Dublin City University
School of Computing

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

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

☐ **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 <u>must not</u> commence until approval has been received from the School Research Ethics Committee.**

PROJECT TITLE	ArtistConnect
PRINCIPAL INVESTIGATOR(S) *The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.*	Gareth Jones
START AND END DATE	
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Yury Chuaphin Karl Doherty CASE4
LEVEL OF RISK *Please confirm that this project requires notification only*	YES

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.

The testing will take place remotely in users homes over calls and emails

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DECLARATION BY PRINCIPAL INVESTIGATOR / SUPERVISOR

The information contained herein is, to the best of my knowledge and belief, accurate. I have read the University's current research ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the REC guidelines (https://www.dcu.ie/researchsupport/researchethics.shtml), the University's policy on Conflict of Interest, Code of Good Research Practice and any other condition laid down by the Dublin City University Research Ethics Committee. I have attempted to identify all risks related to the project that may arise in conducting this project and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this project or its outcomes or any other circumstances which might represent a perceived, potential or actual conflict of interest this should be declared in accordance with Dublin City University policy on Conflicts of Interest.

I and my co-investigators and/or supporting staff have the appropriate qualifications, experience and facilities to conduct the project set out in the attached application and to deal with any emergencies and contingencies related to the project that may arise. Supervisor(s) signature(s) are required as evidence that they have read and approve the submission.

Please note:
1. *Any amendments to the original approved proposal must receive prior School Ethics Committee approval.*

2. *As a condition of approval investigators are required to document and report immediately to the School of Computing Ethics Committee any adverse events, any issues which might negatively impact on the conduct of the project and/or any complaint from a participant relating to their participation in the study*

Electronic Signature(s):

Principal investigator / Supervisor: _____

Print Name(s) here:_____Gareth__Jones_____

Date: _____

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

Student(s) signature(s):_____Yury Chupahin & Karl Doherty_____

Print Name(s) here:_____Yury Chupahin & Karl Doherty_____

*Date: _____16/03/23_*

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 consists of a social media style application where users have the ability to make accounts, add friends, like comment and share posts and direct message other users.

2.2   PARTICIPANT PROFILE
List and very briefly describe each participant group where applicable. For instance, participant group 1 will consist of…, participant group 2 will consist of… etc. Indicate if minors (Under 18) are involved *Provide the number, age range and source of participants. Please provide a justification of your proposed sample size.*

> The participant group will consist of family and friends of ours, all of which being over the age of 18.

2.3   PARTICIPANT RECRUITMENT
Please provide specific details as to how you will be recruiting participants. How will people be informed that you are doing this research? How will they be approached and asked if they are willing to participate? If you are mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement (e.g. through social media, if so include the text at the end of the form) is to be used, please ensure you attach a copy to this application (Approx. 100 words).

> We plan to test the application by allowing users we know eg. friends and family to perform all the normal actions on the application and give us feedback on what they think could be improved. Since we know most of the users we will most likely have their contact details already and will have their consent to use their feedback as part of our testing

2.4l   IS IT LIKELY THAT ANY PARTICIPANTS COULD BE CONSIDERED POTENTIALLY VULNERABLE?
Are some or all participants vulnerable in any way? (e.g by virtue of the group they belong to, people who have undergone traumatic or adverse emotional events, people with diminished cognitive ability, power relations between students and participants etc.)?

YES or NO
No

If Yes, please state and describe what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants

>

2.5   WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
YES

If NO, please explain why

>

IF YOU ANSWERED YES TO 2.5, PLEASE ANSWER THE FOLLOWING QUESTION:

2.6   HOW WILL THE ANONYMITY OF THE PARTICIPANTS BE RESPECTED?

Please bear in mind that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity. Participants involved in such projects need to be advised of this limitation in the Plain Language Statement/Information Sheet. If you intend to fully anonymize the data, please provide details

When logging and creating an account on the website they will be provided with random fake account data and none of the information they

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

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.

We will use people already known to us e.g friends and family. An email will be sent asking them for their participation. If they respond that they are willing we will provide them with full information of the project and what is needed from them.

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	✔
We confirm that we have put in place safeguards for the children participating in the project	✔
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)	✔

2.9 PLEASE EXPLAIN WHEN, HOW, WHERE, AND TO WHOM RESULTS WILL BE DISSEMINATED, INCLUDING WHETHER PARTICIPANTS WILL BE PROVIDED WITH ANY INFORMATION AS TO THE FINDINGS OR OUTCOMES OF THE PROJECT?

The results of the findings will be put in the final testing specification of our project and will be viewed by lecturers grading the project.

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

YES or NO

No

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

3.   RISK AND RISK MANAGEMENT

3.1   EXPLAIN AND JUSTIFY THE STATED LEVEL OF RISK TO PARTICIPANTS

You must provide a justification that the stated level of risk and its corresponding level of review is notification only and not Full Committee or Expedited, as indicated on the cover page of your application. 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

The level of risk to participants in this project is low to moderate. The project involves testing a social media web app for sharing music. Users who participate in the testing will be given dummy accounts to maintain anonymity. The potential risks to participants are mostly related to the confidentiality and privacy of their personal information. However, we have taken measures to minimize these risks, such as implementing secure data storage systems and protocols, obtaining informed consent from participants, and ensuring that all data is anonymized and confidential

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.

The potential risks to participants associated with this project are primarily related to the confidentiality and privacy of their personal information, as well as the potential for cyberbullying or harassment on the platform. To minimize these risks, we will implement the following risk management procedures: Participants will be given dummy accounts to maintain anonymity, and all personal information will be kept confidential. The web app will have a reporting system to report inappropriate content or behavior, which will be reviewed and addressed by the project team promptly. We will provide a clear set of guidelines and rules for using the platform, which will include guidelines for appropriate behavior and the consequences of violating the rules. Participants will be informed that they have the right to withdraw from the study at any time, and their data will be deleted upon request.

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

3.4   ARE THERE ANY SPECIFIC RISKS TO YOURSELVES IN CARRYING OUT THIS PROJECT?
Examples include use of dangerous materials, asking certain types of questions,The project being undertaken in certain locations, researchers working alone in isolated areas, etc.

YES or NO
No

If YES, please describe and explain what risk management procedures will be put in place to minimise these risks

3.5   DEALING WITH ADVERSE/UNEXPECTED OUTCOMES
Please describe what measures/protocols you have put in place in the event that there are any unexpected outcomes or adverse effects to participants arising from involvement in the project.

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
No

3.6   SUPPORT FOR PARTICIPANTS
Depending on risks to participants you may need to consider having additional support for participants during/after the study. Consider whether your project would require additional support, e.g., external counselling available to participants. Please advise what support will be available.

3.7   HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?
Please explain how the principal investigator will monitor the conduct of the project (especially where several people are involved in recruiting or interviewing, administering procedures, etc.) to ensure that it conforms with the procedures set out in this application. In the case of student projects please give details of how the supervisor(s) will monitor the conduct of the project.

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

YES or NO
NO

If YES, please provide further details

3.9   **DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL, POLITICAL, IDEOLOGICAL, OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE PROJECT OR BIAS THE CONDUCT OR REPORTING OF THE PROJECT, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?**

YES or NO
NO

If YES, please specify how this conflict of interest will be addressed

4. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR)
Applicant declaration:

0	I understand that the proposed project, as set out in this form, is to be carried out by me in my capacity as a student of Dublin City University.	YES	….

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	….

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 'Personal Data' (see definition above)		
1	**Will the proposed research include living human subjects?** *Rationale – personal data applies only to living individuals.*	**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**	….
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'.*	**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	**NO**	….
	Political Opinions	**NO**	….
	Religious or Philosophical Beliefs	**NO**	….

	Trade Union Membership	**NO**	….
	Genetic Data	**NO**	….
	Biometric Data	**NO**	….
	Data Concerning Health	**NO**	….
	Data concerning a Person's Sex Life or Sexual Orientation	**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.*	**NO**	….
3	**Will the proposed research involve the use of data relating to an individual's criminal convictions and / or offences?**	**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.*	**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.*	**NO**	....
6	**Will the proposed research involve the sharing or transferring of any personal data to a 3rd 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**	**FIREB ASE DATA BASE**
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).*	**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.*	**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):**	**NO**	….
	racial or ethnic origin		….
	political opinions		….
	religious or philosophical beliefs		….
	trade union membership		….
	genetic data		….
	biometric data		….
	data concerning health		….
	data concerning a natural person's sex life or sexual orientation		….
5(b)	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	**NO**	….

6	Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences?	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)*	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*	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.*		….
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)*		….
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.*		….

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:

We intent to provide users with set registration data eg 'test1@test.com' and 'testuser1' for login information instead of asking them to fill in their own data

5.   DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section the term 'Data' includes personal data that is in a raw or a processed state (e.g. interview audiotape, transcript or analysis, etc.). The term 'Samples' include body fluids and/or tissue samples.

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

DCU recommends that any data stored electronically offsite should utilise the DCU Google Drive. Alternative offsite storage will need to be justified and must meet data protection and GDPR compliance requirements.

We will make use of google drive

5.2   WHO WILL HAVE ACCESS TO DATA/SAMPLES?

If people other than the main researchers have access, please name who they are and explain for what purpose.

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

*Note that, with very few exceptions, **Personal Data** may not be retained indefinitely. It is up to the project team to establish an upper retention limit for each category of Personal Data used within the project and to ensure it is applied at the expiry of that limit. The School of Computing Research Ethics Committee recommends that Personal Data is retained until after the Progression and Awards Board for the current academic year.*

Data will be retained until the project grading is completed

5.4   IF YOUR PROJECT DOES INVOLVE THE USE OF PERSONAL DATA THEN WILL THIS BE USED AT A LATER DATE FOR THE PURPOSE OF PUBLICATION OF THE RESULTS OF THE PROJECT?

YES or NO
NO

Where it is intended that the personal data used in the project will be used at a later date for the purposes of publication please explain how consent to do so will be obtained.

5.5   IF THE DATA/SAMPLES ARE TO BE DISPOSED OF AT THE END OF THE PROJECT PLEASE EXPLAIN HOW, WHEN AND BY WHOM THIS WILL BE DONE?

*Note that simply deleting files is not sufficiently secure. The additional steps to be taken to maintain data security should be given. **Personal data** must be disposed of in a safe and secure manner at the end of its retention period. If the data is stored in (a) a paper-based format, then shredding or disposal via a secure bin is recommended; or (b) in an electronic-based format, then deletion of the record or the full anonymization of the data is recommended. If data/samples are **not** being disposed of, please justify that intention.*

How will the data/samples be disposed of? Please describe the means by which the personal data will be deleted or destroyed. This includes personal data held in hard copy and digital formats.	Deleted from google drive

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.	Yury Chupahin

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

A Plain Language Statement (PLS) should be used in all cases. This is written information in plain language that you will be providing to participants, outlining the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. Please note that the language used must reflect the participant age group and corresponding comprehension level– if your participants have different comprehension levels (e.g. both adults and children) then separate forms should be prepared for each group. The PLS can be embedded in an email to which an online survey is attached, or handed/sent to individuals in advance of their consent being sought. See link to sample templates on the website: https://www.dcu.ie/researchsupport/ethicsapproval.shtml

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:
Note that this list is a check-list of all of the things that you should include in your plain language statement, if they are relevant (they are in most cases). In the earlier sections of this form you have already written the text that can be used to create your plain language statement. References to the relevant sections are provided on each line.

	YES or NO
Introductory Statement (Student(s) and supervisor names, school, title of the project) [Table, p 1]	**Yes**
What is this project about? [section 2.1]	**yes**
Why is this project being conducted? [section 2.1]	**Yes**
What will the participant be expected to do/have to do if they decide to participate in the study?[section 2.1]	**Yes**
How will their privacy be protected? [section 2.5, section 2.6]	**Yes**
How will the data be used and subsequently disposed of? [section 5.3]	**Yes**
What are the legal limitations to data confidentiality? [section 2.7]	**Yes**
Are there any benefits of taking part in the study? [section 3.3]	**Yes**
Are there any risks of taking part in the study? [section 3.2]	**Yes**
Confirmation that participants can change their mind at any stage and withdraw from the study [see plain language statement template, appendix 1]	**Yes**
How will participants find out what happens with the project? [section 2.9]	**Yes**
Contact details for further information [see plain language statement template, appendix 1]	**Yes**
	Yes

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

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

In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study and give their signature. In cases where an anonymous questionnaire is being used, it is not enough to include a tick box in the questionnaire. Participants should indicate their consent to each aspect of the research in a staged manner by checking mandatory checkboxes.
See link to sample templates on the website: https://www.dcu.ie/researchsupport/ethicsapproval.shtml

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

<div style="border:1px solid black; height:150px"></div>

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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.

No children will be used in the testing of the application

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9. SUBMISSION CHECKLIST *(Attach to this document)*

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

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]	**YES**	
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	**YES**	

Appendix 1
DUBLIN CITY UNIVERSITY
Plain Language Statement

Introduction to the Study:
We are conducting a study to create a social media web app for sharing music and . The research is being carried out by students and supervised by lecturers.

Data Protection/Privacy Notice (Personal Data – GDPR Compliance):
Your personal information will be protected under the General Data Protection Regulation (GDPR). The Data Controller for this project is DCU, which is the university where the researchers are from. We may use third parties to process data, such as a transcription service or a cloud hosting company, but we will not share your data with anyone outside the university without your consent.

The purpose of the data processing is to create a social media app for sharing music. We will only use the personal data necessary for the project. We will not use your data for any other purpose without your permission. The data may be shared with other members of the project team.

We will keep your data for the duration of the project, and for a period afterwards as required by law. You have the right to access your personal data, and to request that we correct or delete it. If you wish to do this, please contact DCU's Data Protection Unit. You may also withdraw your consent to the use of your data at any time.

Details of participant involvement:
To help us test the app, we will provide you with a dummy account. You will be asked to share and view social media posts relating containing music and events ,provide feedback on the app's features.

Potential risks and benefits:
There are no significant risks involved in participating in this study, beyond those encountered in everyday life. The benefits of participating are that you will be helping us to create a new social media app for sharing music.

Confidentiality of data:
We will take steps to protect your personal data and keep it confidential. However, confidentiality cannot always be guaranteed by researchers. We are required by law to disclose certain information if necessary, such as in response to a court order or a freedom of information request. We will anonymize your data as much as possible to protect your privacy.

Voluntary participation:
Participation in this study is completely voluntary, and you may withdraw at any time. If you withdraw, your participation in the project will end, but previously collected data may still be processed.

Other relevant information:
We may have a small sample size, which could impact your privacy and anonymity.
If you have any 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

Informed Consent Form

Study Title
User Testing of Social Media Platform for Events and Music Sharing
School/Centre: DCU School of Computing
Principal Investigators: Yury Chupahin & Karl Doherty

Clarification of the purpose of the study
The purpose of this study is to conduct user testing of a web app social media platform for sharing events and music.

Confirmation of particular requirements as highlighted in the Plain Language Statement

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 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

Confirmation that involvement in the Study is voluntary
I understand my participation in this study is voluntary and that I may withdraw from the study at any time without consequences.

Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

I am aware that any information collected during this study will be kept confidential and will be subject to legal limitations.

Confirmation of arrangements regarding retention/disposal of data
All personal data collected during this study will be retained in accordance with the relevant data protection laws and regulations

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 project

Participants Signature: _____

Name in Block Capitals: _____

Witness:_____

Date:_____

Appendix 3
Anonymous Online Consent Form

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Study Title
 User Testing of Social Media Platform for Events and Music Sharing
School/Centre: DCU School of Computing
Principal Investigators: Yury Chupahin & Karl Doherty

Clarification of the purpose of the study
The purpose of this study is to conduct user testing of a web app social media platform for sharing events and music.

Participant – please complete the following (by clicking Yes/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 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

Questionnaire after using webapp:

What do you think of the layout and design of the website?
Can you easily find the features you need?
How intuitive is the interface? Do you find it easy to navigate?
Can you easily search for events and music on the website?
Can you create an event or music post easily?
What do you think of the event and music recommendation algorithm?
How easy is it to connect with other users and follow their events and music?
Do you find the notifications useful or annoying?
What additional features would you like to see on the website?
How satisfied are you with the website overall?
Would you recommend the website to others?