



Dublin City University
School of Computing
ETHICS COMMITTEE (SEC)

NOTIFICATION FORM FOR LOW-RISK
PROJECTS AT UNDERGRADUATE OR
TAUGHT MASTERS LEVELS

Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.

1. Download this form, complete the appropriate fields, attach additional pages (e.g. plain language statement) as appropriate and save as a PDF file
2. Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "docs/ethics.pdf".
3. Your SUPERVISOR will then be notified automatically and must approve your approach initially.
4. Your application should consist of **one electronic file (PDF) only**. The completed application must include this form and also must incorporate all supplementary documentation, especially that being given to the proposed participants e.g consent forms, plain English language statement. It must be proofread and spell-checked before submission.
5. All sections of the application form must be answered as instructed and within the word limits given.
6. Your ethics approval submission will be circulated to the School's Research Ethics Committee and you will be notified if/when it is approved
7. All projects must have either a derogation from an ethics approval requirement (as determined by your supervisor) OR must have an approved ethics submission (this form), before work with human subjects commences.

Applications which do not adhere to these requirements will not be accepted for review and will require resubmission

Applications must be completed on this form; answers in the form of attachments will not be accepted, except where indicated. No hard copy applications will be accepted. **The project must not commence work with human subjects until written approval has been received from the School of Computing Ethics Committee (SEC).**

PROJECT TITLE

RentSpot - property renting application

PROJECT SUPERVISOR(S)	Jane Kernan
START AND END DATE	January 2020 to May 2020

Please ensure that **all** supplementary information is included in your application (in one electronic copy). If questionnaire or interview questions are submitted in draft form, please indicate this by putting (draft) after YES. A copy of the final documentation must be submitted for final approval when available.

My application has been collated as one electronic file which includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Bibliography		N/A
Recruitment advertisement (How are you getting volunteers?)		N/A
Plain language statement/Information statement	YES	
Informed consent form	YES	
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3_blank_data_security_schedule.xls		N/A
Evidence of external approvals related to the research		N/A
Questionnaire/Survey	YES	
Interview/Focus Group Questions	YES	
Debriefing material		
Other (e.g. local government approval)		N/A

Please note:

- Any amendments to the original approved proposal must receive prior SCEC approval.
- As a condition of approval investigators are required to document and report immediately to SCEC any adverse events, any issues which might negatively impact on the conduct of the research and/or any complaint from a participant relating to their participation in the study

1. ADMINISTRATIVE DETAILS

Project Type (select one): Undergraduate Project – Final Year

YES

Undergraduate Project – non-final Year

Taught Masters (Practicum)

(projects at other levels, e.g. PhD or research Masters, should be approved by the University's REC if necessary)

1.1 INVESTIGATOR CONTACT DETAILS

SUPERVISOR(S): *Your supervisor and other academic staff who are assisting, it should be clear who is the person who is carrying out the research procedures.*

NAME	SCHOOL/UNIT	EMAIL
Jane Kernan	School of Computing	jane.kernan@dcu.ie

STUDENT(S):

NAME	SCHOOL/UNIT	EMAIL
Maksims Kompanijecs	School of Computing	maksims.kompanijecs2@mail.dcu.ie
Matthew Farrelly	School of Computing	matthew.farrelly68@mail.dcu.ie

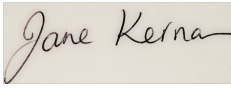
DECLARATION BY SUPERVISOR(S)

The information contained herein is, to the best of my knowledge and belief, accurate. I have read the University's current research ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the SCEC guidelines (<https://www.dcu.ie/researchsupport/researchethics.shtml>), the University's policy on Conflict of Interest, Code of Good Research Practice and any other condition laid down by the Dublin City University Research Ethics Committee. I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this research or its outcomes or any other circumstances which might represent a perceived, potential or actual conflict of interest this should be declared in accordance with Dublin City University policy on Conflicts of Interest.

I and my co-investigators or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

Electronic Signature(s):

Supervisor(s): 

Print Name(s) here: _____

Date: _____

2. PROJECT OUTLINE

2.1 SIMPLE DESCRIPTION (Max. 300 words)

Please outline, in terms that any non-expert would understand, what your research project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases.

Our Final Year Project idea is to develop a property renting application that will digitize the tedious application that comes with applying for a property lease. Our main goal with this project idea is to make property rental as easy and convenient as possible and provide a safe and secure environment for landlords and tenants to rent and let properties. Main features include creation of user profiles, which can then be updated with supporting documentation that will verify their identity and supporting reference material.

2.2 AIMS OF AND JUSTIFICATION FOR THE RESEARCH (Max. 400 words)

State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Please provide a brief description of background research, a justification as to why this research project should proceed in that context and an explanation of any expected benefits to the community. NB – all references cited should be listed in an attached bibliography.

We feel that the current method to find a property to lease is outdated and it takes way too long. Creating a platform that allows having user profiles with dynamic search based on the criteria set out by the landlords would eradicate some of the slow processes.

2.3 DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

Provide an outline of the proposed method and state who is doing which task – include details of data collection techniques, the tasks participants will be asked to do, the estimated time commitment involved, and how data will be analysed. If the project includes any procedure which is beyond already established and accepted techniques please include a description of it. There should be enough detail provided to facilitate ethical review, but applicants are encouraged to keep it as succinct as possible.

We plan to conduct our research by carrying out **surveys** and **interviews** with landlords and tenants. We might also look to speak real estate agents, governing bodies and Residential Tenancies Board to gain more insight about Irish rental market.

2.4 PARTICIPANT PROFILE

Provide the number, age range and source of participants. Please provide a justification of your proposed sample size. Please provide a justification for selecting a specific gender, age, or any other group if this is done in your project.

Our participant profile will be people who are living in rented accommodation and landlords who are leasing properties.

Our sample size will be around 500 renters and 100 landlords, all of the participants will be above the age of 18 who rent or lease out a property.. The renters will sourced through the use of social media platforms or through friends of friends. Landlords will be sourced in the same way as the renters.

2.4(a) PARTICIPANT VULNERABILITY

Are some or all of participants vulnerable in any way? (e.g by virtue of the group they belong to, people who have undergone traumatic or adverse emotional events, people with diminished cognitive ability, power relations between researchers and participants etc.)? If they are, state what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants.

N/A

2.4(b) CHILD PARTICIPANTS (anyone under 18 years old)

If your participants include children, you **must** confirm that you are in compliance with the research specific guidelines as detailed in "Keeping Children Safe - Policies and Procedures supporting Child Protection at DCU" - available at: https://www4.dcu.ie/sites/default/files/policy/157%20-%20child_protection_handbook_rev1%282%29%281%29.pdf

Please indicate your compliance with the following guidelines:	Mark here
We confirm that we have read and agree to act in accordance with the DCU Child Protection policy and procedures	N/A
We confirm that we have put in place safeguards for the children participating in the research	N/A
We confirm that we have supports in place for children who may disclose current or historical abuse (whether or not this is the focus of the research)	N/A

2.5 EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

Please provide specific details as to how you will be recruiting participants. How will people be informed that you are doing this research? How will they be approached and asked if they are willing to participate? If you are mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement is to be used, please ensure you attach a copy to this application.

We will reach out to tenant and landlord research participants by posting our questionnaire on social media platforms asking people to complete. We will also ask our course to distribute our survey to any renters and landlords that they might know. We will also reach out to known tenants and landlords to conduct interviews with us.

2.6 PLEASE EXPLAIN WHEN, HOW, WHERE, AND TO WHOM the RESULTS WILL BE DISSEMINATED, INCLUDING WHETHER PARTICIPANTS WILL BE PROVIDED WITH ANY INFORMATION AS TO THE FINDINGS OR OUTCOMES OF THE PROJECT?

The results obtained will be only available to be accessed by Maksims Kompanijecs, Matthew Farrelly and our Supervisor Jane Kernan. The participants will not be provided with the information about the findings of this project.

2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.? (e.g. a School or company)

YES or NO

NO

(If YES, please specify from whom and attach a copy of the approval documentation. If this is not yet available, please explain when this will be obtained.)

3. RISK AND RISK MANAGEMENT

3.1 JUSTIFICATION OF STATED LEVEL OF RISK TO RESEARCH PARTICIPANTS

You must provide a justification for the stated level of risk, as indicated on the cover page of your application. Note that the level of risk may be influenced by the vulnerability of the research group, the methods employed and the nature of the research itself. For further information on risk levels, please refer to the Levels of Review information on the website: <https://www.dcu.ie/researchsupport/researchethics.shtml>

No, risk of research to participants present. We do not plan to collect or handle any sensitive data.

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
• use of a questionnaire? sample questions attached at the bottom	YES
• interviews sample questions attached at the bottom	YES
• observation of participants without their knowledge?	NO
• participant observation (provide details in section 2)?	NO
• audio- or video-taping interviewees or events?	NO
• access to personal and/or confidential data (including student, patient or client data) without the participant's specific consent?	NO
• administration of any stimuli, tasks, investigations or procedures which may be experienced by participants as physically or mentally painful, stressful or unpleasant during or after the research process?	NO
• performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression?	NO
• investigation of participants involved in illegal activities?	NO
• procedures that involve deception of participants?	NO
• administration of any substance or agent?	NO
• use of non-treatment of placebo control conditions?	NO
• collection of body tissues or fluid samples?	NO
• collection and/or testing of DNA samples?	NO
• participation in a clinical trial?	NO
• administration of ionising radiation to participants?	NO

3.3 POTENTIAL RISKS TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES

Identify, as far as possible, all potential risks to participants (physical, psychological, social, legal, economic, etc.), associated with the proposed research. Please explain what risk management procedures will be put in place to minimise these risks.

No

3.4 ARE THERE LIKELY TO BE ANY BENEFITS (DIRECT OR INDIRECT) TO PARTICIPANTS FROM THIS RESEARCH?

YES or NO

No

(If YES, provide details.)

3.5 ARE THERE ANY SPECIFIC RISKS TO RESEARCHERS?

Examples include use of dangerous materials, asking certain types of questions, research being undertaken in certain locations, researchers working alone in isolated areas, etc.

YES or NO

No

(If YES, please describe and explain what risk management procedures will be put in place to minimise these risks.)

3.6 DEALING WITH ADVERSE/UNEXPECTED OUTCOMES

Please describe what measures/protocols you have put in place in the event that there are any unexpected outcomes or adverse effects to participants arising from involvement in the project.

N/A

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the supervisor will monitor the conduct of the project (especially where several people are involved in recruiting or interviewing, administering procedures, etc.) to ensure that it conforms with the procedures set out in this application

We will monitor the conduct of the project by having frequent meeting with our supervisor Jane Kernan. This will ensure that our material is reviewed and it confirms the procedures set out in this application.

3.8 SUPPORT FOR PARTICIPANTS

Depending on risks to participants you may need to consider having additional support for participants during/after the study. Consider whether your project would require additional support, e.g., external counselling available to participants. Please advise what support will be available.

No

3.9 DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?

YES or NO

No

(If YES, please provide further details.)

3.10 DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?

YES or NO

No

(If YES, please specify how this conflict of interest will be addressed.)

4. CONFIDENTIALITY/ANONYMITY

4.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO

Yes

(If NO, please explain why.)

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IF YOU ANSWERED YES TO 4.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

4.2 HOW WILL THE ANONYMITY OF THE PARTICIPANTS BE RESPECTED?

Please bear in mind that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity. Participants involved in such projects need to be advised of this limitation in the Plain Language Statement/Information Sheet. If you intend to fully anonymize the data, please provide details

In order to guarantee anonymity, no personal data will be collected - such as names. Surveys will be conducted in an anonymous matter and people that we interview will remain anonymous too

4.3 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY

Participants need to be made aware that confidentiality of information provided cannot always be guaranteed by researchers and can only be protected within the limitations of the law - i.e., it is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions. This information should be included in your Plain Language Statement and Informed Consent Form. Depending on the research proposal and academic discipline, you may need to state additional specific limitations.

State how and where participants will be informed of these limitations

The participants will be made aware that confidentiality might not be guaranteed. Participants will have a choice to fully commit to this research themselves.. This will be clearly communicated to the participants before the interviews/surveys take place.

Upon completion of RentSpot questionnaires and prior research interviews taking place, we will ask our candidates to agree to our terms and conditions with regards to conducting field research. All data collected will not be assigned to a name but rather a customer segment ensuring anonymity.

ALL INFORMATION REGARDING LEGAL LIMITATIONS AND DATA CONFIDENTIALITY WILL BE OUTLINED IN PLAIN LANGUAGE STATEMENT. BEFORE STARTING INTERVIEWS/SURVEYS. ALL PARTICIPANTS WILL BE PROVIDED WITH A PLAIN LANGUAGE STATEMENT.

5. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION

Personal data is data relating to a living individual (i.e. the 'Data Subject') who is, or can be, identified either from the data itself or from the data in conjunction with other information that is in, or is likely to come into, the possession of the 'Data Controller' (i.e. DCU and its constituent units e.g. research teams etc.). Further information on personal data is available from the DCU Data Protection Unit at <https://www.dcu.ie/ocoo/dp/guides.shtml>

5.1 IS PERSONAL DATA BEING PROCESSED AS PART OF THIS PROJECT?

YES or NO

NO

If YES, Please indicate your compliance with the following guidelines:

Mark here

We confirm that we have read and agree to act in accordance with DCU Data Protection Unit guidance and procedures regarding personal data	NO
We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	NO

Please see the GDPR and the Research Ethics Process section of the [SCEC main webpage](#) for guidance

IF YOU ANSWERED YES TO 5.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

5.2 WHAT KIND OF PERSONAL DATA IS BEING PROCESSED?

Note special categories of personal data include health data, genetic data and/or data relating to ethnicity/race of participants, their sex lives and/or sexual orientation

N/A

5.3 WILL ANONYMISATION/PSEUDONYMISATION OF THE PERSONAL DATA BE UNDERTAKEN?

YES or NO

YES

(If NO, please explain why.)

6. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section, "Data" includes that in a raw or processed state (e.g. interview audiotape, transcript or analysis). "Samples" include body fluids or tissue samples.

6.1 HOW AND WHERE WILL THE DATA/SAMPLES BE STORED?

Note that the SCEC recommends that all data be stored on campus – please justify any off-site storage.

We will create an electronic document, and add and analyze findings as our research progresses. This document will be stored on our Google Drives, so that both of us can access is throughout research and development.

6.2 WHO WILL HAVE ACCESS TO DATA/SAMPLES?

If people other than the main researchers have access, please name who they are and explain for what purpose.

Matthew Farrelly
Maksims Kompanijecs
Jane Kernan

6.3 HOW LONG IS THE DATA TO BE HELD/RETAINED FOR?

*Note that with very few exceptions **personal data** may not be retained indefinitely. It is up to the unit or research team to establish an upper retention limit for each category of personal data under its control.*

Data will be retained until RentSpot prototype has been developed. This will be done before June 1st 2020.re

6.4 IF DATA/SAMPLES ARE TO BE DISPOSED OF, PLEASE EXPLAIN HOW, WHEN AND BY WHOM THIS WILL BE DONE?

Note that simply deleting files is not sufficiently secure. The additional steps to be taken to maintain data security should be given. Personal data must be disposed of in a safe and secure manner at the end of its retention period. If the data is stored in a: a) paper based format then shredding or disposal via a secure bin is recommended; or b) if it is stored in an electronic based format then deletion of the record or full anonymization of the data is recommended. If data/samples are NOT being disposed of, please justify this decision.

All of the data gathered from this research will be disposed at the end of May, this will be achieved by deleting the electronic document. Any printed data will be disposed accordingly

7. PLAIN LANGUAGE STATEMENT (Attach to this document. Approx. 400 words)

A Plain Language Statement (PLS) should be used in all cases. This is written information in plain language that you will be providing to participants, outlining the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. Please note that the language used must reflect the participant age group and corresponding comprehension level – if your participants have different comprehension levels (e.g. both adults and children) then separate forms should be prepared for each group. The PLS can be embedded in an email to which an online survey is attached, or handed/sent to individuals in advance of their consent being sought. See link to sample templates on the website: <https://www.dcu.ie/researchsupport/ethicsapproval.shtml>

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:

	YES or NO
Introductory Statement (Supervisor and student names, school, title of the research)	YES
What is this research about?	YES
Why is this research being conducted?	YES
What will happen if the person decides to participate in the research study?	YES
How will their privacy be protected?	YES
How will the data be used and subsequently disposed of?	YES
What are the legal limitations to data confidentiality?	YES
What are the benefits of taking part in the research study (if any)?	YES
What are the risks of taking part in the research study?	YES
Confirmation that participants can change their mind at any stage and withdraw from the study	YES
How will participants find out what happens with the project?	YES
Contact details for further information (including SCEC contact details)	YES
Details relating to GDPR Compliance if Personal Data is being sought	NO

If any of these issues are marked NO, please justify their exclusion:

GDPR compliance not required as personal data won't be collected or processed

8. INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words)*

In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study, and give their signature. If your participants are minors (under 18), it is best practice to provide them with an assent form, while their parents/guardians will be given the Informed Consent Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box in the questionnaire (underneath the information section for participant), where participants can indicate their consent. See link to sample templates on the website: <https://www.dcu.ie/researchsupport/ethicsapproval.shtml>

NB – IF AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.

Questions - Tenant - DRAFT

1. Do you live in rented accommodation? If Yes, Where?
2. How long are you living in rented accommodation?
3. How much does the rent cost monthly?
4. Have you recently moved property? Describe the experience if yes.
5. What rental marketplace did you use to help find your new property?
6. What are some of the biggest issues involved with leasing a property?
7. From 1 to 5, how difficult is to get a lease on a property?
8. Have you ran into any difficulties with landlords?

Landlord - Questions - DRAFT

1. How long have you been letting out properties?
2. How many properties do you let?
3. What are some of the biggest issues involved with letting a property?
4. How did you find your current tenants?
5. Do you find it difficult to find new tenants? If Yes, why?
6. What market place do you advertise you vacant properties on?
7. If you were to enhance the property rental marketplace in your favor, what feature would you add?

8. Have you had any disputes with tenants?

PLAIN LANGUAGE STATEMENT

RESEARCH PROJECT TITLE: - RentSpot - property rental application

UNIVERSITY DEPARTMENT: School of Computing

PROJECT INVESTIGATORS: Maksims Kompanijecs - kompanijecs.maksims2@mail.dcu.ie

Matthew Farrelly - matthew.farrelly68@mail.dcu.ie

PROJECT SUPERVISOR: Jane Kernan - jane.kernan@dcu.ie

This research project will be conducted as a part of our primary research for our Final Year Project(FYP) idea. Our FYP project idea is to develop a property rental platform which will digitize the lease application process. With this research project we are hoping to get a better understanding about Irish rental property market from a viewpoint of being a tenant or a landlord.

This research project will consist of a questionnaire, which will have a number of questions about Irish rental property market and their own experiences within this market. This questionnaire shouldn't take longer than 10 minutes to complete. An interview will be very similar in the sense of questions in the same format and it shouldn't last longer than 30 minutes.

If a landlord or tenant decides to participate, they will need to answer a number of questions relating to Irish rental property market and their own experiences within it.

Their privacy will be protected, as the results collected from questionnaires and interviews will be anonymous and no names will be associated with answers.

There are no benefits from participating in this study and there are no risks involved.

Data collected will be stored on DCUs Google Drive.

Any data collected from this study will be destroyed by June 1st 2020.

The participants can withdraw from this research study at any point.

INFORMED CONSENT FORM

RESEARCH PROJECT TITLE: - RentSpot - property rental application

UNIVERSITY DEPARTMENT: School of Computing

PROJECT INVESTIGATORS: Maksims Kompanijecs - kompanijecs.maksims2@mail.dcu.ie

Matthew Farrelly - matthew.farrelly68@mail.dcu.ie

PROJECT SUPERVISOR: Jane Kernan - jane.kernan@dcu.ie

Clarification of the purpose of the research

If personal data is being collected and processed, please ensure that the participants acknowledge the identity of the data controller and the purposes of the processing for which the personal data are intended

Confirmation of particular requirements as highlighted in the Plain Language Statement

Requirements may include involvement in interviews, completion of questionnaire, audio/video-taping of events etc.. Getting the participant to acknowledge requirements is preferable, e.g.

Participant – please complete the following (Circle Yes or No for each question)

<i>I have read the Plain Language Statement (or had it read to me)</i>	Yes/No
<i>I understand the information provided</i>	Yes/No
<i>I have had an opportunity to ask questions and discuss this study</i>	Yes/No
<i>I have received satisfactory answers to all my questions</i>	Yes/No
<i>I am aware that my interview will be audiotaped</i>	Yes/No

Confirmation that involvement in the Research Study is voluntary

E.g. I may withdraw from the Research Study at any point.

Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

Confirmation of arrangements regarding retention/disposal of data

Confirmations relating to any other relevant information as indicated in the PLS

E.g. I consent to the use of my data for future studies within the following parameters (provide detail)

Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project

Participants Signature:

Name in Block Capitals:

Witness:

Date: