**Research Data Management Review Form**

# **Guidance Notes:**

**What is the purpose of this form?**

This form should be completed to seek data collection and storage review for research projects to be undertaken by the Faculty of Computer and Information Science, University of Ljubljana (UL FRI) staff, students or visiting/emeritus researchers who will be carrying out research which will be attributed to UL FRI.

**Who should complete it?**

For a staff project – the lead researcher/Principal Investigator on the project.

For a student project – the student’s academic supervisor, in discussion with the student.

**When should it be completed?**

You should apply in good time to ensure that you receive a favourable ethics opinion prior to the commencement of the project and it is recommended that you allow at least 60 working days for the ethics process to be completed.

**How should it be submitted?**

An electronic version of the completed form should be submitted to the Research Data Management Committee, at the following email address: krrp@fri.uni-lj.si

**What should be included with it?**

Copies of any relevant supporting information and participant documentation, research tools (e.g. interview topic guides, questionnaires, etc) and where appropriate a health & safety risk assessment for the project (see section 10 of this form for further information about risk assessments).

**What should applicants read before submitting this form?**

Before submitting, you should ensure that you have read and understood the following information and guidance and that you have taken it into account when completing your application:

* Ethical codex and the associated guidelines of the University of Ljubljana <https://www.uni-lj.si/raziskovalno_in_razvojno_delo/etika_in_integriteta_v_raziskovanju/>
* ACM Code of Ethics <https://www.acm.org/code-of-ethics>
* A sample Research Data Management Application at URL·

# **Section 1: Basic Project Details**

**Project Title:** .

**Details of the Principal Investigator or Lead Supervisor (for student projects):**

Title:

First name:

Last name:

Position held:

Faculty:

Telephone:

Email address:

**Details of any Co-Investigators or Co-Supervisors (for student projects):**

Title:

First name:

Last name:

Position held:

Faculty:

Telephone:

Email address:

**Details of the student for student projects:**

Title:

First name:

Last name:

Study programme:

Faculty:

Email address:

**Project start and end dates:**

Estimated start date of project:

Estimated end date of project:

**Funding:**

Sources of funding (if applicable):

**Section 2: Summary of Project**

Describe the purpose, background rationale for the proposed project, as well as the hypotheses/research questions to be examined and expected outcomes. This description should be in everyday language that is free from jargon - please explain any technical terms or discipline-specific phrases. Please do not provide extensive academic background material or references.

# **Section 3: Conduct and location of Project**

## **Conduct of project**

## Please give a description of the research methodology that will be used. If more than one methodology or phase will be involved, please separate these out clearly and refer to them consistently throughout the rest of this form.

**Geographic location of project**

State the geographic locations where the project and all associated fieldwork will be carried out.

# **Section 4: Research Participants and Recruitment**

**Does the project involve human participants?**

Note: ‘Participation’ includes both active participation (such as when participants take part in an interview) and cases where participants take part in the study without their knowledge and consent at the time (for example, in crowd behaviour research).

Yes ☐

No ☐

*If you have answered NO please go on to Section 8 of this form. If you have answered YES please complete the rest of this section and then continue on to section 5.*

**Who will the participants be?**

Describe the number of participants and important characteristics (such as age, gender, location, affiliation, level of fitness, intellectual ability etc.). Specify any inclusion/exclusion criteria to be used.

**How will the participants be recruited?**

Please state clearly how the participants will be identified, approached and recruited. Include any relationship between the investigator(s) and participant(s) (e.g. instructor-student). Please ensure that you attach a copy of any poster(s), advertisement(s) or letter(s) to be used for recruitment.

# **Section 5: Consent**

**What process will be used to obtain consent?**

Describe the process that the investigator(s) will be using to obtain valid consent. If consent is not to be obtained, explain why. If the participants are under the age of 16 it would usually be necessary to obtain parental consent and the process for this should be described in full, including whether parental consent will be opt-in or opt-out.

Please attach a copy of the Participant Information Sheet (if applicable), the Consent Form (if applicable), the content of any telephone script (if applicable) and any other material that will be used in the consent process.

**Use of deception?**

Will the participants be deceived in any way about the purpose of the study?

Yes ☐

No ☐

If yes, please describe the nature and extent of the deception involved. Include how and when the deception will be revealed, and the nature of any explanation/debrief will be provided to the participants after the study has taken place.

# **Section 6: Participant compensation, withdrawal and feedback to participants**

**What, if any, feedback will be provided to participants?**

Explain any feedback/ information that will be provided to the participants after participation in the research (e.g. a more complete description of the purpose of the research, or access to the results of the research).

**What arrangements will be in place for participant withdrawal?**

Describe how the participants will be informed of their right to withdraw from the project, explain any consequences for the participant of withdrawing from the study and indicate what will be done with the participant’s data if they withdraw.

Please confirm the specific date/timescale to be used as the deadline for participant withdrawal and ensure that this is consistently stated across all participant documentation. This is considered preferable to allowing participants to ‘withdraw at any time’ as presumably there will be a point beyond which it will not be possible to remove their data from the study (e.g. because analysis has started, the findings have been published, etc).

**What arrangements will be in place for participant compensation?**

Will participants receive compensation for participation?

Yes ☐

No ☐

If yes, please provide further information about the nature and value of any compensation and clarify whether it will be financial or non-financial.

If participants choose to withdraw, how will you deal with compensation?

# **Section 7: Confidentiality/anonymity**

**Will the identity of the participants be known to the researcher?**

Will participants be truly anonymous (i.e. their identity will not be known to the researcher)?

Yes ☐

No ☐

**In what format will data be stored?**

Will participants’ data be stored in identifiable format, or will it be anonymised or pseudo-anonymised (i.e. an assigned ID code or number will be used instead of the participant’s name and a key will kept allowing the researcher to identify a participant’s data)?

**Will participants’ data be treated as confidential?**

Will participants’ data be treated as confidential (i.e. they will not be identified in any outputs from the study and their identity will not be disclosed to any third party)?

Yes ☐

No ☐

If you have answered no to the question above, meaning that participants’ data will not be treated as confidential (i.e. their data and/or identities may be revealed in the research outputs or otherwise to third parties), please provide further information and justification for this:

# **Section 8: Storage, access and disposal of data**

**How and where will the data (both paper and electronic) be stored, what arrangements will be in place to keep it secure and who will have access to it?**

**Data retention and disposal**

UL FRI usually requires data to be held for a minimum of 10 years to allow for verification. Will you retain your data for at least 10 years?

Yes ☐

No ☐

If data will be held for less than 10 years, please provide further justification:

*What arrangements will be in place for the secure disposal of data?*

# **Section 9: Risks and benefits/significance**

**Benefits/significance of the research**

Outline the potential significance and/or benefits of the research

**Risks of the research**

Outline any potential risks (including risks to research staff, research participants, other individuals not involved in the research, the environment and/or society and the measures that will be taken to minimise any risks and the procedures to be adopted in the event of mishap.)

Click or tap here to enter text.

**Section 10: Any other issues**

**Does the research raise any ethical issues not dealt with elsewhere in this form?**

If yes, please provide further information:

**Do you wish to provide any other information about this research not already provided, or to seek the opinion of the Committee on any particular issue?**

If yes, please provide further information:

# **Section 11: Document checklist**

Please check that the following documents, where applicable, are attached to your application:

Data collection protocol description ☐

Recruitment advertisement ☐

Participant information sheet ☐

Consent form ☐

Questionnaire ☐

Interview/focus group topic guide ☐

Data sharing licence agreement ☐

Please proof-read study documentation and ensure that it is appropriate for the intended audience before submission.

# **Section 12: Applicant declaration**

Please read the statements below and tick the boxes to indicate your agreement:

I submit this application on the basis that the information it contains is confidential and will be used by the UL FRI for the purposes of research data collection and management review and monitoring of the research project described herein, and to satisfy reporting requirements to regulatory bodies. The information will not be used for any other purpose without my prior consent. ☐

The information in this form together with any accompanying information is complete and correct to the best of my knowledge and belief and I take full responsibility for it. ☐

I undertake to abide by University of Ljubljana Research Codex alongside any other relevant professional bodies’ codes of conduct and/or ethical guidelines. ☐

I will report any changes affecting the ethical aspects of the project to the UL FRI Research Data Management Committee. ☐

I will report any adverse or unforeseen events related to data collection and storage to the UL FRI Research Data Management Committee. ☐

**Please now save your completed form and email a copy to the UL FRI Research Data Management Committee, at krrp@fri.uni-lj.si**