

## **Guidance Notes: School of Computer Science**

These templates allow the School of Computer Science to provide ethical approval for research projects that comply with its terms and conditions. It should be used only for research projects conducted by students under the supervision of academic members of staff. **All staff must seek ethical approval via Proportionate or full UREC for their own research projects.** Our templates cover the following research practices:

- Qualitative information gathering: Structured Interviews
- Quantitative information gathering: Questionnaires
- Software usability evaluation: 'Think Aloud Method'
- Mining and analysing social networks and online communities (provided data is anonymised and publicly available)

Research activities that are related and extend the templates will be reviewed provided that they do not differ significantly from the templates and they do not involve high-risk research. Typical examples we assess are: logging interaction data in addition to applying the think aloud method, combining interviews and questionnaires, etc. If we consider the application goes way beyond the template it will be escalated to University Ethics.

### **Make sure your research:**

- Involves only participants who are non-vulnerable adults who are able to give informed consent,
- Will obtain informed consent from all participants,
- Does not involve physically invasive procedures,
- Does not involve activities that pose a significant risk of causing physical harm or more than mild discomfort,
- Does not involve activities that pose a significant risk of causing psychological stress or anxiety,
- Does not require participants to take part in activities that pose a significant risk of having an adverse effect on their personal well-being (e.g. physical and psychological health), social well-being (e.g. social standing, social connectedness) or economic well-being (e.g. employment, employability, professional standing),
- Does not involve collecting or revealing data that enables individuals, groups or organizations to be identified in such a way that they could experience significant negative effects on their personal, social or economic well-being, and
- Does not involve activities that pose a significant risk of harming the researcher(s).

If your project fits these criteria please select:

- **Division/School Review for Question A5** as well as **'School of Computer Science' for Question D5.2** in order to proceed to the School of Computer Science template which will be sent to 'CS Ethics' for school review.

If your project does not fit these criteria please select:

- **Proportionate or full UREC Review for Question A5**, to proceed to the UREC application form.

If your project will involve any of the following, you must seek ethical approval via the Health Research Authority (Please return to **Question A2** and change your answer accordingly):

- Involves data from NHS patients,
- Involves data relating to NHS staff that is not limited to non-sensitive questions about their professional role, and
- Involves users of other UK Health Department services.

If you have any queries about the specifics of your project, please contact: the CS Research Support Office ([ethics@cs.manchester.ac.uk](mailto:ethics@cs.manchester.ac.uk))