaction analysis and user feedback gathering will be the primary methods used during our data gathering process. After participants have used the application on an android device they will be asked about their opinions about the interface and functionality of the application. Feedback will be gathered on a face to face basis, with the information being recorded by the principle investigators for later analysis. Both principle investigators will take it in turn to supply participants with the application and gather their feedback.

The data will be analysed by combining similar feedback together and extracting the primary issues as described by participants.

Users will be required to use the applications primary function of calculating a meeting point based on travel preference (car, bike or walk) and meeting preferences (café, bar, hotel etc.).

Time allocated for gathering user feedback is quite concise, with fifteen minutes being given to the user for application interaction and exploration. A further fifteen minutes will be taken for

gathering of feedback and user impressions. These time frames can be altered if needs be depending on the participants response.

2.4   PARTICIPANT PROFILE

Our sample consists of four participants, one participant is in the age range 18 – 24, one in the range 25 – 34, and the remaining two participants are in the age range 45 – 54. The four participants were chosen randomly from possible agreeing candidates from college and family backgrounds. We believe the participants selected will provide us with a concise but complete perspective of the app usage from a broad range of ages.

2.4(a)   PARTICIPANT VULNERABILITY

None of our participants are in a vulnerable state.

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

Please indicate your compliance with the following guidelines:	Mark here
We confirm that we have read and agree to act in accordance with the DCU Child Protection policy and procedures	N/A
We confirm that we have put in place safeguards for the children participating in the research	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 research)	N/A

2.5   EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

The participants are known to both principle investigators and have agreed to be a participant in this project. Once chosen, the participants will be presented with the relevant documentation regarding the feedback gathering process.

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?

Results will be investigated by both principle investigators in a group manner and anonymous feedback may be presented to supervisors and school of computing staff as part of the project evaluation process. Participants will be offered the option of being contacted again once the project has concluded with the outcomes and findings.

2.7   ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.? (e.g. a School or company)

YES or NO
NO

(If YES, please specify from whom and attach a copy of the approval documentation. If this is not yet available, please explain when this will be obtained.)

3.   RISK AND RISK MANAGEMENT

3.1   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

The information collected through face to face contact of participants will be anonymised and not linked with them in any way. Furthermore, no sensitive data is collected. Any information that is recorded will be stored securely and only distributed to the necessary parties as already explained.

3.2   DOES THE RESEARCH INVOLVE:

	YES or NO
● use of a questionnaire? (attach copy)?	NO
● 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.

There are no risks associated with participation in this research.

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

YES or NO
YES

(If YES, provide details.)

The application aims to simplify and remove the hassle of deciding on a meeting place which suits both parties (e.g. two friends). If the user decides to use the application this should lead to reduced stress and an increased quality of life for both people.

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.

A participant can leave the research project for any reason without repercussions as stated in the plain language statement. Moreover, if they need the advice of an academic individual contact details will be provided.

3.7   HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?
Please explain how the supervisor 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

Meetings will be conducted by both principle investigators; one investigator will conduct the feedback gathering process while the other investigator monitors progress and format of the process.

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.

Additional supports are not required.

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.)

4.   CONFIDENTIALITY/ANONYMITY

4.1   WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
YES

(If NO, please explain why.)

IF YOU ANSWERED YES TO 4.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

4.2   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

Feedback collected from all individuals with not be linked with their identity. The information will be securely stored and only accessible to the relevant parties.

4.3   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

The plain language statement will outline these limitations.

5. 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***

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

YES or NO
NO

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

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

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

5.2 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

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

YES or NO
…

(If NO, please explain why.)

6. 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.

6.1 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.

Recorded feedback will be kept on a document shared with both primary investigators, stored and available to both individuals using authorisation of our DCU accounts within the computer labs on campus.

6.2 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.

Anonymised data may be provided to academic staff during the final project presentation and grading process.

6.3 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.*

Data will be retained for the duration of the academic year 2019/2020.

6.4   IF DATA/SAMPLES ARE TO BE DISPOSED OF, PLEASE EXPLAIN <u>HOW</u>, <u>WHEN</u> AND <u>BY WHOM</u> THIS WILL BE DONE?
*Note that simply deleting files is not sufficiently secure. The additional steps to be taken to maintain data security should be given. **Personal data** must be disposed of in a safe and secure manner at the end of its retention period. If the data is stored in a: a) paper based format then shredding or disposal via a secure bin is recommended; or b) if it is stored in an electronic based format then deletion of the record or full anonymization of the data is recommended.If data/samples are NOT being disposed of, please justify this decision.*

Anonymised data will be destroyed by Michael Savage by deleting and removing all electronic copies of the feedback data after the data retention period mentioned above.

---

7.   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 (Supervisor and student 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

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

---

8.   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.

DUBLIN CITY UNIVERSITY
Plain Language Statement

Research Study Title: 'Users' Opinions on the Application TastyTravel.
Investigator Supervisor: Dr Mark Roantree, School of Computing, Dublin City University.
       Contact: 01 700 5636, Office L2.34

You are being invited to take part in a research project to examine user's opinions of the android application title 'TastyTravel'. The TastyTravel application provides a selection of meeting places to two people based on their locations, travel and dining preferences. The meeting points returned will be located equally from both parties based on travel time using their chosen method of transport (cycling, walking or driving). The research project is a way to learn more about the users experience of the android application. You are being asked to take part because it will give us an insight into user's opinions of the timetable.

Before you decide if you want to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the information on this page carefully.

PARTICIPATION

You can withdraw from the research study at any time during the survey without inflicting a penalty. To gather your feedback, you will be invited to take part in a face to face interview. The interview will roughly take fifteen minutes where you will be asked questions related to your experiences while using the application. If you do complete the survey, please be aware that it will not be possible to withdraw from the survey as your data is anonymised and will be impossible to identify.

RISKS

There will be no risks involved in the research study. Your personal information will not be asked for. All data collected over the course of the study will be kept confidential and used for research purposes only. The data you provide will be anonymised. Your identity will remain unknown as you will not be asked to give your name or any other personal details. All your data will be kept securely on internal DCU servers.

Please be advised of the following:

You need to be aware that confidentiality of information can only be protected within the limitations of the law.

DATA RETENTION

The data is not intended for future studies and the user's data will be discarded at the start of the academic year, 2021.

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

DUBLIN CITY UNIVERSITY
Informed Consent Form

Research Study Title: 'Users Opinions on the Android Application TastyTravel'.

Investigator Supervisor: Dr Mark Roantree, School of Computing, Dublin City University.

What is this research about and why is it being conducted?
This research aims to examine 'users' opinions of the 'TastyTravel' android application. The answers provided will be used to improve users experience of the application.

Am I eligible to participate?
In order to participate in this investigation, you must be over 18 years of age.

What happens if I agree to take part in this study?
If you agree to take part in this investigation you will be invited to take part in a face to face interview. This interview will consist of several questions relating to your experience of using the application. It is estimated that it will take approximately 15 minutes to complete the interview.

Can I withdraw from the study at any time?
Yes, you can withdraw from the investigation at any time during the interview without penalization. However, if you do complete the interview and agree for your answers to be analysed, it will not be possible to withdraw from the investigation as your data will be impossible to identify.

How will my data be protected?
All data collected over the course of the investigation will be kept confidential and used for research purposes only. The data you provide will be anonymised. Your identity will remain unknown as you will not be asked to give your name or any other personal information during the interview.

In order to take part in the interview you must provide consent to participate and for your data to be used as part of the investigation. You are not required to provide personal information that would make your data identifiable. Please be advised that, as investigators, we will not be able to identify the data once you provide answers during the interview. All of your data will be kept securely on internal DCU servers.

What will happen to the data collected for this investigation?
The data provided will be analysed as part of ongoing research into the use of the 'TastyTravel' android application. All data will be collected and stored in adherence with DCU's data protection policy and will be destroyed by the investigating students. All data collected throughout the investigation will be kept in the strictest confidence.

I have read and understood the information in this form. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. It is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project.

Participants Signature	
Name in Block Capitals	
Witness	
Date	

Interview Questions

1. Were you able to find a suitable meeting point location using the application?
2. How does the application compare to your current method of finding places to meet others?
3. How visually appealing is our application?
4. How easy is it to navigate our application?
5. What did you like about our application?
6. What features did you not like about our application?