

OCAD Research Ethics Board (REB)

Application for Ethical Review of Research Involving Human Participants

Reviewer Disposition

(For REB Use Only) ▶ File # : _____ Reviewers: _____ Due Date: _____
 Decision: Accepted as is ☐ Approval Pending Revision ☐ Clarification Required ☐
 Resubmission ☐ Full Review ☐ Withhold Approval ☐

| | |
|--|--------------------------------------|
| Name: Emma Westecott, Alex Leitch | Faculty number: 2067, 2484285 |
| Email address: ewestecott@faculty.ocadu.ca, alex.leitch@gmail.com | Program: Digital Futures |

Please refer to the documents “OCAD Research Ethics Guidelines”, which can be found at http://www.ocad.ca/research/re_policies.htm prior to completion and submission of this application.

If you have questions about or require assistance with the completion of this form, please contact the Research Office at ext. 474, or research@ocad.ca.

Return your completed application and all accompanying material in **triplicate** to the **Research Ethics Office at rm 7520, 5th floor, 205 Richmond Street, Toronto, ON.**
 Please ensure all necessary items are attached prior to submission (see checklist below).
 Handwritten applications will **not** be accepted.

No research with human participants shall commence prior to approval from the Research Ethics Board.

| DOCUMENT CHECKLIST | ✓ if applicable |
|--|--|
| Recruitment Materials <ul style="list-style-type: none"> Letter of invitation Verbal script Telephone script Advertisements (newspapers, posters, SONA) Electronic correspondence guide | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Consent Materials <ul style="list-style-type: none"> Consent form Assent form for minors Parental/3rd party consent Transcriber confidentiality agreement | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Data Gathering Instruments <ul style="list-style-type: none"> Questionnaires Interview guides Tests | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Feedback Letter | <input type="checkbox"/> |
| Letter of Approval for research from cooperating organizations, school board(s), or other institutions | <input type="checkbox"/> |
| Any previously approved protocol to which you refer | <input type="checkbox"/> |
| Request for use of human tissue sample in research Please Note: this form is required for all research projects involving human tissue, bodily fluids, etc. | <input type="checkbox"/> |

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| Signed Application Form | <input type="checkbox"/> |
|-------------------------|--------------------------|



SIGNATURES

PLEASE NOTE: The title “principal investigator” designates the person who is “in charge” of the research. In this position, the principal investigator is assumed to have the abilities to supervise other researchers, be responsible for the financial administration of the project, have the authority to ensure that appropriate guidelines and regulations are followed, and be competent to conduct the research in the absence of faculty supervision. The restriction of the term “principal investigator” to faculty or post-doctoral fellows does not have implications for ownership of intellectual property or publication authorship.

A student cannot be identified as a “principal investigator”. However, for the purpose of recognizing a student’s leadership role in the research, a faculty member may designate a “principal student investigator” below.

INVESTIGATORS:

Please indicate that you have read and fully understand all ethics obligations by checking the box beside each statement and signing below.

- ☒ I have read OCAD’s Research Ethics Policy and agree to comply with the policies and procedures outlined therein.
- ☒ Any additions/changes to research procedures after approval has been granted will be submitted to the REB.
- ☒ I agree to request a renewal of approval for any project continuing beyond the expected date of completion or for more than one year.
- ☒ I will submit a final report once the research has been completed.
- ☒ I take full responsibility for ensuring that all other investigators involved in this research follow the protocol as outlined in this application.

Principal Investigator

Signature _____ Date: 10th October 2013

Principal Student Investigator (optional)

Signature _____ Date: _____

Co-Investigators:

Signature _____ Date: _____

FACULTY SUPERVISOR:

Please indicate that you have read and fully understand the obligations as faculty supervisor listed below by checking the box beside each statement.

- ☒ I agree to provide the proper supervision of this study to ensure that the rights and welfare of all human participants are protected.
- ☒ I will ensure a request for renewal of a proposal is submitted if the study continues beyond the expected date of completion or for more than one year.
- ☒ I will ensure that a final report is submitted to the Office of Research Services.
- ☒ I have read and approved this application and proposal.

Signature _____ Date: 10th October 2013

SECTION A – GENERAL INFORMATION

1. **Title of the Research Project:** ScreenPerfect: an HTML5 video management project

2. **Investigator Information:**

| | Name | Position | Dept./Address | Phone No. | E-Mail |
|---------------------------------------|----------------|----------------------|---------------|--------------|-----------------------|
| Principal Investigator | Emma Westecott | Primary Investigator | DIGF | 416 659 3667 | ewestecott@ocadu.ca |
| Principal Student Investigator | Alex Leitch | Student | DIGF | 647 892 9321 | alex.leitch@gmail.com |
| Co-Investigator(s) | | | | | |
| Faculty Supervisor(s) | Emma Westecott | Primary Investigator | DIGF | | ewestecott@ocadu.ca |

3. **Proposed Date of commencement:** ☐ upon approval, OR ☒ other. (dd/mm/yyyy) 01/11/2013

Proposed Date of completion (dd/mm/yyyy): 01/05/2014

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

- ☒ OCAD
☒ Community Site ☒ Specify VideoFag Contemporary Art Gallery, Site 3 coLaboratory, Bento Miso coworking facility, TAG Montreal.
☐ School Board ☐ Specify _____
☐ Hospital ☐ Specify _____
☐ Other ☐ Specify _____

5. **Other Ethics Clearance/Permission:**

(a) Has another University or Institutional Research Ethics Board approved this research? ☐ Yes ☒ No

If **YES**, there is no need to provide further details about the protocol **at this time**, provided that **all** of the following information is provided:

Title of the project approved elsewhere: _____

Name of the Other Institution: _____

Name of the Other REB: _____

Date of the Decision: _____

A contact name and phone number for the other REB: _____

Please provide a copy of the application to the other institution together with all accompanying materials, as well as a copy of the clearance certificate / approval.

If **NO**, will another University or Institutional REB also be asked for approval? ☐ Yes ☒ No

If yes, specify (e.g., university, hospital, school board, community organization, proprietor) **provide details and attach any relevant documentation.** _____

If **NO**, will any other person(s) or institutions be asked for approval? ☐ Yes ☒ No
Specify (e.g., hospital, school board, community organization, proprietor) _____

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6. Level of the Research:

- | | | |
|--|--|---|
| <input type="checkbox"/> Undergraduate Thesis | <input checked="" type="checkbox"/> Masters Thesis/Project | <input type="checkbox"/> Ph.D |
| <input type="checkbox"/> Post Doctorate | <input checked="" type="checkbox"/> Faculty Research | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Undergraduate Course Assignment (specify course) _____ | <input type="checkbox"/> Graduate Course Assignment (specify) _____ | <input type="checkbox"/> Other (specify course) _____ |

7. Funding of the Project:

- (a) Is this project currently being funded ☒ **Yes** ☐ **No**
 (b) If **No**, is funding being sought ☐ **Yes** ☒ **No**

If Applicable:

- (c) Period of Funding (dd/mm/yyyy): From: 01/04/13 To: 31/03/13
 (d) Agency or Sponsor (funded or applied for)
☐ CIHR ☐ NSERC ☐ SSHRC ☒ Other (specify): GRAND NCE
 (e) Funding / Agency File # (**not** your Tri-Council PIN) G-CI-12-OC-09

8. Conflict of Interest:

- (a) Will the researcher(s), members of the research team, and/or their partners or immediate family members receive any personal benefits related to this study – Examples include financial remuneration, patent and ownership, employment, consultancies, board membership, share ownership. ☒ **Yes** ☐ **No**

If **Yes**, please describe the benefits below.

screenPerfect is a piece of software that may be built out to be sold commercially, or to be used as an engine in potentially commercial products and games. This is likely to result in a future revenue stream. We engage this research with the understanding that the tools produced may eventually be commercially viable.

- (b) Describe any restrictions regarding access to or disclosure of information (during or at the end of the study) that the sponsor has placed on the investigator(s).

None

SECTION B – SUMMARY OF THE PROPOSED RESEARCH

9. Rationale:

Briefly describe the purpose and background rationale for the proposed project, as well as the hypothesis(es)/research question(s) to be examined.

This research has two foci:

- 1) Development of a feminist game design methodology via a game jam process for Westecott's GRAND FRAGG Project, to include documentation, idea generation techniques, tutorials, and games resulting from this educational framework
- 2) User testing of software tools for Leitch's MRP Project
Content generation, or second-stage creative practice, is what is generally regarded as new media from the point of view of the humanities. The tools used to generate this content exert passive pressure on

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artists by dictating and restricting the form of the content, enforcing a type of formalism and encoding developer beliefs into the final product. This exerts indirect pressure on artists, resulting in products that have a uniform background despite their multiple appearance.

This project builds on and expands prior research on feminist game design methodologies (see Westecott, Epstein and Leitch (2013) Feminist Artgame Praxis given at DIGRA 2013 <http://dm.lmc.gatech.edu/digra2013/participant/art-history-of-games/>) by taking the tools, techniques and theories derived from earlier work into a game jam process. Game jam's are intense game-making hackathon's in which people come together over a short period of time to design, develop, test and making a new game. This is a productive environment to stress test software and design and development methods.

Research questions include: How do tools generated out of an art praxis enable new makers to generate new game experiences? How does a feminist approach diversify idea generation and support a wide range of creative approaches to make experimental games?

10. Methods:

Are any of the following procedures or methods involved in this study? Check **all** that apply.

- | | |
|--|--|
| <input type="checkbox"/> Questionnaire (mail) | <input checked="" type="checkbox"/> Focus Groups |
| <input type="checkbox"/> Questionnaire (email/web) | <input checked="" type="checkbox"/> Journals/Diaries/Personal Correspondence |
| <input type="checkbox"/> Questionnaire (in person) | <input checked="" type="checkbox"/> Audio/video taping specify) |
| <input type="checkbox"/> Interview(s) (telephone) | <input checked="" type="checkbox"/> Observations |
| <input type="checkbox"/> Interview(s) (in person) | |
| <input type="checkbox"/> Secondary Data | |
| <input type="checkbox"/> Computer-administered tasks | |

Describe sequentially the methods involved in this study and all procedures in which the research participants will be involved (paper and pencil tasks, interviews, questionnaires, physical assessments, physiological tests, time requirements, etc.)

Attach a copy of all questionnaire(s), interview guides or other test instruments. If reference is made to previous protocols, please provide copies of relevant documentation.

This project is mainly a technical research project which makes use of open-source resources such as StackOverflow.com to answer specific questions about code. Once the software is developed, it will be demonstrated at the game jam, and we will be asking people to make interactive video experiences with it. These will then be distributed with the production library of the software. People using the software at a game jam - a weekend long gathering where people make and test video games or art - will be recorded for promotional and knowledge generation purposes. Participants are involved by engaging in the game jam process to make experimental games, as such they will engage in introductory workshop sessions, maintain personal journals to reflect on learning experience and be observed in situ by participant researchers.

11. Professional Expertise/Qualifications:

Does this procedure require professional expertise/recognized qualifications (e.g., registration as a clinical psychologist, first aid certification)?

☐ **Yes** specify: _____ ☒ **No**

If **YES**, indicate whether you, your supervisor, or any members of your research team have the professional expertise/recognized qualifications required? ☐ **Yes** ☐ **No**

12. Participants:

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Describe the number of participants and any required demographic characteristics (e.g., age, gender).

The abovementioned game jams are likely to include 20 to 30 self-selected individuals between the ages of 18 and 45.

13. Recruitment:

Describe how and from what sources the participants will be recruited, including any relationship between the investigator(s), sponsor(s) and participant(s) (e.g., family member, instructor-student; manager-employee).

Attach a copy of any poster(s), advertisement(s) and/or letter(s) to be used for recruitment.

Game jam advertisements are generally via word of mouth on social media and the internet. They are social occasions. We will be advertising through Dames Making Games Toronto, TAG Montreal, Pixelles, Bento Miso and Site 3 coLaboratory for people who would like to make a branching-narrative game.

14. Compensation:

a) Will participants receive compensation for participation?

☐ Yes ☒ No

b) If yes, please provide details.

SECTION C – DESCRIPTION OF THE RISKS AND BENEFITS OF THE PROPOSED RESEARCH

15. Possible Risks:

a) Indicate if the participants might experience any of the following risks:

i. Physical risks (including any bodily contact, physical stress, or administration of any substance)?

☐ Yes ☒ No

ii. Psychological risks (including feeling demeaned, embarrassed worried or upset, emotional stress)?

☒ Yes ☐ No

iii. Social risks (including possible loss of status, privacy, and / or reputation)?

☐ Yes ☒ No

iv. Are any possible risks to participants greater than those that the participants might encounter in their everyday life?

☐ Yes ☒ No

v. Is there any deception involved?

☐ Yes ☒ No

vi. Is there potential for participants to feel obligated to participate or coerced into contributing to this research (because of regular contact between participants and the researcher, relationships that involve power-dynamics, etc.)?

☒ Yes ☐ No

b) If you answered **Yes** to any of 1a – 1f above, please explain the risk.

Using new software can be frustrating, and there is always a chance someone will be embarrassed. It is possible that game jam attendees will feel pressured as part of a weekend to test the software, or will feel social pressure to be included in the project.

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c) Describe how the risks will be managed and include the availability of appropriate medical or clinical expertise or qualified persons. Explain why less risky alternative approaches could not be used.

The informed consent paperwork will allow them to opt out if they so choose, anywhere up to four weeks after the jam. Onsite tech workers will be available to guide people through the process of using the software. Less risky methods would undermine the project: there really are no better ways to test live interaction software than with groups of people who are voluntarily interested in using that software.

16. Possible Benefits:

Discuss any potential direct benefits to the participants from their involvement in the project. Comment on the (potential) benefits to the scientific community/society that would justify involvement of participants in this study.

It is totally possible that someone's game will catch the eye of TIFF and they'll be featured in the DigiKids Play Space next year. We are going to hope for one of those. TIFF generally pays people for that. This is speculation, however, and should not inform the ethics process.

SECTION D – THE INFORMED CONSENT PROCESS

17. The Consent Process:

Describe the process that the investigator(s) will be using to obtain informed consent. Include a description of who will be obtaining the informed consent. If there will be no written consent form, explain why not.

If applicable, attach a copy of the Letter of Invitation, the Consent Form, the content of any telephone script, and any other material that will be utilized in the informed consent process.

On sign up to the jam the participants will be asked to complete attached consent form.

18. Consent by an authorized party:

If the participants are minors or for other reasons are not competent to consent, describe the proposed alternative source of consent, including any permission form to be provided to the person(s) providing the alternative consent.

n/a

19. Alternatives to prior individual consent:

If obtaining individual participant consent prior to commencement of the research project is not appropriate for this research, please explain and provide details for a proposed alternative consent process.

n/a

20. Feedback to Participants:

Explain what feedback/ information will be provided to the participants after participation in the project. This should include a more complete description of the purpose of the research, and access to the results of the research. Also, describe the method and timing for delivering the feedback.

Should participants choose to sign up with further contact information, we will include them on mailing

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lists and add them to the appropriate channels of communication. This will include notification of any public use of footage including their representation for the first use of said footage. The feedback will be delivered electronically, within six months of final exhibition.

21. Participant withdrawal:

a) Describe how the participants will be informed of their right to withdraw from the project. Outline the procedures that will be followed to allow the participants to exercise this right.

Participants will be able to e-mail the primary researcher and request that they be excluded from the data and any recordings within four weeks of the conclusion of any game jams. We will include this information within the informed consent form.

b) Indicate what will be done with the participant's data should the participant choose to withdraw. Describe what, if any, consequences withdrawal might have on the participant, including any effect that withdrawal may have on participant compensation.

Any specific data will be destroyed, although formal data such as a bug that has been detected and repaired will remain repaired. We will remove any mention of the participant from the project, however.

SECTION E – CONFIDENTIALITY & ANONYMITY

Confidentiality: information revealed by participants that holds the expectation of privacy. This means that all data collected will not be shared with anyone except the researchers listed on this application.

Anonymity of data: information revealed by participants will not have any distinctive character or recognition factor, such that information can be matched (**even by the researcher**) to individual participants. Any information collected using audio-taping, video recording, or interview cannot be considered anonymous. **Please note that this refers to the anonymity of the data itself and not the reporting of results.**

22. Given the definitions above:

- a) Will the data be treated as confidential? ☐ Yes ☒ No
b) Are the data anonymous? ☐ Yes ☒ No

c) Describe any **personal identifiers** that will be collected during the course of the research (e.g., participant names, initials, addresses, birth dates, student numbers, organizational names and titles etc.). Indicate how personal identifiers will be secured and if they will be **retained** once data collection is complete.

It is likely that data collection and use information will include a rough age estimate, name., and a physical description, because of the researcher intent to collect promotional materials from the game jam process.

d) If any personal identifiers will be **retained** once data collection is complete, provide a comprehensive rationale explaining why it is necessary to retain this information, **including the retention of master lists that link participant identifiers with unique study codes and de-identified data.**

Video recordings of confirmed participants will be retained. It is not possible to effectively anonymize video data.

e) State who will have access to the data.

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f) Describe the procedures to be used to ensure anonymity of participants and/or confidentiality of data **both during the conduct of the research and in the release of its findings.**

There is no reasonable way to anonymize data. We will retain confidentiality using standard cryptographic practice in transmissions, the sort articulated by use of HTTPS:// transmissions.

g) If participant anonymity and/or confidentiality is not appropriate to this research project, explain, in detail, how all participants will be advised that data will not be anonymous or confidential.

Neither anonymity nor confidentiality are appropriate to this project, which is primarily for use and installation in the public domain. Anonymity, as stated above, cannot be enforced in recording, particularly that which is used for promotional purposes.

h) Explain how written records, video/audio tapes, and questionnaires will be secured, and provide details of their final disposal or storage, including how long they will be secured and the disposal method to be used.

Recorded files are stored on encrypted hard disks which are kept in a reasonably secure location. The project's development version is stored locally on an encrypted MacPro harddrive and remotely in a private GitHub repository, under a more-than-twenty character password, which are shown to be reasonably resistant to brute force attacks. After the public promotional and project release, the lifespan of the data is fixed to the subsequent 12 months.

SECTION F – SECONDARY USE OF DATA

23. Use of data:

a) Is it your intention to reanalyze the data **for purposes other than described in this application?**

☐ Yes ☒ No

b) Is it your intention to allow the study and data to be reanalyzed by colleagues, students, or other researchers outside of the original research purposes? If this is the case, explain how you will allow your participants the opportunity to choose to participate in a study where their data would be distributed to others (state how you will contact participants to obtain their re-consent)

c) If there are no plans to reanalyze the data for secondary purposes and, yet, you wish to keep the data indefinitely, please explain why.

SECTION G – MONITORING ONGOING RESEARCH

It is the investigator's responsibility to notify the REB using the "Renewal/Project Completed" form, when the project is completed or if it is cancelled.

24. Annual Review and Serious Adverse Events (SAE):

a) **MINIMUM REVIEW REQUIRES THE RESEARCHER COMPLETE A "RENEWAL/PROJECT COMPLETED" FORM AT LEAST ANNUALLY.**

Indicate whether any additional monitoring or review would be appropriate for this project.

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n/a

***Serious adverse events** (negative consequences or results affecting participants) **must be reported** to the Research Ethics Officer and the REB Chair, **as soon as possible** and, in any event, no more than 3 days subsequent to their occurrence.