UNIVERSITY OF TORONTO MISSISSAUGA

STUDENT-INITIATED PROJECT **CCT 485 ETHICS PROTOCOL**

ETHICS REVIEW PROTOCOL FORM

FACULTY SUPERVISOR (COURSE INSTRUCTOR):

Name Benett Axtell
Email benett.axtell@mail.utoronto.ca

UNDERGRADUATE STUDENTS (PRINCIPAL INVESTIGATORS):

Name David Wu
Email Vid.wu@mail.utoronto.ca

Name Patrick Tan
Email patrickmc.tan@mail.utoronto.ca

Name Yao (Amie) Zheng
Email amie.zheng@mail.utoronto.ca

Name
Email

Name
Email

PROJECT:

Project Title Campus Event Finder
Course Code CCT485 Project Start Date January, 14, 2019

MINIMAL RISK

To evaluate risk for this protocol, consider:

- *Group vulnerability—i.e.,* any pre-existing vulnerabilities associated with proposed participant groups, e.g., relating to pre-existing physiological or health conditions, cognitive or emotional factors, and socio-economic or legal status.
- *Research risk—i.e.,* the probability and magnitude of harms participants may experience as a result of the proposed methods to be used and types of data to be collected, e.g., relating to physiological or health issues such as clinical diagnoses or side effects, cognitive or emotional factors such as stress or anxiety during data collection, and socio-economic or legal ramifications such as stigma, loss of employment, deportation, or criminal

investigation (e.g., in the event of duty to report intent to cause serious harm, subpoena, or breach of confidentiality).

Please provide over-all assessments of group vulnerability and research risk (i.e., *low*, *medium*, *high*) and locate the protocol in the matrix, below.

RISK MATRIX: Review Type by Group Vulnerability and Research Risk--circle one:

	Research Risk		
Group vulnerability	**Low**	**Medium**	**High**
Low	**Expedited**	Expedited	Full
Medium	Expedited	Full	Full
High	Full	Full	Full

Briefly explain (max. 100 words) the group vulnerability and research risk, and explain any exceptional circumstances (e.g., student experience) justifying greater than minimal risk:

There is little to no vulnerability and research risk associated with our project and methods of testing. The nature of the intended product is to increase student social engagement with activities on and around campus, those activities that they choose to participate are beyond the scope and jurisdiction of the research and product themselves.

HOST SITES:

Indicate the location(s) where the research will be conducted:

University of Toronto Mississauga ☑

Community within the GTA ☐ _____ (specify site(s))

Other ☐ _____ (specify site(s))

BACKGROUND, PURPOSE, AND OBJECTIVES:

Briefly describe the goals for the project.

The goal of the project is to successfully develop a working concept of a social media application. The application itself should be effective at increasing engagement of students and club events, be easy to use and navigate, and offer an enhanced university social experience for the average user.

Other deliverables include:

High-fidelity prototype of the final application
Research and formative study reports
Wireframes of application concept

METHODS AND DATA:

- If the research takes place in a controlled environment (e.g. clinic, laboratory, formal interview or tests), describe sequentially, and in detail, all procedures in which research participants will be involved.
- If the research involves naturalistic or participant observation, please describe the setting, the types of interactive and observational procedures to be used, and the kinds of information to be collected.
- If the research involves secondary analysis of previously collected data, describe the original source of the data and measures that have been taken to protect data subjects' identities.
- If the project involves using specialized methods with participants, describe the student's relevant past experience, or the nature of any supervision they may receive.

N.B. Attach a copy of all questionnaires, interview guides or other test instruments.

- Participant will be asked to take out their primary device in which they prefer to find events for;
- Participants will be asked to generate a curated list of topics they would be potentially interested in (to form a feed)
- Participant will be then asked to use various social media services and choose what they like best about them and the functionality
- Participant will be asked to indicate likes and dislikes from our initial low-fidelity wireframes
- Participant will be able to contribute their brainstorm list of functionality ideas to the group
- Participant will be asked what specifically they are looking for, when looking for an event (a specific function, design, etc...)
- Participant will finally be asked to participate in voting for desired functions that could potentially be implemented into the design solution

PARTICIPANTS, INFORMANTS, OR DATA SUBJECTS:
Describe the participants whose personal information is to be used as part of the assignment (i.e., in terms of inclusion and exclusion criteria, especially where active recruitment is involved).

The participants information will only be used for when asking to be find *ANY* event that interests them. This is meaning the participant will have to suggest what interests and hobbies they partake in outside of school or in school. This is the only personal information that will be taken and demonstrated in the study. No excess information is needed prior to recruitment and post-study.

RECRUITMENT:
Where there is formal recruitment, please describe how and from where the participants will be recruited. Where participant observation is to be used, please explain the form of insertion of the researcher into the research setting (e.g., living in a community, visiting on a bi-weekly basis, etc.) Where relevant, please explain any non-research relationship between the student and the research participants (e.g., teacher-student, manager-employee, nurse-patient).

Participants will be recruited during the day of studio tests that are determined by our guiding research supervisor Benett Axtell. During these days the research conducted will be done on another student attending the class during regular class hours (Wednesday at 2-5 PM EST, in CCT2060).

RISKS:
Indicate if the participants might experience any of the following risks:

(a) Physical (e.g., bodily contact, administration of any substance)? Yes ☐ No ☑
(b) Psychological/emotional (e.g., feeling embarrassed, anxious, upset)? Yes ☐ No ☑
(c) Social (e.g., possible loss of status, privacy, reputation)? Yes ☐ No ☑
(d) Is there any deception involved (see "Debriefing", below)? Yes ☐ No ☑
(e) Are risks to participants greater than in their everyday life? Yes ☐ No ☑

If you answered **Yes** to any of the above, please explain the risks, and describe how they will be managed, and how they are proportionate to student experience and pedagogical goals.

N/A

COMPENSATION:

Will participants receive compensation for participation? Yes ☑ No ☐

Financial	Yes ☐	No ☐
Course Credit	Yes ☑	No ☐
Other	Yes ☑	No ☐

(b) If **Other**, please provide details.

Participants will be given "Cosmin-bucks" that are used to indicate real-life money, as for compensation of the study.

(c) Where there is a withdrawal clause in the research procedure, if participants choose to withdraw, how will you deal with compensation?

Due to the nature of the compensation (Course Credit), compensation will be dealt with by the supervising professor (Benett Axtell).

CONSENT PROCESS:

Describe the process that the student will use to obtain informed consent. Please note, it is the quality of the consent not the format that is important: if there will be no written consent form, please explain (e.g., if culturally inappropriate). If the research involves extraction or collection of personal information from a data subject, please describe how consent from the individuals or authorization from the custodian will be obtained. For information about the required elements in the information letter and consent form, please refer to:

http://www.research.utoronto.ca/wp-content/uploads/2012/10/GUIDE-FOR-INFORMED-CONSENT-April-2010.pdf

N.B. Please attach a copy of the Information Letter/Consent Form.

Please refer to the link below for the consent form

https://drive.google.com/open?id=1Z1743glR2BMJVO-GwQOvO7rY5M33iCX_

Where applicable, please describe how the participants will be informed of their right to withdraw from the project. Outline the procedures which will be followed to allow them to exercise this right.

If the participant at any moment feels any threat to their privacy, they are able to request a withdrawal from the study. At that means, any further task will be void, and the participant may leave with promised compensation.

Indicate what will be done with the participant's data and any consequences which withdrawal may have on the participant.

The participant's data will be mark invalid and indicate DID NOT COMPLETE. As to which it will not be used in further analysis.

If the participants will not have the right to withdraw from the project at all, or beyond a certain point, please explain.

At any point in the study, the participant will be allowed to withdraw from the study and still receive full compensation.

PRIVACY AND CONFIDENTIALITY:

Will the participant's identity be kept anonymous? Yes ☐ No ☑

If **Yes**, please describe the procedures to be used to protect the identity of the individual(s) during the conduct of research and in preparation of the final report.

Due to the nature of our studio session in class, participants will be selected and tested in an open area where other uninvolved students are able to identify

If **No**—i.e., anonymity is not appropriate in the context of this assignment—please explain why identifying information is necessary.

N/A

Will the data be treated as confidential? Yes ☑ No ☐

If **Yes**, please describe the procedures to be used to protect confidentiality during the conduct of research and in preparation of the final report.

Researchers and instructors will not publically display any personal identification that is in any means associated to the participants. All research data will be first be saved on the researcher's password protected personal computer initially. It will then be sent onto a private cloud-based storage system to share amongst the other researchers

Explain how written records, video/audio tapes and questionnaires will be stored (e.g., password protected computer, double locked office and filing cabinet), and provide details of their final disposal or retention schedule.

The service we are using is Google Drive which has two-factor authentication, SSL encryption, TLS standard encryption and encrypted encryption keys that are used to encrypt data

If **No**—i.e., confidentiality is not appropriate in the context of this assignment—please explain (e.g., participants are key informants with established reputations in their field).

N/A

DEBRIEFING:

Explain what information (e.g., research summary) will be provided to the participants after participation in the project. If deception will be used in the research study, please explain what information will be provided to the participants after participation in the project—if applicable, attach a copy of the written debriefing form.

No deception will be used in the research study. No information will be provided to the participant immediately after project participation.

APPENDIX:

Please refer to the link below to view both Consent and Protocol forms for the participatory design.
https://drive.google.com/open?id=1Phs5ZwSD6hgAIZD9gbu4FXJKMlkk_zNy

SIGNATURES:

As the **Principal Investigator** on this project, my signature testifies that I will ensure that all procedures performed under the project will be conducted in accordance with all relevant University, provincial and national policies and regulations that govern research involving human participants. Any deviation from the project as originally approved will be submitted to the Research Ethics Board for approval prior to its implementation.

Signature of Principal Investigator: (Student) Date:

Signature of Principal Investigator: (Student) Date:

Signature of Principal Investigator: (Student) Date:

Signature of Principal Investigator: (Student) Date:

Signature of Principal Investigator: (Student) Date: