##### Human Subjects Ethical Review Application Form

**Section A: General Information**

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| 1. ***PROJECT DETAILS*** | | | |
| 1. **Project Title:** | Emotional Response Language Education E-learning Platform | | |
| 1. **Study Start Date:** | 15/10/2018 | **Study Completion Date:** | 31/05/2019 |
| 1. **Start Date of Data Collection** *(must post-date the ethical review)***:** | 15/10/2018 | **Completion Date of Data Collection:** | 31/05/2019 |

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| 1. ***APPLICANT / PRINCIPAL INVESTIGATOR DETAILS*** | | | | | | | |
| 1. **Name of Applicant/ Principal Investigator (PI)** *(please include title if applicable):* | John Sloan | | | | | | |
| ***Please Note:*** *UCD Staff members are Principal Investigator (PI); UCD Students are applicants and must include their supervisor’s name below in section f)* | | | | | | | |
| 1. **Applicant’s position in UCD** *(please select the relevant option):* | **Staff** | | **Postgraduate** | | **Undergraduate** | | |
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| 1. **Academic / Professional Qualifications** | 2007 - BEng Structural Engineering with Architecture  2016 - MA Linguistics | | | | | | |
| 1. **Applicant’s UCD Contact Details** | **UCD Telephone** *(if applicable)* | | | **UCD Email *(applicant’s name NOT Student Number)*** | | | |
| N/A | | | john.sloan.1@ucdconnect.ie | | | |
| 1. **Name of UCD School and address *(NOT home address)*** | Computer Science  Room B2.18, UCD School of Computer Science, Belfield, Dublin 4. | | | | | | |
| 1. **Name of Supervisor** *(including title e.g. Prof., Dr etc.,)* | Prof. Julie Berndsen | | | | | | |
| 1. **Supervisor’s UCD Contact Details** | **UCD Telephone** | | | **UCD Email:** | | | |
| +353 1 7162493 | | | julie.berndsen@ucd.ie | | | |
| 1. **UCD Investigator(s) and affiliations** | *(name all investigators on project)* | | | | | | |
| John Sloan (UCD Computer Science)  Julie Berndsen (UCD Computer Science) | | | | | | |
| 1. **Funding** *if applicable* | **Source** *(details of funding programme)* | | | | | **Amount** | |
| UCD Computer Science scholarship | | | | | 16K (student stipend) | |
| *If funded commercially, are there any restrictions on the freedom**of the researcher to publish the results? Please specify:* | | | | | | |
| 1. **Applicant’s most recent relevant publications, if any** | Sloan, J., & Carson-Berndsen, J. (2017). Was it something I said? Facial Expressions in Language Learning. In *Proc. 7th ISCA Workshop on Speech and Language Technology in Education* (pp. 1-6).  Sloan, J., & Carson-Berndsen, J. (2018). Expressive Data: A Learner Corpus with Emotion. In *Proc. XIXth International Computer Assisted Language Learning (CALL) Research Conference* (pp. 312-321). | | | | | | |
| 1. **If this study is being presented for an academic qualification please provide details** | *(if yes, your supervisor must provide an endorsement letter which should be included in your support documents accompanying this form)*  Yes: PhD in the School of Computer Science | | | | | | |
| 1. **Which degree?** *Please indicate which one with ‘yes’* | *PhD ?*  yes | *Taught Masters/MSc?* | | | | | *Other? Give details* |

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| 1. ***SUBMISSION FOR FULL ETHICAL REVIEW*** | | **Yes** | **No** |
| 1. Has this proposal been submitted to any other research ethics committee? ***If yes***, please provide details below of which committee and the outcome. | |  |  |
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| 1. Is this a pilot study? | |  |  |
| 1. Have you attended a Research Ethics Application Advisory Consultation? | |  |  |
| 1. Are you seeking permission to access UCD Students from more than one school? | |  |  |
| 1. Are you seeking permission to conduct a university-wide survey of UCD students? *(if the research is a campus-wide student survey[[1]](#footnote-2) and involves students from two or more schools, then permission to schedule the survey will be sought from the University Student Survey Board (USSB) after the ethical review and approval has been granted).* | |  |  |
| 1. Do you or other investigators require a Garda Vetting Certificate for the purpose of this study? *(If* ***YES****, please confirm your compliance in Section C, Q11)* | |  |  |
| 1. Have you read the following guidelines? | |  |  |
|  | *HREC Guidelines and Policies specifically Relating to Research Involving Human Subjects* <http://www.ucd.ie/researchethics/policies_guidelines/> |  |  |
|  | *The UCD Data Protection Policy:* <http://www.ucd.ie/dataprotection/policy.htm> |  |  |
|  | *The Data Protection Guidelines on Research in the health sector, (if applicable)* <https://www.dataprotection.ie/documents/guidance/Health_research.pdf> |  |  |
| For all the latest versions of the HREC Policies and Guidelines please see the research ethics website: <http://www.ucd.ie/researchethics/policies_guidelines/> | | | |

***NOTE: Approval will not be granted if recruitment and/or data collection has already begun***

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| ***4. EXTERNAL APPLICANTS ONLY*** | | | | |
| 1. **External Investigator(s)** *if applicable* |  | | | |
| 1. **Name of Organization** |  | | **Relationship with External Organization** | |
| 1. **Address of Organization** |  | |  | |
| 1. **External Investigator(s)** *if applicable* |  | | | |
| 1. **Project Title:** |  | | | |
| 1. **Start Date of Data Collection:** | (dd/mm/yy) | **Completion Date of Data Collection:** | | (dd/mm/yy) |

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| ***5. INSURANCE*** | | | |
| *Please note that UCD’s existing insurance policy providing cover in relation to research work and placements, being undertaken by UCD staff and students, is currently limited to* ***Public Liability*** *only. Provisions of other types of insurance cover, as listed in the table below, are the sole responsibility of the researcher.* | | | |
| Please select **Yes** or **No** and provide details, where required. Please do not assume that you do not require insurance. NOTE: **This section is mandatory** – your application will not be processed unless this section is completed. | | **Yes** | **No** |
| 1. **Does this study require medical malpractice or clinical indemnity insurance?** *(If* ***YES,*** *please provide details below)* | |  |  |
| i: Is relevant insurance cover already in place? (Yes/No) | |  |  |
| ii: Insurance Holder’s Name: |  | | |
| 1. **Is this study covered by Clinical Indemnity Scheme (CIS)[[2]](#footnote-3)?**   *(If* ***YES,*** *please provide details below)* | |  |  |
| i: Healthcare Provider’s Name: |  | | |
| 1. **Is there any blood or other tissue sampling involved in this study?** *(If* ***YES,*** *please provide details below)* | |  |  |
| Ii: Who will be taking samples? |  | | |
| Iii: Insurance details: |  | | |
| 1. **Are there other medical procedures involved in this study?** *(If* ***YES,*** *please provide details below)* | |  |  |
| i: Details of Procedures: |  | | |
| 1. **Does this study involve travelling outside of Ireland?**   *If* ***Yes****, please name the country/countries where the researcher will travel in the field below* | |  |  |
| ii: Name country/countries outside of Ireland: |  | | |
| *The Office of Research Ethics will liaise with the Insurers and will advise you of any specific requirements, if necessary.* | | | |

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| ***6. ETHICAL ISSUES & DILEMMAS*** | | |
| Please select **Yes** or **No** and provide relevant details below. **This section is MANDATORY!** | **Yes** | **No** |
| **a) Does this study involve any ethical dilemmas which may arise in the course of the study?** |  |  |
| **i: if YES, please identify any ethical dilemmas which may arise in the course of the study and provide details of how you propose to address them.** | | |
| Dilemma:  Participants may divulge personal information about themselves or others when interacting with the avatar.  Proposed Solution:  1. The participant profiles on the database contain only broad demographic information of interest to the study, e.g. native language, years spent living in an English speaking country etc.  2. Participants, upon choosing a username, will be advised not to choose a name which is similar to their own, or something which could identify them.  3. Any information which may identify a user or another will be deleted upon submission, as the PI will monitor all input in detail.  Dilemma:  Participants may choose to input sentences by speech. These recordings could potentially be identifiable.  Proposed Solution:  1. Participants will be informed in the Information sheet that the recordings they submit will be saved and used to train a pronunciation model.  2. Participants will have to put a check next to the statement in the Consent section which states: *“I consent to the recordings I submit being used to train pronunciation models”.*  3. Participants will be able to request deletion of their recordings at any time. This is also stated in the consent form.  Dilemma:  Participants receive feedback on their typed or spoken English production which includes negative feedback when they make a mistake. The negative feedback is provided through the change in expression of an avatar from a smile to a frown with averted gaze. Participants who make mistakes and elicit the negative expression from the avatar may feel frustrated and stressed.  Proposed Solution:  1. A ‘How To’ video on the homepage fully informs participants of the pedagogical method employed by the platform. Careful attention has been paid to the speed and language used in order to be easily understood by English learners of an intermediate level.  2. All participants must click a checkbox indicating they have watched the ‘How To’ video | | |
| **ii: If NO, please explain why you think that there are no ethical dilemmas and why you are submitting application for full ethical review.** | | |
| N/A | | |

**Section B: Research Design & Methodology**

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| 1. ***7. RESEARCH PROPOSAL*** | | | | |
| 1. **Has this topic been studied before? *If yes,*** why is an additional study needed? | | Yes, this topic was the subject of my MA thesis in linguistics in 2016 and a pilot study earlier this year (2018). This study directly follows on from the pilot study, with the feedback received from this pilot used to redesign and improve the system for a larger-scale study. | | |
| 1. **Provide a brief description of research** | | *The description must be presented in everyday or lay language and not more than 250 words each* | | |
| i | the aims and objectives of the study | | | |
| To determine the effectiveness of the ERLE platform as a pedagogical tool for language learning.  To gather data for use in creating pronunciation and grammatical error correction models. | | | | |
| ii | the scientific/theoretical background of study | | | |
| Feedback on errors has been shown to provide a significant effect on language learning (Li, 2010), however non-verbal cues have received little attention (Lyster, 2013). In Sloan & Carson-Berndsen (2017), a change to a negative facial expression of an animated avatar was demonstrated to have a significant effect on non-native English speakers when compared to native speakers. Non-native speakers interpret a frown and averted gaze as being due to their mistakes in production and reduce the complexity of the subsequent sentence. Native speakers do neither. In Sloan & Carson-Berndsen (2018), a pilot study on the ERLE e-learning platform showed a generally positive response from participants and desire to continue using the system. The proposed study will measure the engagement of participants and change in language production over a period of 3 months to determine if the platform is a viable tool for improving the production of intermediate English language learners. The data gathered will then be used to construct models for pronunciation training and grammatical error detection.  References  *Li, Shaofeng. "The effectiveness of corrective feedback in SLA: A meta‐analysis." Language Learning 60, no. 2 (2010): 309-365.*  *Lyster, Roy, Kazuya Saito, and Masatoshi Sato. "Oral corrective feedback in second language classrooms." Language teaching 46, no. 1 (2013): 1-40.*  *Sloan, John, and Julie Carson-Berndsen. "Was it something I said? Facial Expressions in Language Learning." In Proc. 7th ISCA Workshop on Speech and Language Technology in Education, pp. 1-6. 2017.* | | | | |
| iii | the research design | | | |
| This study will take place over 4 months, and consist of 2 phases.  1. 2-week test phase. (N=6)  2. 12-week main phase (N=30)  Each phase will have the following structure:  In the test phase, 6 participants will use the platform twice a week, reporting problems which arise to the researcher. Participants will be students of Feng Chia University in Taiwan, and will be using a wide variety of devices to connect to ERLE. This period is needed to protect against critical errors appearing during the main phase.  In the main phase, 30 participants will use the system 2-3 times a week for 12 weeks. Each session will last for 30 minutes. Participants will interact with the avatar by speaking or typing, and will receive feedback on the well-formedness of their sentences through the change in facial expressions of the avatar. The avatar is controlled by the PI. Sentences typed by the PI in response to the participants’ production is conveyed to them through the avatar by speech synthesis.  At the end of the study, the production of the participants will be analysed. This will involve both recordings and text. The recordings will be analysed with the goal of improving pronunciation training. The text will be used to train a grammatical error detection model. | | | | |
| iv | the methods of data collection | | | |
| All data will be collected through the ERLE e-learning platform at erle.ucd.ie. This will include audio recordings and typed English sentences. Participants will engage in 30 minute interactions with the avatar through speaking or typing, 2 to 3 times a week. The collaborator on location will communicate with participants as the experiment proceeds as to their experience and evaluation. | | | | |
| v | the size and composition of sample | | | |
| 6 for the test phase.  30 for the main phase. | | | | |
| vi | how the size of the sample was determined | | | |
| The size of 6 for the test phase is needed to check that 6 participants can individually interact at the same time on the platform.  Time limitations and the maximum number of students per session (conservatively set at 6) limit the absolute maximum number of students who can reasonably participate 2-3 times a week to approximately 100. A total of 30 students gives a large enough sample to draw statistically significant results, but also leaves room for flexibility to either increase frequency of classes or add a second and third location at a later date if feasible. (Note: the PI is in discussion with a Professor at Hokkaido University, Japan, and an American NGO working in Honduras with the aim of running similar experiments synchronously – ethics application to be submitted once formal permission has been received) | | | | |
| vii | Will there be a pilot study run initially? | | | |
| A pilot study was run earlier this year. Feedback was positive and the platform performed well. | | | | |
| viii | the methods of analysis to be used | | | |
| Data gathered from the platform will be in two main forms: language production and user statistics. Language production includes voice recordings and typed text input. User statistics include frequency of logging-on, ratio of log-on to sessions taken and change in rate of sessions taken over time.  The analysis of the recordings will focus on:  - Change in frequency of attempts by participant before receiving desired text from the speech recogniser.  - Identification of phones which the participant has difficulty pronouncing.  The analysis of the text will include:  - Change in frequency and type of errors over time.  - Training a grammatical error detection model on the data.  The user statistics will be correlated with the frequencies gathered through the language production to determine the effect of each of the factors (e.g. number of sessions taken) with measures of improvement. | | | | |
| ix | Will formal statistical procedures will be used | | | |
| Yes. If future groups join the project (each N=30), comparisons between the production and behaviour of participants can be carried out using formal statistical procedures. | | | | |
| x | the expertise available to the researcher/s for analysis of the data | | | |
| In 2016, I completed the module IS30330 – Quantitative Data Analysis. | | | | |
| 1. **Methods of data collection** *(please select Yes or No)* | | | | |
| i | standard educational practices | | Yes / **No** |  |
| ii | standard educational tests | | Yes / **No** |  |
| iii | standard personality tests | | Yes / **No** |  |
| iv | standard psychological tests | | Yes / **No** |  |
| v | interviews or focus groups | | Yes / **No** |  |
| vi | public observations | | Yes / **No** |  |
| vii | persons in public office | | Yes / **No** |  |
| viii | using existing data only | | Yes / **No** |  |
| ix | surveys/questionnaires | | Yes / **No** |  |
| x | audio/video recordings | | **Yes** / No | Audio recordings may be taken from participants if they consent. |
| xi | Other*(please specify)* | | Yes / **No** |  |

**Section C: Research Participants: Risk, Harm, Selection and Consent**

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| ***8. RECRUITMENT OF PARTICPANTS*** | | |
| 1. **Who are the participants or informants?** *(including size and composition)* | | The participants (N=30) will be non-native, adult English learners attending Feng Chia university in Taiwan |
| 1. **Where are you recruiting the participants from?** | | Participants will be recruited at Feng Chia University, Taiwan. |
| i | Do you have permission to access these participants? *(provide details of organization/group and attached a copy of the permission if applicable)* | Yes.  Associate Professor Beate Luo from Feng Chia University has consented to taking part in this study. |
| *If you are recruiting UCD students please ensure that you complete* ***Section E*** *below.* | | |

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| ***9. RISKS TO PARTICPANTS:*** *Please indicate the level of risk for research participants, and provide brief details:* | | |
| 1. Extreme risk? | Yes / **No** |  |
| 1. High Risk? | Yes / **No** |  |
| 1. Some Risk? | Yes / **No** |  |
| 1. Minimal Risk? | **Yes** / No | Participants may choose to input sentences through voice recordings. These recordings are stored in order for participants to be able to review their own pronunciation as they attempted to form the target sentence. Participants may divulge content which identifies themselves or others. |
| 1. Please indicate the steps that will be taken to control this risk or to address any harm associated with participant*(e.g. debriefing procedures etc.,)* | | |
| 1. The data is stored anonymously. Participants are advised to choose a username for the website which is not connected to their real name/identity.  2. All data is viewed by the PI upon input by participants. Sentences which potentially identify a person will be deleted. | | |

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| ***10. Please provide details on the participants of the study:*** | | | |
| 1. *Selection and Recruitment:* How will the research participants in this study be selected, approached and recruited? | | At the Computer Assisted Language Learning (CALL) Conference 2018 in June the PI presented the pilot study and inquired into collaboration opportunities. Five researchers indicated interest, with two following up and confirming participation. Prof Beate Luo is one of these researchers. She will select students from the classes of students she teaches at Feng Chia University. | |
| i | Please state clearly who will approach potential participants? | | Associate Professor Beate Luo |
| 1. *Screening Criteria for recruitment/selection of participants* | |  | |
| i | Inclusion criteria. What inclusion criteria operate? | | Over 18.  Intermediate level English learner. |
| ii | Exclusion criteria. What exclusion criteria operate? | | Under 18. |
| 1. Vulnerable participants: | | *If the participants (or controls) belong to any of the following vulnerable groups below please give details* | |
| i | Children under 18 years of age | | N/A |
| ii | University Students *(see policies – accessing students and recommendations on using students in research)* | | Yes, participants will be currently enrolled students at Feng Chia University |
| iii | People who have language difficulty | | N/A |
| iv | People who have a recognised or diagnosed intellectual or mental impairment | | N/A |
| v | Older people | | N/A |
| vi | People confined to institutions *(prisoners, residents in 24 hour nursing facilities)* | | N/A |
| vii | Persons in unequal relationships with the researcher *(teacher/student; therapist/client; employer/employee)* | | N/A |
| viii | Others *(please specify)* | | N/A |
| ***11. If the study participants (or controls) belong to any of the vulnerable groups please state what special arrangements will be made to protect them (including Garda Vetting requirement) and to deal with issues of consent/assent.*** | | | |
| The ERLE platform has been used by Prof. Beate Luo who will assign her own students to this experiment. She will choose those who she judges as most suited to this form of learning. Each student, in addition to reading the information sheet, will be required to watch the ‘How To’ video and check a box indicating they have done so. When choosing a username, they will be asked to choose one from which they could not be identified. | | | |

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| ***12. Please confirm that the following issues have been addressed in your***  ***Information leaflet for participants*** *(please note that the items listed below*  *are also the headings to be used in your information sheet and are addressed to the participant)* | **Yes** | **No** |
| 1. Introductory statement:  * Researcher’s name and descriptor (Professor, Dr. Mr. Ms) * Name of researcher’s School * The topic and title of the research. |  |  |
| 1. ‘What is this research about?’ |  |  |
| 1. ‘Why I am doing this research?’ |  |  |
| 1. ‘Why have you been invited to take part?’ |  |  |
| 1. ‘How will your data be used?’ |  |  |
| 1. ‘What will happen if you decide to take part in this research study?’ |  |  |
| 1. ‘How will your privacy be protected?’ |  |  |
| 1. ‘What are the benefits of taking part in this research study?’ |  |  |
| 1. ‘What are the risks of taking part in this research study?’ |  |  |
| 1. ‘Can you change your mind at any stage and withdraw from the study?’ |  |  |
| 1. ‘How will you find out what happens with this project?’ |  |  |
| 1. Contact details for further information |  |  |
| ***If not*** included in the information leaflet fully explain and justify why? | | |
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| ***13. Describe the procedures by which consent will be obtained*** | | | **Yes** | **No** |
| 1. **Is written consent to be obtained?** | | |  |  |
| i | **If yes,** describe the procedures by which written consent will be obtained |  | | |
| ii | **If no,** describe procedures regarding how consent will be obtained | Consent will be obtained through the web application. Participants will have to check a box beside each statement of consent (as indicated in the supporting documents) before creating an account. | | |

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| ***14.* *Expenses & Reimbursements*** *(Please read* [*REC Guidelines on Expenses & Incentives*](http://www.ucd.ie/t4cms/REC Policy on Expenses and Incentives 270912.pdf) *before completing this section)* | | **Yes** | **No** |
| 1. **Will payment of any kind, including expenses, be made to participants?** | |  |  |
| i | **If yes,** please provide details and justification below. | | |
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**Section D: Confidentiality and Data Protection**

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| ***15. What arrangements are in place to ensure that the identity of each participant remains confidential?*** | | | | |
| When users sign up to the website, they choose a username and password. Participants will be instructed to choose a username from which their own name cannot be inferred, thus ensuring anonymity. The web framework ‘Django’, used to build the website, comes with its own secure authentication system built in. All passwords must be 8 characters minimum, and not related to the username, or commonly used passwords. The researcher will not know the password, only the user.  All data gathered will be linked only to the username. Only the PI, Prof Beate Luo and the participant will have knowledge of the link between username and participant. Users will be only be referred to by username or basic demographic information in any publications. | | | | |
| ***16. Do you intend to use any of the following recording devices as a means of collecting information for this research study?*** | | | **Yes** | **No** |
| 1. Audio/Sound recorder (tape/cds) | | |  |  |
| 1. Photography (incl. digital cameras/phones) | | |  |  |
| 1. Film/Video/DVD recorder | | |  |  |
| 1. Computer | | |  |  |
| 1. Other | | |  |  |
| ***If yes*** *is indicated for any of these devices, please indicate the specific permission that will be obtained as part of the informed consent document.* | | | | |
| - I understand that I will talk or type English sentences when using ERLE  - I consent to the recordings I submit being used to train pronunciation models | | | | |
| ***17. Please indicate the form in which the data will be collected and provide brief details:***  *For explanation of the terms below please refer to* [***Personal Data Definitions & Examples***](http://www.ucd.ie/t4cms/Personal Data Definitions & Examples.pdf) *short guide* | | | | |
| 1. Identified |  | | | |
| 1. Potentially Identifiable | Recordings contain the participant’s voice and so are potentially identifiable. Participants will click a button to record and again to stop. They will control when the microphone is on. | | | |
| 1. De-Identified |  | | | |
| 1. Anonymous |  | | | |
| ***18. Please indicate the form in which the data will be stored and/or accessed and provide brief details:*** | | | | |
| 1. Identified |  | | | |
| 1. Potentially Identifiable | Data is stored on a secure, password-protected hard drive on the UCD servers. Each recording is linked to the user by a username and broad demographic information only which ensures anonymity. | | | |
| 1. De-Identified |  | | | |
| 1. Anonymous |  | | | |
| 1. ***Describe the measures that will be taken to protect the confidentiality of the data which will be collected:*** | | | | |
| 1. Who will have control of the data generated by the research? | | The data will be controlled by the PI. Each participant will have access to their own data. Prod. Beate Luo will have access to the data from her own students. | | |
| 1. Please confirm where the data will be stored and that it complies with the guidelines. | | The data will be stored on a secure, password-protected hard drive on the UCD servers behind a firewall. | | |
| 1. In what format will the data be stored? | | Digitally | | |
| 1. For how long will the data be stored? | | Indefinitely | | |
| 1. ***Responsibility for data collected in the study*** | | | | |
| 1. Who will be responsible, until it has been destroyed or archived, for the secure storage of and for control of access to the data generated by the research? | | The PI | | |
| 1. Who will be responsible for destroying or archiving the data at the end of the period indicated in answer to Q 19d? | | The PI | | |
| 1. Will the data be destroyed at or before the end of the study? | | | **Yes** | **No** |
|  |  |
| 1. **If yes,** please justify **why** the data will be destroyed and confirm that you will inform the Committee that the destruction of data has occurred in the Human Research Ethics Committee *End of Study Report Form* (HR4) | |  | | |
| 1. **If no,** please indicate what will happen to the data and who will be responsible for it. The chosen option should also be confirmed in the Human Research Ethics Committee *End of Study Report Form* (HR6) | | The data will be maintained in the database for use in training pronunciation and grammatical error detection models. | | |
| 1. Will the data be archived at the end of the study? | | |  |  |
| 1. ***Will any subsequent publications entail the use of audio, video and/or photographic records?*** *(provide details)* | | |  |  |
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**Section E: Access to UCD Students**

**Where researchers are hoping to access UCD students in more than one school, Part 1 must be completed. If your research is a university-wide student survey, Parts 1 and 2 must be completed. For information on the process of securing access please see the policy document: *Research Access to UCD Students: A policy for UCD Staff/Students and external organizations***

**Part 1: Request for Permission to Access Students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Accessing Students?** | | | **Yes** | | **No** |
| a) | **Are you accessing students from more than one school?** |  | |  | |
| b) | **Do you wish to conduct a university-wide student survey?** |  | |  | |
| *If your answer to 1(b) is yes, please also complete Part 2 below.* | | | | | |

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| 1. **Type of Study** *(interviews, focus groups, electronic or paper based questionnaires, etc.)* | | | |
|  | | | |
| **Proposed Start Date:** | (dd/mm/yy) | **Proposed End Date:** | (dd/mm/yy) |
| **If the study will be repeated, please indicate the frequency:** *(annual, twice-yearly, etc):* |  | **Target students** (which schools/colleges) |  |
| **Any other Comments:** |  | | |

**Part 2: University-Wide Student Surveys ONLY**

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| **1.** **Title of Proposed Student Survey** |
|  |
| 1. **Survey Sponsor / Applicant** *(please include title if applicable):* |
|  |

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| 1. **Details of the Proposed Survey** | | | |
|  | **Has this survey been conducted in UCD before?** | **Yes** | **No** |
|  |  |
| *If yes, why is an additional survey required?* | | | |
|  | | | |

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| ***Please ensure that you have completed both Parts 1 and 2 of Section E in this form as your request to access students will not be processed*** |

**Section F: Signed Declaration**

***22. SIGNATURES ARE REQUIRED ONLY POST-REVIEW AND FOLLOWING SATISFACTORY RESPONSES TO ANY CLARIFICATIONS.*** Before the final Approval Letter is issued by the HREC the Applicant and Supervisor/Head of School will be instructed via InfoHub/SISWeb to provide a sign off on the declaration below.

|  |
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| **I, the undersigned researcher, have read the *UCD Guidelines and Policy for Ethical Approval of Research Involving Human Subjects* and *Further Exploration of the Process of Seeking Ethical Approval for Research* and agree to abide by them in conducting this research. I confirm that the information provided on this form is correct and accurate.**  ***We the undersigned researchers acknowledge or agree with the University:***  *a) It is our sole responsibility and obligation to comply with all domestic Irish and European legislation and to obtain such statutory consents as may be necessary;*  *b) Not to commence any research until any such consents have been obtained;*  *c) To furnish to the proper officer of UCD a true copy of any consent obtained;*  *d) That neither the University, the Committee, nor individual members of the Committee*  *accept any legal obligation (to us or to any third party) in relation to the processing of this application or to any advice offered in respect of it nor for the subsequent supervision of the research;*   1. *That the research will be conducted in accordance with any approval for an exemption from full review granted by the Committee and in conformity with the documentation submitted with this application and with licence granted under any legislation;* 2. *That the undersigned researcher(s) have read the most recent UCD Research Ethics Committee Guidelines and Policy for Ethical Approval of Research involving Humans –* *which are available on the UCD website (*[*www.ucd.ie/researchethics*](http://www.ucd.ie/researchethics)*) and agree to abide by them in conducting this research;* 3. *Confirm that the information provided on this form is correct and accurate;* 4. *In conducting research a researcher has both ethical duties and legal obligations. Compliance with one set of responsibilities does not guarantee compliance with the other - what is legally permissible may not be ethical and vice versa. It is for the researcher to inform himself and herself as to what ethical duties and legal obligations apply to his or her research and to comply with these duties and obligations;* 5. *It is not acceptable for an applicant to treat the grant of ethical approval as absolving them from the responsibility of informing themselves of their legal responsibilities in relation to data protection and of complying with these;* 6. *It must be understood that any ethical approval granted is premised on the assumption that the research will be carried out within the limits of the law;* 7. *Ethical approval does not constitute any sort of advice or representation to the applicant that compliance with the requirements, as laid down by the UCD Human Research Ethics Committee, will be sufficient to comply with the applicable law in the area.* |

1. Where the target population comprises students drawn from two or more schools and the survey encompasses university-wide activities or services [↑](#footnote-ref-2)
2. The **Clinical Indemnity Scheme** (CIS) is the main scheme under which the State Claims Agency (SCA) manages all clinical negligence claims taken against healthcare enterprises, hospitals and clinical, nursing and allied healthcare practitioners covered by the scheme. Under the CIS, the State assumes full responsibility for the indemnification and management of all clinical negligence claims. [↑](#footnote-ref-3)