**Research Ethics Approval Form:**

All students conducting research activity that involves human participants or the use of data collected from human participants are required to gain ethical approval before commencing their research. Please answer all relevant questions and note that your form may be returned if incomplete.

For further support and guidance please see your respective Unit Tutor.

**Before completing this form, we advise that you discuss your proposed research fully with your Unit Tutor. Please complete this form in good time before your research project is due to commence.**

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| **Section One: Basic details** |
| **Project title:** Shedding Light on Dark Data: The Critical Role of the Scientific Data Officer  **Student name:** Marwan Tarek Shafiq Al Farah  **Student number:** 21110011  **Programme:** Computing  **School:** School of Computing and Informatics – Data Science and Artificial Intelligence Department  **Intended research start date:** 15/10/2023  **Intended research end date:** 28/1/2024 |
| **Section Two: Project summary** |
| Please select all research methods that you plan to use as part of your project:  • Interviews  • Questionnaires  • Observations  • Use of personal records  • Data analysis  • Action research  • Focus groups  • Other (please specify): None |
| **Section Three: Participants** |
| Please answer the following questions, giving full details where necessary.  Will your research involve human participants? Yes, it will involve human participants.  Who are the participants? Tick all that apply:  Children aged 12–16: □  Young people aged 17–18: □  Adults:  How will participants be recruited (identified and approached)? They will be employees of companies that either have big data, or directly work with other companies that have big data. The companies should represent companies that have a CDO, and companies that don’t. The employees will be identified and approached through LinkedIn, Emails, Phone Calls, or other forms of communication.  Describe the processes you will use to inform participants about what you are doing: At the start of each interview, they will be given an overview of the entire project, its idea, our proposed solution, what we are working on, and what is expected from them.  How will you obtain consent from participants? Will this be written? How will it be made clear to participants that they may withdraw consent to participate at any time? It will be a verbal consent. It will be stated to them at the beginning of the interview that they will be able to withdraw their consent at any time.  **Studies involving questionnaires:**  Will participants be given the option of omitting questions they do not wishto answer?  Yes:  No: □  If No, please explain why below and ensure that you cover any ethical issues arising from this:  **Studies involving observation:**  Confirm whether participants will be asked for their informed consent to be observed.  Yes: □  No: □  Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?  Yes: □  No: □  Will participants be given information about the findings of your study? (This could be a brief summary of your findings in general.)  Yes: □  No: □ |
| **Section Four: Data storage and security** |
| Confirm that all personal data will be stored and processed in compliance with the Data Protection Act (1998):  Yes:    No: □  Who will have access to the data and personal information? Only myself, and my CRP instructors.  **During the research:**  Where will the data be stored? Only on my personal PC, and on HTU’s eLearning platform.  Will mobile devices (such as USB storage and laptops) be used?  Yes: □  No:  If yes, please provide further details:  **After the research:**  Where will the data be stored? Only on my personal PC, and on HTU’s eLearning platform.  How long will the data and records be kept for and in what format? The data will be stored indefinitely in the format of a report (.docx and .pdf).  Will data be kept for use by other researchers?  Yes: □  No:  *If yes, please provide further details:* |
| **Section Five: Ethical issues** |
| Are there any particular features of your proposed work which may raise ethical concerns? If so, please outline how you will deal with these: There aren’t any.  It is important that you demonstrate your awareness of potential risks that may arise as a result of your research. Please consider/address all issues that may apply. Ethical concerns may include, but are not limited to the following:   * Informed consent. * Potentially vulnerable participants. * Sensitive topics. * Risks to participants and/or researchers. * Confidentiality/anonymity. * Disclosures/limits to confidentiality. * Data storage and security, both during and after the research (including transfer, sharing, encryption, protection). * Reporting.   Dissemination and use of your findings. |
| **Section Six: Declaration** |
| I have read, understood and will abide by HTU’sResearch Ethics Policy:  Yes:    No: □  I have discussed the ethical issues relating to my research with my Unit Tutor:  Yes:    No: □  **I confirm that to the best of my knowledge:**  The above information is correct and that this is a full description of the ethics issues that may arise in the course of my research.  **Name:** Marwan Tarek Shafiq Al Farah  **Date:** 10/1/2023  **Please submit your completed form to:** Eng. Batool Al Armouti and Eng. Islam Al Omari |