Dublin City University
School of Computing
ETHICS COMMITTEE

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

Application Number:			

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

- **Download this form**
- **Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "`docs/ethics.pdf`".**
- **Your supervisor will be notified automatically and must approve your approach initially.**
- **The 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.
- **All sections of the application form must be answered as instructed and within the word limits given.**

Applications which do not adhere to all of 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 until written approval has been received from the School of Computing Ethics Committee.**

PROJECT TITLE	Clubs and Societies Application
PRINCIPAL INVESTIGATOR(S) *The named Principal Investigator is the person with primary responsibility for the research project. In the case of Taught Masters projects and undergraduate projects the supervisor is the Principal Investigator.*	Dr Donal Fitzpatrick
START AND END DATE	Start Date: 26/11/18 End Date: 10/3/19
LEVEL OF RISK	Notification

Please indicate whether this project requires more than a notification Justification for your choice is required under section 3.1	

Please confirm that all supplementary information is included in your application (in 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		
Recruitment advertisement		
Plain language statement/Information statement		
Informed consent form		
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3._blank_data_security_schedule.xls		
Evidence of external approvals related to the research		
Questionnaire/Survey		
Interview/Focus Group Questions		
Debriefing material		
Other (e.g. local government approval)		

Please note:

1. Any amendments to the original approved proposal must receive prior SCEC approval.
2. 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
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

PRINCIPAL INVESTIGATOR(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*
Dr Donal Fitzpatrick	School of Computing	donal.fitzpatrick@dcu.ie

OTHER INVESTIGATORS (STUDENT(S):

NAME	*SCHOOL/UNIT*	*EMAIL*
Orla Kinsella	School of Computing	orla.kinsella3@mail.dcu.ie
Phoebe Cooney	School of Computing	phoebe.cooney8@mail.dcu.ie

1.2 WILL THE RESEARCH BE UNDERTAKEN ON-SITE AT A Dublin City University CAMPUS ?

YES or NO
Yes

(If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section 2.7.)

1.3 IS THIS PROTOCOL BEING SUBMITTED TO ANOTHER ETHICS COMMITTEE, OR HAS IT BEEN PREVIOUSLY SUBMITTED TO AN ETHICS COMMITTEE?

YES or NO
No

(If YES, please provide details and attach copies of approval(s) received etc.)

DECLARATION BY PRINCIPAL INVESTIGATOR(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):

Principal investigator(s): _____

Print Name(s) here: _____

Date: _____

2. PROJECT OUTLINE

2.1 LAY 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.

The research aspect of our project is about gathering data in regards to the usability of our application - an application for clubs and societies in DCU to schedule events, and for members of these clubs and societies to manage which events they would like to attend. These users will be asked to use our application while we observe, and will be asked to fill out an anonymous surveys to ensure that the application is user friendly.

The data that we gather during these user testing periods will go back into making our application as usable to as wide a range of users as possible, ensuring a consistent user experience all round.

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.

The aim of the research is to gather data on how usable our application is at every stage of development. This is important as it allows us to make changes as necessary to ensure that as wide a user base as possible has access to this application as possible. This is because we want every student in DCU - from the youngest to the oldest, and of all abilities - to be able to use this application.

This will also enable us to ensure that our application works in the way that we intend it to, when provided to a variety of users. By allowing users to use the application in unexpected ways, we can ensure that they get a consistent experience and that errors are properly handled - allowing users to understand what has gone wrong and why.

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 are using two main methods to achieve our stated aims. The first of this is observation. This will be carried out by Orla Kinsella and Phoebe Cooney. Participants will be asked to log into the application, using their DCU login details. They will then be asked to choose a club or society and asked to add an event from the available events from their chosen club or society to their calendar of events.

They will also be asked to log in using a committee account. When logged in using these accounts they will be asked to use the application to schedule an event. They will then be asked to edit that event. Then, with either Phoebe Cooney or Orla Kinsella acting on another committee account, they will be asked to delete the event.

The second of these methods is a survey to be filled in anonymously. These will be filled out by the participants in the first part of this observation to allow us to realise the views of those who took part in our user testing. This survey will ask users their general opinions on how the application works, how easy it is to use, and their feeling about the application - if they would be likely to recommend it to a friend, how quickly they picked up on the interface. This will again be carried out by Orla Kinsella and Phoebe Cooney.

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.

Over the span of our project we hope to test our application on at least 25 of individuals. These will span from aged 18 to aged 40, and will be both male and female. We have selected this age range as it will allow us to test on a wide range of students from DCU - who this application is targeted to. Having the upper limit past regular college aged students -18 to 22- will allow us to test using mature students, and postgrads. We have decided to not test on students under the age of 18, as they would be classed as child participants.

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	**Y**
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)	**Y**

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.

Participants are to be recruited by approaching committee members for various clubs and societies in DCU. Further participants are to be recruited by posting on various social media

platforms such as Facebook, Twitter and possibly LinkedIn. Any applicants will then be vetted to ensure their suitability for the research - mainly that they are in the correct age bracket and attend Dublin City University.

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

The results of this will only be shared with Orla Kinsella, Phoebe Cooney and Donal Fitzpatrick, for purposes of ensuring our application is as accessible and user friendly as possible. Participants will not be provided with any information as to the findings or outcomes of this project.

2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION ETC.?

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.)

2.8 HAS A SIMILAR PROPOSAL BEEN PREVIOUSLY APPROVED BY THE DCU SCEC?

YES or NO
No

(If YES, please state both the REC Application Number and Project Title)

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

This project has a risk of notification as we do not deal directly with any sensitive data from users, and as both observation and anonymous internet surveys are both covered by the notification risk level.

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
● use of a questionnaire? (attach copy)?	YES
● interviews (attach interview questions)?	NO
● observation of participants without their knowledge?	NO
● participant observation (provide details in section 2)?	YES
● 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.

We are not expecting there to be any risks for participants taking part in the proposed research.

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

YES or NO
YES

(If YES, provide details.)

It is possible that this application could be used by clubs and societies in DCU in the future, which would allow participants to use this application to more easily schedule and manage events taking place in DCU.

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.

We are not expecting there to be any adverse effects for participants involved in the project but should any problems arise unexpectedly we have a phone number for the student health centre located on campus and Phoebe is a trained first aider.

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the principal investigator 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. In the case of student projects please give details of how the supervisor(s) will monitor the conduct of the project.

We will keep in frequent touch with our supervisor who will guide us and make sure we stay on track as well as keeping an eye on each other and making sure that everything is kept very professional for the conduct of the project.

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.

We will not require additional supports for participants.

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. INVESTIGATORS' QUALIFICATIONS, EXPERIENCE AND SKILLS *(Approx. **200 words**)*

List the academic qualifications and outline the experience and skills relevant to this project that the PI, other researchers and any supporting staff have in carrying out the research and in dealing with any emergencies, unexpected outcomes, or contingencies that may arise. ***State specifically who will be carrying out the research procedures***

Orla Kinsella and Phoebe Cooney will be carrying out the research procedures. Phoebe Cooney has valid, up to date first aid training, and Orla Kinsella has been trained in first aid in the past. These will help us deal with any emergencies which may come up.

5. CONFIDENTIALITY/ANONYMITY

5.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
Yes

(If NO, please explain why.)

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

5.2 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

These user testing opportunities will take place individually, one at a time. This means that participants will not come into contact with one another throughout testing. The survey conducted will not ask participants for any identifying data.

5.3 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

Participants will be informed of these limitations first in the plain language statement, and then again before the observation stage of the research.

6. 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***

6.1 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	
We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	

Please see the GDPR and the Research Ethics Process section of the SCEC main webpage for guidance

IF YOU ANSWERED YES TO 6.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

6.2 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

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

YES or NO
N/A

(If NO, please explain why.)

N/A

7. 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.

7.1 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.

The data will be stored on the cloud, using our DCU credentials. Data will then also be backed up and stored in a locker on DCU campus.

7.2 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.

Only the researchers will have access to the data/samples.

7.3 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.*

The data is to be held for six months - but will not be of a personal nature.

7.4 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.*

No personal/ identifying data is to be collected so therefore no data will need to be destroyed

8. FUNDING OF THE RESEARCH

8.1 HOW IS THIS WORK BEING FUNDED, IF IT IS EXTERNALLY FUNDED?

N/A

8.2 PROJECT GRANT NUMBER *(If relevant and/or known – otherwise mark as N/A)*

N/A

8.3 DOES THE PROJECT REQUIRE APPROVAL BEFORE CONSIDERATION FOR FUNDING BY A GRANTING BODY?

YES or NO
No

8.4.1 HOW WILL PARTICIPANTS BE INFORMED OF THE SOURCE OF THE FUNDING? *(e.g. included in the Plain Language Statement)*

N/A

8.5 DO THE FUNDERS OF THIS PROJECT HAVE A PERSONAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT COMPROMISE THE INDEPENDENCE AND INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?

YES or NO
N/A

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

9. 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 (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 SCEC contact details)	**Yes**
Details relating to GDPR Compliance if Personal Data is being sought	**N/A**

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

10. 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.

Plain Language Statement

DUBLIN CITY UNIVERSITY
Informed Consent Form

Project
A calendar app to display club and society events in a user friendly manner to students.

Introduction to the Research Study
For this research study participants will be asked to use an application on a mobile phone and give feedback on it. This study is being carried out under the Faculty of Engineering and Computing in DCU. The principal investigators are Orla Kinsella and Phoebe Cooney. They can be contacted through their emails, orla.kinsella3@mail.dcu.ie and phoebe.cooney8@mail.dcu.ie. The supervisor of this project is Dr Dónal Fitzpatrick who can be contacted at the following email donal.fitzpatrick@dcu.ie.

Purpose of the Study
The purpose of this study is to ultimately create an application that can be used by students across all of the DCU campuses for keeping track of events that are being run by the many clubs and societies. This app will allow students to view all events that are going on in one place instead of hearing about some through facebook and some through the clubs and socs weekly email.

Personal Data – GDPR Compliance
Personal data will not be collected for the purpose of this study.

Details of what participant involvement in the Research Study will require
If a participant decides to take part in this study they will need to give their consent to be observed by us while they use the app. They will also be asked to partake in answering a very brief questionnaire afterwards.

Potential risks to participants from involvement in the Research Study (if greater than that encountered in everyday life)
There are no specific risks associated with this study.

B**enefits to participants**
There are no benefits either direct or indirect to participants from involvement in this study.

Confidentiality
Full confidentiality of your participation will be kept by the researchers and any others persons involved in the study

Advice as to whether or not data is to be destroyed after a minimum period
No personal/identifying data will be collected, any data that is collected in the form of opinions from the questionnaire will be kept for the duration of the study and then properly disposed of by the principal investigators after no more than 3 months.
Statement that involvement in the Research Study is voluntary
If you, the participant, decide you no longer want to take part in this study, you my withdraw at any time. Research is completely voluntary.

If you have any questions about the project before, during or after, please contact either Orla Kinsella (orla.kinsella3@mail.dcu.ie) or Phoebe Cooney (phoebe.cooney8@mail.dcu.ie). If there is an emergency or if you have any concerns before commencing, during, or after the completion of the project, you are invited to contact the following, independent person:
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***

This information sheet is yours to keep.

Informed Consent Form

DUBLIN CITY UNIVERSITY
Informed Consent Form

Research Study Title
We are looking for feedback for a calendar app to display club and society events in a user friendly manner to students. For this research study participants will be asked to use said application on a mobile phone and give feedback on it. This study is being carried out under the Faculty of Engineering and Computing in DCU. The principal investigators are Orla Kinsella and Phoebe Cooney. They can be contacted through their emails, orla.kinsella3@mail.dcu.ie and phoebe.cooney8@mail.dcu.ie. The supervisor of this project is Dr Dónal Fitzpatrick who can be contacted at the following email donal.fitzpatrick@dcu.ie.

Clarification of the purpose of the research
The purpose of this research is to allow the principal investigators gain insight into the app, how a person uses it and how easy they find it to use when given an objective (e.g., *"search for*

event x in the calendar", "add a reminder for event x"). You, the participant, will be asked to fill out a short questionnaire after using the app. No personal information will be required for this questionnaire, or collected at any point over the course of the research.

Confirmation of particular requirements as highlighted in the Plain Language Statement
Participant – please complete the following (Read carefully and circle Yes or No for each question)

I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind	Yes/No
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 understand that I will not benefit directly from participating in this research	Yes/No
I understand that participation involves using an app and supplying feedback for it	Yes/No
I understand that all information I provide for this study will be treated confidentially	Yes/No
I understand that if I inform the researcher that myself or someone else is at risk of harm they may have to report this to the relevant authorities - they will discuss this with me first but may be required to report with or without my permission	Yes/No
I understand that signed consent forms will be retained in DCU in a locked locker by the principal investigators for a period of three months	Yes/No
I understand that under freedom of information legalisation I am entitled to access the information I have provided at any time while it is in storage as specified above	Yes/No
I understand that I am free to contact any of the people involved in the research to seek further clarification and information	Yes/No

Confirmation that involvement in the Research Study is voluntary

I am aware that taking part in this research study is completely voluntary and I may withdraw at any point in time.	Yes/No

Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations
Any data recorded over the course of this study will be held securely in a locker on campus by the principal investigators. Recorded data will be held for a period of 3 months by the principal investigators.

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: