



Dublin City University  
RESEARCH ETHICS COMMITTEE

NOTIFICATION FORM FOR LOW-RISK PROJECTS

Application No. (office use only)

DCUREC/2017/\_\_\_\_\_

Section A: Applicant Details

PROJECT TITLE:	Efficiclean
APPLICANT NAME:	Shauna Moran and Conor Hanlon
SCHOOL/UNIT:	School of Computing
APPLICANT EMAIL:	shauna.moran34@mail.dcu.ie
<i>If a student applicant, please provide the following additional information:</i>	
Programme of Study:	CASE3
Supervisor Name:	Brian Stone
Supervisor Email:	brian.stone@dcu.ie

Section B: Questions

<b>1. Notification Review is reserved for low-risk social studies that fall under the following classifications. Please indicate your project type below:</b>	
<b>Please mark as appropriate:</b>	
<input checked="" type="checkbox"/>	Anonymous Survey (the topic will not elicit significant difficulties for participants)
<input type="checkbox"/>	Observation (without audio or visual recording) of a public setting
<input checked="" type="checkbox"/>	Questioning participants regarding their opinions on products or services
<input type="checkbox"/>	Questioning students about standard educational practices
<input type="checkbox"/>	Study will monitor the impact of participants' daily activities
<input type="checkbox"/>	Questioning public figures/professionals in their professional capacity regarding their professional activities
<input type="checkbox"/>	Analysis of existing anonymised data which has been provided to the researcher by a third party
<input type="checkbox"/>	Collection of biological samples which are anonymised and do not require invasive techniques (e.g. hair, nails).
<input type="checkbox"/>	Other <b>Please explain:</b>
<b>2. Please provide a justification for why your study is considered to be low-risk?</b>	
Our study is to be considered low-risk as we will not be collecting any personal data from those participating in our surveys or interviews. We will simply be asking users to try out our application and then answer some simple questions about the experience and how they found the application.	
<b>3. Please describe how your participants will be recruited?</b>	
Participants will be known to both applicants. They will be fellow students, friends and family. We already have contact information for these participants so will simply be sending an email to the group asking if they wish to be involved with the process.	
<b>4. Informing your participants – Plain Language Statement</b>	

**Research Study:** User testing of the Efficiclean application

**University Department:** School of Computing

**Principal Investigators:** Shauna Moran (shauna.moran34@mail.dcu.ie)

Conor Hanlon (conor.hanlon5@mail.dcu.ie)

Brian Stone (brian.stone@dcu.ie)

We are looking for participants to take part in user testing of our application which we have developed as part of our third-year project “Efficiclean”. “Efficiclean” is an application designed to modernise the housekeeping of hotels. Instead of users leaving a sign on their door such as “Do not disturb”, users will be able to do this on their phone. As this system will be used by people of all demographics, we are looking for participants of all ages.

We will utilise interviews and a survey to collect data from the participants. Users will be asked to try out the application for approximately 10 minutes and then will begin the interview. We will have concise list of questions about the application and how the users found the process. This will be mainly used for gaining qualitative data about the application.

Following on from this we will ask users to complete a small questionnaire about the application. This will primarily focus on quantitative data. We will collect this data so that we can analyse the user’s opinions on certain aspects of the application. The qualitative and quantitative data will be combined to discover what users would like to see added or removed from the application. It will also be used to discover any issues which participants may have experienced with “Efficiclean”.

The research process will not benefit the participants as they will simply be reviewing a product which we have designed. They will not receive payment for their involvement and all participation will be carried out on a voluntary basis. There will also be no risk to participants of this study.

This data will not be distributed as it is only going to be used as part of user testing as part of our third-year projects. We will not be storing any information about our participants other than their demographic. Some opinions will be included as part of our testing report which will be submitted with our third-year project. However, we will not include any information about the participants on this documentation. All this information can only be protected within the limitations of the law.

The data not included in the final testing report will be destroyed before the project is submitted on the 09/03/2017. Any data included the report will be charts generated from the quantitative data and some of the user’s opinions. As previously stated, we will not be holding onto any of the participant’s personal information.

If participants wish to see how this information has impacted the project they may view the project’s progress at the following link <https://gitlab.computing.dcu.ie/hanlonc5/2018-CA326-chanlon-efficiclean.git>

This research study is voluntary, and participants may withdraw at any time throughout the project. Any opinion’s the participant has provided up to that point will be destroyed.

**If participants have concerns about this study and wish to contact an independent person, please contact:**

The Secretary, Dublin City University Research Ethics Committee, c/o Research and Innovation Support, Dublin City University, Dublin 9. Tel 01-7008000, e-mail rec@dcu.ie

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/posted to individuals in advance of their consent being sought. A copy of the PLS should be attached to this application. See link to sample templates on the website: [http://www4.dcu.ie/research/research\\_ethics/rec\\_forms.shtml](http://www4.dcu.ie/research/research_ethics/rec_forms.shtml)

Please confirm whether the following issues have been addressed in your plain language statement for participants:

	YES or NO
Introductory Statement (PI and researcher 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 REC contact details)	YES

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

#### 5. Capturing consent – Informed Consent Form

**Research Study:** User testing of the Efficiclean application

**University Department:** School of Computing

**Principal Investigators:** Shauna Moran (shauna.moran34@mail.dcu.ie)  
 Conor Hanlon (conor.hanlon5@mail.dcu.ie)  
 Brian Stone (brian.stone@dcu.ie)

The purpose of this research is to test the application “Efficiclean”. I will be asked to spend approximately 10 minutes trying the application. Following this there will be a short interview where I will be asked about my experience with the application. To finish the research project, I will be asked to complete a short questionnaire.

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

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

I may withdraw from the Research Study at any point. Any information I have provided up this point will be immediately destroyed.

No information about me other than my demographic will be stored. Information contained in the testing report will only be my opinions and not any information about me. Any data not used in the testing report will be destroyed on the 09/03/2017. This data is however subject to legal limitations.

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:** \_\_\_\_\_

*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 the participant can indicate their consent. See link to sample templates on the website: [http://www4.dcu.ie/research/research\\_ethics/rec\\_forms.shtml](http://www4.dcu.ie/research/research_ethics/rec_forms.shtml). A copy of the Informed Consent Form should be attached to this application.*

**Note – IF AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE:**

**Important Notes:**

- Please ensure you attach any **additional** relevant documentation to your application: E.G. copy of Survey/Questionnaire, copy of Interview/Focus Group schedule, copy of permission/approval from external sources (i.e. approval to access individuals in an organisation, school, community group)
- The application should consist of **one electronic file only**. The completed application must incorporate the plain language statement, informed consent form and all supplementary documentation
- All sections of the application form must be answered. The completed application must be proofread and spellchecked before submission to REC
- Your application must be e-mailed to the DCU Research Ethics Committee at [rec@dcu.ie](mailto:rec@dcu.ie). **Student applicants must cc their supervisor on that e-mail** – this applies to all student applicants (masters and postgraduate). **The form should be approved and signed by the supervisor in advance of submission to REC.**

**Applications which do not adhere to these requirements will not be accepted for review and will be returned directly to the applicant.** The administrator to the Research Ethics Committee will assess, on receiving such notification, whether the information provided is adequate.

**Please note:** Project supervisors have the primary responsibility to ensure that students do not take on research that could expose them and the participants to significant risk, such as might arise, for example, in interviewing members of vulnerable groups such as young children. In general, please refer to the REC Guidelines for further guidance on what research procedures or circumstances might make a higher level of ethical approval necessary.

See [https://www4.dcu.ie/researchsupport/research\\_ethics/guidelines.shtml](https://www4.dcu.ie/researchsupport/research_ethics/guidelines.shtml)

**DECLARATION BY PRINCIPAL INVESTIGATOR(S)**

In the case of student applicants the Principal Investigator is their supervisor.

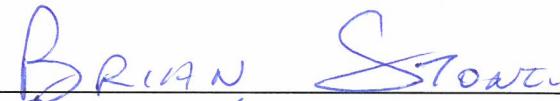
The information contained herein is, to the best of my knowledge and belief, accurate. I have read the University's current research ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the REC guidelines ([https://www4.dcu.ie/researchsupport/research\\_ethics/guidelines.shtml](https://www4.dcu.ie/researchsupport/research_ethics/guidelines.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.

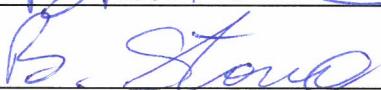
I and my co-investigators or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

**Electronic Signature(s):**

Principal investigator(s):



Print Name(s) here:



Date: 7 Feb 2018.

## **Efficiclean Interview Questions**

- How did you find using the Efficiclean application?
- What did you find enjoyable about using the application?
- Is there any aspect of using the application which you did not enjoy?
- Is there anything you would like to see changed in the application?
- Is there anything you found unclear while using the application?
- Did you have any difficulties using the application?
- Do you have any further feedback?

## Efficiclean Questionnaire

Please tick the appropriate box for the below questions

Statements	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The application is easy to use					
The application is pleasing to look at					
I would use this application					
I would recommend this application to a friend					
I found this application frustrating to use					
This application could be improved					
I was happy with the pace I learned to use the application					

Which feature of the app did you find most useful and why?

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Please highlight any feature that you feel is missing from the application.

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How would you describe the product in one or more words?

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If you were to review Efficiclean what score would you give it out of 10?

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What do you like best about the application?

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