School of Computer Science & Informatics

Ethical Approval Request Form
Form valid until 15th November 2019

Instructions

Do not use this form if your research is with the NHS or NHS-linked: please refer instead to the NHS Local Research Ethics Committee.

Do not use this form if your research involves adults who do not have the capacity to consent. Such projects have to be submitted to the National Research Ethics Service (NRES) system: http://nres.nhs.uk/

Please carefully review:

- School Research Ethics documentation
- Data management, collecting personal data, data protection act requirements
- Information Security Framework
- Research Integrity and Governance
- Research Ethics

Please complete the Research Integrity Online Training Programme (Staff link, Student link) prior to submitting this form.

Please complete this form at least **2 weeks** before starting your data collection/human involvement activities and send to comsc-ethics@cardiff.ac.uk along with **all** the relevant attachments:

- Full Project plan/proposal
- Participant Information Form, either:
  - hard copy, e.g briefing and debriefing (if appropriate)
  - online equivalent
- Consent Form or online equivalent (or justification as to why this is not possible)
- Certificate(s) of completion of the Research Integrity Online Training Programme (RIOTP) for all staff associated with a project (and students if applicable).
- (If applicable) Details concerning external funding
- (If an extension is requested) Provide a list of motivations and list of amendments to any previous approvals

Submissions will be reviewed at the next COMSC Research Ethics Group meeting held approximately fortnightly.

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1 General Information

Title of Project:

Ordering Pizza using Internet of Things

If this submission relates to a previous approval request (e.g. a revision or extension):

Previous ID:

If this approval refers to an Undergraduate or Masters Student Project:

Student(s) Names and IDs:

Dervla O'Brien- C1642646

Supervisor Name(s):

Charith Perera

If this approval refers to a research project (e.g. Staff, Postgraduate Research Student):

Principle Researcher: Dervla O'Brien

Other Researchers:

Project Start Date: 27/01/2020 — End Date: 04/05/2020

Attachments:	Yes	NA	Document Version ID
Full project plan/proposal	X		
Participant Information Form	X		
Consent Form	X		
RIOTP Completion Certificates	X		
Details concerning external funding		X	
Motivations for and list of amendments		X	

2 Recruitment Procedure

		Yes	No	NA
1	Does your project include children under 18 years of age? If "Yes," have you read and understood Cardiff University's Code of Practice for researchers Working With Children and Young People which forms part of the Safeguarding Children and Vulnerable Adults Policy? The Interim Guidance is at Appendix 1, Page 9 of this Policy	☒ ☒	☐ ☐	☐
2	Does your project include people with learning or communication difficulties?	☐	☒	☐
3	Does your project include people in custody?	☐	☒	☐
4	Is your project likely to include people involved in illegal activities?	☐	☒	☐
5	Does your project involve people belonging to a vulnerable group, other than those listed above?	☐	☒	☐
6	Does your project include people who are, or are likely to become your clients or clients of the department in which you work?	☐	☒	☐
7	Does your project provide for people for whom English / Welsh is not their first language?	☐	☒	☐

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

I plan to complete three 90 minute workshops within a local school. I will be using the COMSC school STEM outreach department to make contact with this school. I will send them the attached letter to the principle and lesson plan outlining the work I plan to undertake, the reasons behind it and the links between my work and the local curriculum.
I am a trained STEM ambassador and I have been DBS checked. I plan to take another such DBS checked STEM ambassador with me to the school. As well as this we will ensure that the teacher

Please describe how do you plan to recruit participants:

I have discussed my project with Cheryl McNamee-Brittain, the School and College Liaison Officer. Cheryl is involved in organising the STEM ambassador program and she has agreed to contact local schools for me upon completion of my ethics application and connect me a school that is interested in my proposal.

3 Consent Procedures

		Yes	No	NA
8	Will you tell participants that their participation is voluntary?	☒	☐	
9	Will you obtain written consent for participation?	☒	☐	
10	If the research is observational, will you ask participants for their consent to being observed?	☒	☐	
11	Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	
12	Will you give potential participants a significant period of time to consider participation?	☒	☐	

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

4 Possible Harm to Participants

		Yes	No	NA
13	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?	☐	☒	☐
14	Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?	☐	☒	☐

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

If there are any risks to the participants, please explain how you intend to minimise these risks:

5 Data Protection

		Yes	No	NA
15	Will any non-anonymised and/or personalised data be generated and/or stored?	☒	☐	☐
16	Will you have access to documents containing sensitive data about living individuals?	☐	☒	☐
	If "Yes" will you gain the consent of the individuals concerned	☐	☐	
17	Are you planning to use Cardiff University installation of OneDrive to store data	☒	☐	☐
	If "No" is your data storage policy compliant with Cardiff University ISF	☐	☐	☒

Sensitive data are inter alia data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, actual and alleged offences.

Please describe how you will securely collect and store any data (**required**):

I will be storing all data collected on the schools OneDrive facility that is shared with my supervisor.

I will collect only participants opinions and comments with previous consent to this by parents and by themselves.

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

6 Researcher Safety

		Yes	No	NA
18	If relevant to your research, have you taken into account the Cardiff University guidance on safety in fieldwork / for lone workers?	☒	☐	☐

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

7 Researcher Governance

		Yes	No	NA
19	Does your study include the use of a drug? You will need to contact Research Governance before submission (resgov@cf.ac.uk)	☐	☒	☐
20	Does the study involve the collection or use of human tissue? You will need to contact the Human Tissue Act team before submission (hta@cf.ac.uk)	☐	☒	☐

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled and please attach approvals received from Research Governance and/or Human Tissue Act team:

8 Prevent Duty

		Yes	No	NA
21	Has due regard been given to Prevent duty, in particular to prevent anyone being drawn into terrorism? Prevent Duty Guidance Procedure Freedom of Speech	☒	☐	☐

If any of the blue boxes have been ticked, please explain how the potential ethical issue will be handled:

9 Other Ethical Considerations

If there are other potential ethical issues that you think the Committee should consider please explain them in the following space. It is your obligation to bring to the attention of the Committee any ethical issues not covered on this form.

10 Any other comments

If there is additional information that you think the Committee should consider please explain in the space below:

I will also interview a dietitian for more specialist information. I will record this conversation and store the file also on the university oneDrive. I will not identify this person individually within the report. I will give them a separate consent form to sign beforehand to ensure they understand data policy. I will explain that they can leave the study at any time without giving a reason and that they can ask any questions to do with the study at any time.