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**School of Computer Science**

**Research Ethics Checklist**

**for Taught Module Activities   
(UG, PGT and PGR students)**

* This checklist must be completed for every research project that involves human participants, use of personal data and/or biological material, b*efore* potential participants are approached to take part in any research.
* Any significant change in the design or implementation of the research should be notified to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk) and may require a new application for ethics approval.
* It is the applicant’s responsibility to follow the University of Nottingham Code of Research Conduct and Research Ethics and any relevant academic or professional guidelines in the conduct of the study. **This includes providing appropriate information sheets, consent forms and recruitment materials, and ensuring confidentiality in the storage and use of data.**
* Completion of this form confirms that you have read and understood the guidelines on the [CS Intranet](http://workspace.nottingham.ac.uk/display/CompSci/Research+Ethics+Guidelines+for+Academic+Staff%2C+Researchers+and+Students) regarding:
  + what is defined as *personal data;*
  + what is required for *valid consent;*
  + the key requirements of the Data Protection Act (2018), which includes GDPR
* The supervisor is responsible for exercising appropriate professional judgement when completing this form.
* **Sections I to V should be completed by the student undertaking the study, in discussion with their supervisor.**
* The **student** is responsible for submitting the completed form according to the instructions provided by the module convenor (normally on Moodle).

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| **SECTION I: Applicant Details** | |
| 1. Applicant’s name | Noel Antonio Plisko |
| 2. UoN Email address | Psxnp5@nottingham.ac.uk |
| 3. Status | **PGT** |
| 4. Student ID | **Psxnp5** |
| 5. Degree name | **Msc Computer Science** |
| 5. Module name/number or MA/MSc/MPhil course and department | **Msc Computer Science**  **COMP4031** |
| 6. Supervisor’s name | **Dr Boriana Koleva** |
| 7. Supervisor’s email address | [**pszbnk@exmail.nottingham.ac.uk**](mailto:pszbnk@exmail.nottingham.ac.uk) |

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| **SECTION II: Project Details** | |
| 1. Project title | **NFTBalkan** |
| 2. Proposed start date and latest end date of study | **27.8.2021**  **8.9.2021** |
| 3. Date and version of this submission | **27.8.2021** |
| 4. Type of submission? | **First submission** |
| 5. Application ID (if known[[1]](#footnote-1)) |  |
| 6. Description of Project, including aims/objectives and procedures. *Please include any information which may affect the consideration of the ethics involved, e.g. how participants will be recruited and rewarded, data to be collected/used (see also II.7), location of study, unusual circumstances, age range of participants:*  **This project is focused around creating the first ecommerce platform for NFTs focused around the Balkan region (in terms of artists and collectors). For this reason a usability test should be done for the prototype and the final application**  **Participants will be mostly student volunteers.**  **Data will be collected in a written form and used to inform the research in regards to how user-friendly the design is.**  **The study will be done in person (random location).** | |
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| 7. Will data from the project potentially support an academic publication? *(Not just a dissertation or assessment.)* | | | **No** |
| 8. Will personal data (including photos, video or audio) or biological materials be collected, recorded or used?  **Yes**  *If Yes, please give details below.*  *Where several types of data are involved be explicit about which statements apply to which types of data (e.g. “****video****: …;* ***audio****: …”). Include details of any potential risks to subjects (e.g. from re-identification) and how these are mitigated. See the guidance on research data notes.* | | | |
| ***What data*** *(or materials) will be collected or used* | Written description of given tasks | | |
| *What if any* ***constraints*** *apply to use of this data (or materials)* | *e.g. consents given by human subjects, copyright, licenses or other conditions on third party datasets or social media data* | | |
| ***How*** *will this data (or materials) be:* | | | |
| *collected or obtained* | By giving a list of tasks the participant needs to do and ticking Success or Fail next to each | | |
| *processed before analysis* | Participants will be named by their chosen pseudonyms | | |
| *stored and secured* | During research the data will be stored on a local computer and 1 month after the research data will be destroyed | | |
| *formatted* | Word file | | |
| *organised* | A structure of 7 tasks | | |
| *analysed* | Usability test | | |
| *reported in publications, including reports and dissertations* | Dissertation | | |
| ***How*** *and* ***when*** *(if ever) will this data (or materials) be:* | | | |
| *reused* | never | | |
| *archived, indexed, published or otherwise made available to others* | never | | |
| *deleted or destroyed* | Data will be kept for 1 month after collection | | |
| *If human subjects are involved then at what point(s) can they* ***withdraw*** *and what will happen in each case? (if no human subjects are involved enter “Not Applicable”)*  They can withdraw at any point and ask for data to be deleted whenever after the interview with 0 consequences. | | | |
| *What will happen to this data if/when you* ***leave*** *the University?*  It will be kept for 1 month and then deleted | | | |
| 9. Will personal data or commercially sensitive (i.e. “restricted”) data be collected or stored?  **No**  *If Yes, please give details below for the University data asset inventory.* | | | |
| ***Title*** *of data asset* | | *e.g. Student project XXX data set* | |
| ***What*** *personal/sensitive information (fields) does it contain?* | |  | |
| *Data* ***owner*** | | *e.g. supervisor* | |
| *Data* ***stewards*** *(and responsibilities)* | | *i.e. other administrators of data or access, e.g. student* | |
| *Data* ***users*** | |  | |
| *Data* ***location*** | | *i.e. sufficient to find the data asset* | |

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| **SECTION III: Research Ethics Checklist (Part 1)** | |
| **Please answer all questions:** | **Yes/No** |
| 1. Does the study involve participants who are unable to give informed consent (e.g., children, people with learning disabilities or dementia[[2]](#footnote-2), prisoners, your own students)? | No |
| 1. Will the study involve participants who are particularly vulnerable[[3]](#footnote-3)? | No |
| 1. Will it be necessary for participants to take part in the study without their knowledge and consent at the time (e.g., covert observation of people in non-public places)? | No |
| 1. Will it be necessary for participants to be kept in ignorance, misled or deceived at any point in the study (e.g., if revealing the full aims of the project during the consent process would undermine the research)? | No |
| 1. Will the study involve the discussion of sensitive topics (e.g., sexual activity, drug use)? | No |
| 1. Will participants be asked to discuss anything or partake in any activity that they may find embarrassing or traumatic? | No |
| 1. Is it likely that the study will cause offence to participants for reasons of ethnicity, religion, gender, sexual orientation or culture? | No |
| 1. Are drugs, placebos or other substances (e.g., food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind? | No |
| 1. Will body fluids or biological material samples be obtained from participants? (e.g., blood, tissue etc) | No |
| 1. Is pain or more than mild discomfort likely to result from the study? | No |
| 1. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? | No |
| 1. Will the study involve prolonged or repetitive testing for each participant? | No |
| 1. Will financial inducement (other than reasonable expenses and compensation for time) be offered to participants? | No |
| 1. Is this medical or clinical research on human participants?[[4]](#footnote-4) | No |
| 1. Will the study involve the recruitment of patients, staff, tissue sample, records or other data through the NHS or involve NHS sites and other property?[[5]](#footnote-5) | No |
| 1. Will the study involve the use of animals?[[6]](#footnote-6) | No |

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| **SECTION III: Research Ethics Checklist (Part 2)** | |
| **Please answer all questions:** | **Yes/No/NA** |
| 1. For research conducted in public, non-governmental and private organisations and institutions (such as schools, charities, companies and offices), will approval be gained in advance from the appropriate authorities? | Yes |
| 1. If the research uses human participants, personal data or the use of biological material, will explicit consent be gained? | Yes |
| 1. Will participants be informed of their right to withdraw from the study at any time, without giving explanation? | Yes |
| 1. If data is being collected, will this data be anonymised before publication or sharing? | Yes |
| 1. Will participants be assured of the confidentiality of any data? | Yes |
| 1. Will all data be stored in accordance with the Data Protection Act? | Yes |
| 1. Will participants be informed about who will have access to the data? | Yes |
| 1. If quotations from participants will be used, will participants be asked for consent? | Yes |
| 1. If audio-visual media (voice recording, video, photographs etc) will be used, will participants be asked for consent? | Yes |
| 1. If digital media (e.g. computer records, http traffic, location logs etc) will be used, will participants be asked for consent? | Yes |
| 1. If the research involves contact with children, will appropriate safeguards be in place (e.g. supervision, DBS checks if required)? | Yes |
| 1. If research data itself is to be published, shared or reused (e.g. alongside a publication or in an archive) will participants be asked for consent? | Yes |

* If you have answered ‘No’ to all questions in SECTION III Part 1 and ‘Yes’ to all relevant questions in SECTION III Part 2 the project is deemed to involve **minimal risk** - go to the signature page.
* If you have answered ‘Yes’ to any of the questions in Part 1 or ‘No’ to any of the questions in Part 2 the project is deemed to involve **more than minimal risk**. Please explain in SECTION IV why this is necessary and how you plan to deal with the ethical issues raised.

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| **SECTION IV: If the project involves more than minimal risk, please explain why this is necessary and how you plan to deal with the ethical issues raised** |
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**RESEARCH ETHICS CHECKLIST – SIGNATURE PAGE**

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| **SECTION V: Applicant Declaration** | | |
| **Please confirm each of the following statements:** | | **Yes/No** |
| The project is deemed to involve **minimal risk** as defined in SECTION III | | **Yes** |
| I confirm that I have read the University of Nottingham Code of Research Conduct and Research Ethics | | Yes |
| I confirm that I have read the guidance documents listed on page 1 | | Yes |
| I confirm that the information provided in this application is correct | | Yes |
| I confirm that I have included all of the associated documents\* with this application | | Yes |
| Signature of applicant\*\* | Noel Antonio Plisko | |
| Date | 22.08.2021 | |

*\* All applications for projects involving human participants (or their tissue) must be accompanied by an information sheet, privacy notice, consent form and recruitment materials (e.g. posters, flyers, text for emails) where relevant.*

*\*\* if this you are submitting this form electronically to Moodle or from your University email then type your full name*

* The **student** is responsible for submitting the completed form (and associated documents\*) once they have agreed it with their supervisor, according to the instructions provided by the module convenor (normally on Moodle).
* The **supervisor** is responsible for checking and confirming that the application is complete and appropriate, and either referring it to the CS Research Ethics Committee, or approving it themselves (see approval policy below). This should be recorded according to the instructions provided by the module convenor (normally on Moodle).

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| **SECTION VI: Supervisor Approval Policy** | |
| **By approving an application, the supervisor is confirming that:** | |
| The participant information sheet or leaflet is appropriate for this research project | **Yes or NA** |
| The procedures for recruiting participants and obtaining informed consent are appropriate | **Yes or NA** |
| The collection and handling of data is appropriate and in accordance with the Data Protection Act | **Yes or NA** |
| **The supervisor must specify which of the following applies:** | |
| The supervisor has received training in research ethics and the project involves minimal risk (as assessed in section III) and therefore this project **DOES NOT REQUIRE** consideration by the Research Ethics Committee |  |
| (or if applicable) This project conforms to a standard model associated with this module/course that has already been approved the Research Ethics Committee and therefore **DOES NOT REQUIRE** further consideration by the Research Ethics Committee  *Approved model application (ID or title/date):* |  |
| (Otherwise) This project **DOES REQUIRE** consideration by the Research Ethics Committee |  |

1. Normally each ethics application will be allocated an ID by the University *after* its initial submission [↑](#footnote-ref-1)
2. If participants are adults who lack the mental capacity to give informed consent then you must obtain approval from an “appropriate body” approved by the Secretary of State (instead of this committee). [↑](#footnote-ref-2)
3. “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (Department of Health (2000): *No Secrets: guidance on protecting vulnerable adults in care)* [↑](#footnote-ref-3)
4. If Yes then you must obtain approval from the Faculty of Medicine and Health Sciences REC (instead of this committee). [↑](#footnote-ref-4)
5. If Yes then you must obtain NHS REC and R&D approvals from the relevant Trusts (instead of this committee). [↑](#footnote-ref-5)
6. For work with animals always seek advice from the University’s Animal Welfare and Ethical Review Body (AWERB). If the animal(s) are vertebrates or cephalopods then you must obtain approval from AWERB (instead of this committee). [↑](#footnote-ref-6)