

MACS: ETHICS APPROVAL CHECKLIST FOR Students

This covers the most obvious reasons why your ethics application may be rejected the first time round – tick off the items and make your work and ours much easier!

UPFRONT

- I have added a title and a short description of my project to “Project Details”
- I have described what work I will do in the project (not just its aim and goals), including evaluation methods.
- I have described the *content* of any system that will be tested by users – for example, if a game, what the game is about?

HUMAN PARTICIPANTS

- I have explained why I need human participants
- I have explained how I will recruit participants
- I have specified how many people will be involved and for how long
- I have confirmed there will be an information sheet telling them what data will be collected, why and how it will be stored and have given details in my application form
- I have described my process for gaining informed consent
- I have informed and confirmed that I will use HWU-approved media software to conduct online interviews, surveys, etc. The list can be found here: <https://www.hw.ac.uk/uk/services/is/it-essentials/software.htm>
- I have described my process to allow participants to stop at ANY time during the experiment
- I have specified whether participants are *vulnerable* or not
- If participants are recruited online, I confirm I will include a declaration for them to make stating that they are NOT vulnerable (age, mental or physical state)
- If they are vulnerable, I describe how I will gain guardian approval (e.g., Teachers for school pupils, responsible carer, etc)
- If they are vulnerable, I describe measures to detect stress and halt if necessary
- **Important:** I confirm that a copy of the consent form and sample questionnaire(s) (if relevant and available at this point in time) will be included in my deliverable 1 as an Appendix.

ANONYMISATION

- I have stated whether personal data I collect is *fully* or *pseudo-anonymised*
- If data is pseudo anonymised I have explained the measures in place so that participants can access their data and remove it, if they so wish

DATA

- I have described what data my system will work with (whether humans are involved or not)
- If using data collected by others, I confirm it is already ethically cleared
- If I am working with NHS patients via NHS clinics, I have applied for NHS permission

- If I am working with a company or any other organisation, including social media companies (scraping), I have clearly stated that I have their permission to use their data
- If my data is collected outside the lab on a tablet or other mobile device, I confirm that the data will be encrypted as it is collected
- If my data is collected online, I have said what software I am using to collect it
- If I will use or create a synthetic (made up) dataset , I have said what software I am using to create it. I also confirmed that:
 - The dataset is generated randomly
 - The generator is not scrapping the internet to collect real data
 - The data will be used only for the intended purpose (e.g. my project).
 - The synthetic dataset will NEVER be shared for other purposes such as other projects or made publicly available.

SOFTWARE

- If participants are asked to install any software on their own devices, I describe what measures will be taken to ensure their personal data is protected
- If participants are asked to install any software on their own devices, I confirm that I will make it easy for them to delete it if they so wish

DECEPTION

- If I plan to conceal the purpose of an interaction from participants I have explained why this is essential
- In this case, I have also described how I will undeceive participants

HEALTH and SAFETY for myself and/or participants

- If using mobile devices I have described how I will make sure I and/or participants will not endanger ourselves
- If using a robot I have specified how collisions or other impact problems will be avoided
- If using eye trackers, headsets, etc, I have specified how I will deal with the issues of eye strain and motion sickness