##### Human Subjects Ethical Review Application Form

**Section A: General Information**

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| 1. ***PROJECT DETAILS*** | | | |
| 1. **Project Title:** | Pilot Study for Emotional Response Language Education E-learning Platform | | |
| 1. **Study Start Date:** | ~~29/01/2018~~  05/02/2018 | **Study Completion Date:** | ~~27/04/2018~~  27/07/2018 |
| 1. **Start Date of Data Collection** *(must post-date the ethical review)***:** | ~~29/01/2018~~  05/02/2018 | **Completion Date of Data Collection:** | ~~27/04/2018~~  27/07/2018 |

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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** | |
|  |  | |  | |
| 1. **Academic / Professional Qualifications** | 2007 - BEng Structural Engineering & 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. **Applicant’s UCD Address *(UCD school NOT home address)*** | 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. 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). | | | | |
| 1. **If this study is being presented for an academic qualification please provide details** | PhD in the School of Computer Science | | | | |

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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)* | |  |  |
| (i) Who will be taking samples? |  | | |
| (ii) 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* | |  |  |
| (i) 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 receive feedback on their typed 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 (see supporting documentation for image). Participants who make mistakes and elicit the negative expression from the avatar may feel frustrated and stressed. Language learners accustomed to a learning environment based on positive feedback could experience stress while using this platform.  Proposed Solution:  Participants will be fully informed of the pedagogical method employed by the platform. They will be introduced to the platform and shown what to expect from the avatar after correct and incorrect sentences. Careful attention will be paid to the wording of the description to use language appropriate for intermediate English leaners. To confirm that potential participants have understood what to expect from the experiment, they will be asked to explain their undertanding back to the researcher. If there is any misunderstanding, the researcher will explain again using different language and check understanding again. If potential participants are unclear on any point, or show hesitation in confirming participation, they will not be included in the experiment. | | |
| **(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. In that study, the emotional feedback was provided through images of cartoon-like facial expressions with few expressions. In this experiment we use an animated avatar with a much broader range of expressions. | | |
| 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 | | | |
| This is a pilot study to determine the feasibility of a larger-scale study on the ERLE platform. Participants will evaluate of their user experience and the researcher will analyse the performance of the application with real users. | | | | |
| ii | the scientific/theoretical background of study | | | |
| 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 avarted gaze as being due to their mistakes in production and reduce the complexity of the subsequent sentence. Native speakers do neither. This is the first time this phenomenon has been demonstrated. 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). The proposed study will examine the use of a broader range of facial expressions of an avatar in an e-learning environment to futher knowledge in this field.  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 is a pilot study which will also serve as a usability study for the online platform. A small sample of participants ( N=20) will be individually invited to visit the lab and given a demonstration of the platform and experiment. Upon consenting to take part (completing the consent form and providing basic demographic information), they will practise using the platform until comfortable and confident of being able to use it alone. The researcher will monitor participants usage to ascertain if there are any flaws in the platform which hinder use. Participants will be given access to the e-learning platform for 4 weeks and are free to use it for 30 minutes every day. In a session, they enter sentences and see feedback given by the researcher through the changing expressions of an avatar (see supporting docs for examples of both user and researcher interfaces). After 4 weeks, participants will be asked to return to the lab for a final interview where they give their evaluation of the platform and teaching method. | | | | |
| iv | the methods of data collection | | | |
| Three forms of data collection will be employed in this study: web-based questionnaires, user input sentences and face-to-face semi-structured interviews.  The web-based questionnaires will appear each time the participant completes a session using the platform and will solicit evaluation of features of the user experience using the Likert scale. User input sentences will be composed of all the sentences in English which the participant has typed into the platform. The face-to-face semi-structured interviews will take place after the participant has completed 4 weeks of sessions and will ask for an overall evaluation on the platform. | | | | |
| v | the size and composition of sample | | | |
| The sample will comprise of 20 adult English learners, with a 50/50 male-female split. | | | | |
| vi | how the size of the sample was determined | | | |
| Roscoe (1975) suggests a sample size of 30-500 for behavioral sciences as a rule of thumb, but for exploratory research and pilot studies, 10-30 is sufficient (Isaac & Michael, 1995). For websites, sample sizes as small as 8-10 can still be beneficial for usability testing (Albert & Tullis, 2013). Based on these references, we aim to recruit 20 participants, with a minimum of 12 and maximum of 30.  References  *Albert, William, and Thomas Tullis. Measuring the user experience: collecting, analyzing, and presenting usability metrics. Newnes, 2013.*  *Isaac, Stephen, and William B. Michael. Handbook in research and evaluation: A collection of principles, methods, and strategies useful in the planning, design, and evaluation of studies in education and the behavioral sciences. Edits publishers, 1995.*  *Roscoe, John T. Fundamental research statistics for the behavioral sciences [by] John T. Roscoe. 1975.* | | | | |
| vii | Will there be a pilot study run initially? | | | |
| This is a pilot study | | | | |
| viii | the methods of analysis to be used | | | |
| As this is a pilot usability study, we are interested in a broad testing of the performance of the website with real users. Primary analysis will focus on the robustness of the platform to handle users. Secondary analysis will evaluate the platform based on data collected from the users. This data will be in two forms: user statistics and user evaluation. User statistics include frequency of logging-on, ratio of log-on to sessions taken and change in rate of sessions taken over time. User evaluation will come from the web-based questionnaires and final interviews. | | | | |
| ix | Will formal statistical procedures will be used | | | |
| No. It is our intention to use this pilot study to inform a larger scale study which will employ formal statistical analysis. | | | | |
| j) | the expertise available to the researcher/s for analysis of the data | | | |
| Last year 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 | Semi-structured interviews will be carried out to evaluate the users experience with the platform |
| vi | public observations | | Yes / **No** |  |
| vii | persons in public office | | Yes / **No** |  |
| viii | using existing data only | | Yes / **No** |  |
| ix | surveys/questionnaires | | **Yes** / No | Participants will complete short online questionnaires after each session using the platform. |
| x | audio/video recordings | | Yes / **No** |  |
| 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=20) are non-native, adult English learners ~~studying in Dublin.~~ |
| 1. **Where are you recruiting the participants from?** | | ~~The participants will be gathered through snowball sampling which will begin with friend-of-a-friend networks~~  Participants will be recruited through two avenues: Failte Isteach – a branch of the charity ‘Third Age’ which provides free English conversation classes to immigrants in Ireland; and through flyers advertising the research to English learners in Ireland and abroad. |
| i | Do you have permission to access these participants? *(provide details of organization/group and attached a copy of the permission if applicable)* | ~~N/A~~  Yes. For students from ‘Failte Isteach’, I have received permission from the Manager, Liam Carey, which is included in the supporting Documents. |
| *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 | All participants will be consenting adults. However, there is a risk that English learners will not fully understand the language used to describe the experiment. |
| 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.,)* | | |
| The researcher is a former ESL teacher with extensive experience in dealing with language learners. All language used (spoken and written) with the participants will be simplified. After an explanation by the researcher, each participant will be asked to explain their understanding back to the researcher. If there appears to be a misunderstanding, a second explanation (with demonstration if needed) with different language will be provided to the participant. In the case of the participant not understanding the study or their role, they will not be included in the experiment. | | |

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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? | | ~~I will inform peers in my network that I am performing this pilot study and looking for potential participants in Dublin who meet the requirements – over 18, intermediate English learners. I will ask peers to recommend those suitable and to set up an introduction. If the potential participant is suitable and wishes to participate, they may then be able to introduce others to the research.~~  I will address the methods to be used to recruit participants from the two groups I intend to recruit separately.  1. Students from Failte Isteach:  On Monday, 22nd January, I discussed the aims of the research with Liam Carey, manager of the Failte Isteach. He expressed interest in using the ERLE platform with the students under his charge, beginning with one of the groups local to UCD. I demonstrated the application and explained what would be involved for students taking part. I provided him with copies of the proposed consent forms and information sheets also. He agreed to provide a letter of Permission.  Liam will select a group of teachers from Failte Isteach and inform them of the research. I will then present the platform to them. The teachers will decide if any of their students are suitable to join the research, taking into concern the level of English, confidence and writing skills of their students. Students will then be informed of the research by the teacher, and allowed to decide on participation. A leaflet briefly describing the experiment will be given to teachers to distribute to their students. This leaflet is included in the supporting documents.  2. Students recruited through flyers  The flyer in the supporting documents will be posted on message boards on and off-line. The flyer includes an email address to contact the researcher and basic information on what is included in the study. | |
| i | Please state clearly who will approach potential participants? | | The researcher will approach potential participants ~~upon introduction by peers in the researchers network.~~ |
| 1. *Screening Criteria for recruitment/selection of participants* | |  | |
| i | Inclusion criteria. What inclusion criteria operate? | | Over 18 years old. Currently studying English ~~in Dublin~~. Non-native speaker of Englsh. |
| ii | Exclusion criteria. What exclusion criteria operate? | | Under 18. English not sufficient to participate. In group 1. this will be decided by the student’s current teachers. In group 2. the researcher will ascertain the level of English by the following steps:  - Check the language in the first email received from the participant where they express an interest in joining the research. If they cannot they write simple English sentences which can be understood by a native speaker they will be excluded.  - Meet on Skype where, in addition to simple questions, invite the potential participant to provide multiple sentence productions, e.g. “tell me about the place you live”. If the participant is unable to, or displays difficulty in producing cohesive statements, they will be excluded. |
| 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)* | | N/A |
| 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.*** | | | |
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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 | Participants will be given a demonstration of the platform and have each point of the information leaflet explained. If the participant is not local, then this will take place over Skype. The researcher will use the ‘shared screen’ function to give a full and clear demonstration. Participants will be provided with the consent form when signing up to the website (see supporting docs) and given time to read and ask any questions before signing. | | |
| ii | **If no,** describe procedures regarding how consent will be obtained |  | | |

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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?*** | | | | |
| ~~Usernames provided will be random and not linked to the name or information given by the participant~~. 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 easily inferred. The web framework ‘Django’ used to build the website comes with it’s own secure authentification 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. Random names and passwords will not be given as these prove difficult for users to remember. The necessity to write down these types pf passwords negates the presupposed benefits.  All data gathered will be linked only to the username. Only the researcher 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.* | | | | |
| Potential participants must check a box next to the statements, ‘I understand that I will use a computer to answer questions in English’, ‘I understand that I will use a computer to write sentences in English’ and ‘I understand that the data I provide will be stored on a secure database’. | | | | |
| ***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 | Each participant will ~~be assigned~~ choose a username which will be known only to the participant and researcher. Randomly generated names will not be used for reasons given in 15. | | | |
| 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 | All data will be stored on a database and linked to a username. | | | |
| 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? | | Myself and my supervisor | | |
| 1. Please confirm where the data will be stored and that it complies with the guidelines. | | It will be stored on a MySQL database on a private UCD server. It complies with all guidelines regarding the storing of data. | | |
| 1. In what format will the data be stored? | | It will be stored in an SQL file | | |
| 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? | | ~~Myself~~ Julie Berndsen | | |
| 1. Who will be responsible for destroying or archiving the data at the end of the period indicated in answer to Q 19d? | | ~~Myself~~ Julie Berndsen | | |
| 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 further studies. If this pilot study is successful and research with the platform continues, this data will be used to automate error correction. | | |
| 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.

|  |
| --- |
| **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)