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The University of British Columbia
Office of Research Ethics
Behavioural Research Ethics Board
Suite 102, 6190 Agronomy Road
Vancouver, BC V6T 1Z3

H12-01599 **CS HCI Course Projects (Version 10.0)**

Principal Investigator: Joanna McGrenere

1. Principal Investigator & Study Team - Human Ethics [View Form]

1.1. Principal Investigator

Last Name	First Name	Employer.Name	Email
McGrenere	Joanna	Computer Science	joanna@cs.ubc.ca

Enter Principal Investigator's secondary appointments or affiliations (including Health Authorities), if applicable:

Computer Science

1.2. Primary Contact

Last Name	First Name	Rank
McGrenere	Joanna	Professor

1.3A. Co-Investigators - Online Access

Last Name	First Name	Institution/Department	Rank
Wolfman	Steven	UBC/Science/Computer Science	Professor of Teaching
O'Brien	Heather	UBC/Arts/School of Information	Associate Professor
Ballay	Laura	UBC/Science/Computer Science	Sessional Instructor/Lecturer
MacLean	Karon E.	UBC/Science/Computer Science	Professor
Booth	Kellogg S.	UBC/Science/Computer Science	Professor Emeritus/a
Fritz	Thomas	UBC/Science/Computer Science	Affiliate Associate Professor
Munzner	Tamara	UBC/Science/Computer Science	Professor
Pai	Dinesh K.	UBC/Science/Computer Science	Professor
Yoon	Dongwook	UBC/Science/Computer Science	Assistant Professor

	Van der Loos	Hendrik	UBC/Applied Science/Mechanical Engineering	Associate Professor
	Xiao	Robert (Bo)	UBC/Science/Computer Science	Assistant Professor

1.3B. Describe each Co-I's role in study, e.g. statistician, supervisor, adviser, student etc. Ensure individual is entered in Box 1.3A	
1.4A. Additional Study Team Members - Online Access	**Last Name First Name Institution/Department Rank**
1.4B. Describe each Additional Study Team Members' role in study, e.g. staff, research assistant etc.	
1.5A. Additional Study Team Members - No Online Access	**Last Name First Name Institution / Department Rank / Job Title Email Address**
1.5B. Describe each Additional Study Team Members' (no online access) role in study, e.g. external supervisor, consultant etc.	
Have all research personnel completed the required TCPS2 tutorial:	Yes
1.7. Project Title Enter the title of this research study as it will appear on the certificate. Title given must match the title on all study documents.	CS Human-Computer Interaction Course Projects (CPSC 344/444/530P/539F/543/544/547/548/554K/554M/554Y)
1.8. Project Nickname Enter a nickname for this study. What would you like this study to be known as to the Principal Investigator and study team?	CS HCI Course Projects
2. Study Dates and Funding - Human Ethics [View Form]	
You plan to start collecting data immediately after obtaining ethics and any other required approvals	no

You plan to start data collection at a later date i.e., 2 months or more after approvals are obtained. Click the calendar icon below to select the dates. Estimated start date:	2012-09-01
2.1.B. Estimated end date:	2015-08-30
2.2.A. Types of Funds Please select the applicable box(es) below to indicate the type(s) of funding you are receiving to conduct this research. You must then complete section 2.3 and/or section 2.4 for the name of the source of the funds to be listed on the certificate of approval.	Grant
2.2.B. For Industry Sponsored studies, please provide a sponsor contact.	
2.3.A. Research Funding Application/Award Associated with the Study that was Submitted to the UBC Office of Research Ethics	**UBC Number** / **Title** / **Sponsor** F16-03959 / NSERC CREATE in Designing for People (DFP): Crossdisciplinary Program in Interactive Computational Technology / Natural Sciences and Engineering Research Council of Canada (NSERC)
2.3.B. Which institution is administering the funds, if not UBC or UBC affiliated institution?	
2.4.A. Research Funding Application/Award Associated with the Study not listed in question 2.3.	**UBC Number** **Title** **Sponsor**
2.4.B. Please enter any applicable information about your funding which is not already shown in Box 2.3A or 2.4A (including funding applied for but not yet received).	
2.5.A. Is this a DHHS grant?	no

2.5.B. If yes, please select the appropriate DHHS funding agency from the selection box.	**DHHS Sponsor List:** **Order:** **Active:**
2.6. Study Related Conflict of Interest Conflicts of Interest (COIs) in research are situations where someone's personal interests (financial, career, or other) could compromise or could be perceived to compromise the objective conduct of research or integrity of the data. Conflicts of interest can arise naturally from an Investigator's engagement inside and outside the University, and the mere existence of a COI or the perception of a COI does not necessarily imply wrongdoing on anyone's part. Nonetheless, real and perceived COI must be recognized, disclosed, and assessed. This question asks Investigators to disclose COIs that may relate to the research study that is the subject of the REB application. Do the Principal Investigator, Co-Investigators and/or their related parties have any personal interest(s) that could compromise or reasonably be perceived to compromise the objective conduct of the research or the integrity of the data generated by the study? Personal interests may include business, commercial or financial interests, dual roles (e.g. PI and Doctor), as well as personal matters and career interests.	no
4.A. Study Type - (Boxes 4.1 to 4.2C) [View Form]	

4.1. Application Type Indicate whether your application is Clinical or Behavioural.	Behavioural
4.2.A. Institutions and Sites for Study (including study team members' institutional affiliations under which this research is being conducted)	**Institution** **Site** UBC Vancouver (excludes UBC Hospital)
4.2.B. Non-UBC Institutions and Sites for Study (including study team members' institutional affiliations under which this research is being conducted)	**Institution** **Site**
4.2.C. Please enter any other locations where the research will be conducted under this Research Ethics Approval (e.g., Name of privately owned clinic, community centre, school, classroom, participant's home, in the field - provide details).	Community centres, participants' homes, and in public places in and around Vancouver, such as shopping malls or parks.

4.B. Behavioural Study Type - (Boxes 4.2D to 4.6) [View Form]

4.2.D. Roles of Study Sites and Institutions

Study Site:	Accessing Records or Charts:	Analysing Data or Utilizing Lab Space:	Recruiting Participants:	Team Member Affiliations:
UBC - Vancouver (excludes UBC Hospital)	no	no	yes	yes

4.3.A. If this proposal is closely linked to any other proposal previously/simultaneously submitted, enter the Institution or Health Authority name and associated Research Ethics Board study number of that proposal. Institution Name:	

REB study number:	H03-80490 B03-0490
4.3.B. If applicable, please describe the relationship between this proposal and the previously/simultaneously submitted proposal listed above.	This is an update of the previous proposal which was written 9 years ago, the details of which are mostly on file with BREB rather than being in RISE.
4.3.C. Have you received any information or are you aware of any rejection of this study by any Research Ethics Board? If yes, please provide known details and attach any available relevant documentation in Box 9.7.	
Please provide known details:	
4.4.A. External peer review details:	While this has not received formal peer review, each of the investigators regularly engages in conversations with peers at other institutions about how to run our respective class projects; those conversations always include ethical considerations. This proposal conforms to the best practices that are thus shared and developed.
4.4.B. Internal (Institution or hospital) peer review details:	N/A
4.4.C. If this research proposal has not received any independent scientific/methodological peer review, explain why no review has taken place.	N/A - class projects
Participant Vulnerability	Low
Research Risk	Low
4.5.B. Provide explanations for the assessments of research risk and participant vulnerability reported above.	In terms of research risk, as reported in section 6.2, there will be: - no contentious questions - no offensive materials - all subjects will be competent and over 19 (UBC students 17 and over can also be considered emancipated for the studies) - no public display of identifiable subject images - no physical risks - no highly personal/medical data - no identifying data sent out of Canada, all data storage servers located in Canada In terms of participant vulnerability, as reported in section 5.2:

	Age -- eligible research participants must be: - People aged 19 and over; or - Any UBC students aged 17 and over. Capacity to consent -- eligible research participants must be: - individuals who can fully understand what they are consenting to; and - individuals who are not vulnerable in any way relative to the student researchers.
4.5.C. Does your application fall under minimal risk (i.e., was it assigned an overall risk level of 1 or a blue box on the minimal risk matrix above)?	yes
4.6. Does this study require review and approval by another Canadian REB outside of Research Ethics British Columbia (REBC)? (Note that you CANNOT change your response to this question after the study has been approved, i.e. through an amendment.)	no
4.C. Behavioural Study Type - (Boxes 4.7 to 4.8) [View Form]	
4.7.A Creation of a Research Database or Registry Does this study involve the creation of a research database or registry with a local custodian for future unspecified research?	no
4.7.B. Is the purpose of this application exclusively to obtain approval for the creation of a research database or registry? [Note: if the creation of the database or registry is part of a bigger project also included in this application, you must answer no below].	

4.8. Course-based research project Please review the guidance on submitting course-based research projects before responding, to confirm that your application will meet the criteria. Is this application intended to cover projects conducted for pedagogical purposes within a course?	no
If yes, please state whether your department has a Departmental Ethics Officer (DEO) and, if so, indicate their name below.	
Survey Research Is this a minimal risk study exclusively using a survey for data collection?	
Secondary Use Is this a minimal risk study exclusively analyzing previously collected data?	
5. Summary of Study and Recruitment - Behavioural Study [View Form]	
5.1.A. Provide a brief statement about the project written in lay language. Do not exceed 100 words and do not cut and paste directly from the study proposal.	Undergraduate and graduate computer science courses in Human-Computer Interaction (HCI) require that students design and conduct user studies as part of their learning experience. These are supervised by the course instructors and TAs. The learning goals for the user study component of the HCI courses are (1) to know how to conduct user research (to learn the methods) and how to analyze the data collected, and (2) to know how to use that analysis to inform the design of useful and usable technologies.
5.1.B. Summarize the research proposal, including study purpose, hypothesis, study population, and research method.	This ethics proposal relates to UBC Computer Science courses, undergraduate and graduate, that involve Human-Computer Interaction (HCI), as listed in section 1.7. HCI is an area of study that broadly encompasses the design, implementation, and evaluation of interactive technology. Interactive technology is quite varied. It includes mainstream “traditional” applications and devices/platforms such as word processors and standard desktop/laptop computers, as well as mobile and large display technologies and their applications, such as games on smartphones, architecture applications on

tabletop systems, and novel visualizations of large complex datasets on wall sized displays. Interactive technology also includes more novel platforms such as those utilizing haptic technology, including tactile display surfaces, force feedback devices and lap-sized robotic creatures that can synchronize their breathing to that of the user's.

There exist different methodologies for designing and evaluating interactive technology, one of which is to work with actual users (or intended users) of the technology. This is known as user-centered design (UCD). Our core courses (CPSC 344, 444, and 544) aim to teach students the UCD process, whereas the other courses listed in this ethics application employ one or more of the methods that make up the UCD process that students have learned in earlier courses. The full UCD process involves the researcher (in this case student) performing a number of steps:

(1) Gathering information from users about their requirements for some particular interactive technology. This may take the form of informal meetings with users, focus groups, structured or semi-structured interviews, online or paper-based questionnaires, or observing users in either a naturalistic or artificial (lab) setting for the purposes of understanding their current practices.

(2) Creating low-fidelity prototypes. Based on Step One, the students generate new interface designs for the targeted interactive technology. Rather than implementing the new interfaces right away (i.e., writing computer programs), the students create prototypes that mock up the interface using materials such as paper, glue, foam, and plastic. These low fidelity prototypes are then evaluated with users. Users will be asked to interact with the prototypes to the extent that is possible in order to give the student researchers (who are observing) an idea of the quality of the interface design. Questionnaires and interviews may be used at this stage as well.

(3) Medium and hi-fidelity prototypes. Based on what the students learn in Step Two, medium and hi-fidelity prototypes will be created. These prototypes are actually implemented in software and hardware. Students are once again required to evaluate these prototypes with real users. The evaluation at this stage is often more formal, in that users will be asked to complete a series of tasks (such as completing some transaction on an e-commerce website) and the student researchers assess dependent measures (such as time on task and errors). In some cases, there will be an experimental

	control such that some users may be evaluated with a competing existing interactive system so that the two systems can be compared. Questionnaires and interviews may be used at this stage as well. Videotaping and analysis is only required in some of the HCI courses (e.g., CPSC 444 and 554m), often because students are being taught how to appropriately use these technologies (including understanding the ethical concerns that arise) in the context of HCI user studies. Note that the HCI courses are not courses in experimental design. Thus, students generally only work with about 10-20 different users per project. Although some statistical analysis may be done on the data collected, students are not expected to achieve statistically significant results. Projects are done individually or in small groups of 2 to 5 students. Example student projects include: developing a taxonomy of users in terms of how they manage their tasks based on observational studies, or designing and evaluating a prototype for an interactive tour guide of the UBC campus on a mobile device, a web browser with “smart” tab management, a grocery store kiosk to support efficient shopping, or a smartphone application to allow diners to review and rate individual meals at restaurants. To summarize, one or more of the following methods will be included in each user study: - Expert and non-expert interviews - Questionnaires - Focus groups - Naturalistic and non-naturalistic observation - Videotaping - Experiments
5.2. Inclusion Criteria *Describe the participants being selected for this study, and list the criteria for their inclusion.*	In terms of age, eligible research participants must be: - People aged 19 and over; or - Any UBC students aged 17 and over. In terms of capacity to consent, eligible research participants must be: - individuals who can fully understand what they are consenting to; and - individuals who are not vulnerable in any way relative to the student researchers.

5.3. Exclusion Criteria Include details if otherwise eligible participants will be excluded due to other characteristics. If no exclusion criteria are applicable, enter n/a.	Individuals who do not meet the inclusion criteria.
5.4. Recruitment Provide a detailed description of the steps you will use to recruit participants. Include: a) Who will contact prospective participants? b) By what means will recruitment be done (e.g., public posting, third party recruitment, etc.)? c) How will prospective participants be identified? d) Include all site specific information. e) Attach all materials, including letters of initial contact, posters, scripts and advertisements, to Box 9.4.	Recruitment will take the following forms: email or newsgroup or web page notice, in person request to participate, or notices posted in an area such as a library bulletin board, coffee shop, or community centre. There is one template for the recruitment notice (call for participation) that will be used; it covers all possible methods. The template is attached to this protocol. For all user studies, students will employ this template, with modifications permitted only as indicated in the template. For in person requests, the student researcher will have a printout of the recruitment notice, and will verbally step through it after introducing him/herself. All recruitment notices will be viewed by the instructor and/or a TA before being distributed.
5.5. Use of Records If existing records (e.g., health records, course grade sheets or other records/databases) will be used to access information about potential participants, please describe how permission to access this information, and to collect and use this information, will be obtained.	No existing records will be used.
5.6. Summary of Procedures Describe briefly in a step-by-step manner what the researcher will be doing with participants, after they have been recruited and consented.	Procedures will vary depending on which method(s) the students use in their user study (survey/questionnaire, interview, observation, focus group, and experiment). However, all students will be required to obtain informed consent (See Section 6.6 for details). Informed consent will be followed by the survey/interview/observation/focus group/experiment. At the end of the study, participants will be thanked for their participation. None of the students' projects will involve deception. When there is an experimental component, participants may be asked to perform specified tasks with low, medium, or hi-fidelity

prototypes of the interactive technology under study. Both qualitative data (e.g., user quotes) and quantitative performance data (e.g., measures of errors, time on task, etc.) may be collected.

When there is an observational component, participants may be observed while interacting with existing technology in its natural environment or asked questions about their use and attitudes about existing technology in its natural environment. Here, the data collection will be predominantly qualitative.

When there is an interviewing component, participants may be interviewed by one or more students to obtain further information on the participant's experience with the interactive technology.

When there is a focus group component, participants will be asked questions about an interactive technology or about their behaviours related to a possible interactive technology (e.g., their music listening practices), all in a group setting. They may also be asked to interact with a prototype in this setting.

Surveys/questionnaires may be used before or after an evaluation session, or they may be used independently from any other evaluation. For example, questionnaires can be used to assess a participant's familiarity with computer technology, familiarity with tasks being performed, and subjective opinions of the interactive technology being investigated.

On occasion, video and/or audio recordings may be made (with the explicit consent of each participant) to help interpret the collected data in a more qualitative manner or with the robustness of quantitative data collection (e.g., counting the number of times that participant clicked on a particular part of the interface). Participants who do not wish to be recorded during a session will either be excused from further participation, or will not have video/audio data collected during their session.

For most studies, the student researchers and the participants will be physically present in the same space. However, for some studies, it may be more convenient for participants to participate remotely, e.g., through a skype interview or by completing an online task conducted through a web browser.

No activities that involve in-person interaction will take place during the suspension of in-person activities due to COVID-19, with the exception of two cases: (1) naturalistic observation can take place with physical distancing, and (2) research done with

	people in the same household/bubble, e.g. family, so long as remains low-risk and non-coercive.
5.7. Research Types Select all that apply to your study. Please review the research methods descriptions before responding. If none apply, please select None of these Methods	Naturalistic Observation Videotaping Expert Interviews Focus Groups
6. Participant Information and Consent Process - Behavioural Study [View Form]	
6.1. Time to Participate	The time required for participants to take part in the students' projects will range from 10 minutes (quick survey/observation) to one hour (experiment, interview, and detailed observation). Very occasionally there may be a study that requires multiple sessions (e.g., three 10 minute sessions, each one a day apart). The amount of time required and the number of sessions will be made explicit in the consent form.
6.2. Risks and Mitigation	All projects will fall under the classification of minimal risk because there will be: - no contentious questions - no offensive materials - all subjects will be competent and over 19 (UBC students 17 and over can also be considered emancipated for the studies) - no public display of identifiable subject images - no physical risks - no highly personal/medical data - no identifying data sent out of Canada, all data storage servers located in Canada
6.3. Potential Benefits	Participants may gain practice and knowledge of the particular interactive technology that they are asked to use during the study. A long-term benefit to participants and others may be interactive technology that is better designed to suit a wider range of individuals.
6.4. Impacts on Community	
6.5. Reimbursement and Incentives	Participants will not receive compensation.
6.6. Obtaining Consent Include details of where and when consent will be obtained and how it will be documented.	Students will be involved in recruiting participants for their own studies, and will obtain consent from participants. Two consent templates will be provided by the instructor for students to modify: (1) questionnaire-only consent, and (2) general consent, which will cover user studies that involve methods in addition to questionnaires. The consent templates are attached to this protocol. For all user studies, students will employ one of these two consent templates, with modifications permitted only

	as indicated in the templates. Consent will be obtained explicitly in one of the following ways: 1) by returning a completed questionnaire (questionnaire-only consent), 2) through the participant signing a consent form (general consent), or 3) by replying affirmatively to an email that contains the consent form text (general consent). Case 3 above will be used in situations where the participant is remote (for example, for a skype interview, or completing a task online through a web browser). All consent forms will be viewed by the instructor and/or a TA before being used.
6.6.A. Waiver of Consent	N/A
6.7. Time to Decide	In cases where an individual is approached to participate in a quick survey, s/he may choose to participate at that time, or take the contact information of the researcher and do the survey at a later time. In most cases, student researchers will be using email lists, web pages, and notice boards to recruit, which means that participants will have time to see the notice, make a decision, and contact the researcher should they wish to participate. Whenever possible, students researchers will also provide a copy of the consent form in advance (e.g., by email) so that the participant has an even fuller description of the study before participating.
6.8. Capacity to Consent Will participants have the capacity to give fully informed consent on their own behalf?	Yes
6.8.A. Provide details of the nature of the incapacity (for instance, young age, mental or physical condition).	
6.8.B. If a participant does not have the capacity to give fully informed consent, who will consent on their behalf? Ensure the relevant consent form (parent/caregiver, substitute decision maker, legally authorized representative) is attached to page 9.	

6.8.C. If a participant does not have the capacity to give fully informed consent, will they be able to give assent to participate?	
6.8.D. If yes, explain how assent will be sought. Please be sure to attach copies of the assent form to page 9.	
6.9. Ongoing Consent	N/A
6.10. Provisions for Consent (e.g., special assistance, Braille, translations/translator)	N/A
6.11. Restrictions on Disclosure	N/A
7. Number of Participants - Behavioural Study [View Form]	
7.1. External Approvals A. Other Institutions:	no
B. Please select Add to enter the name of the institution and attach the approval letter if received.	**Name of Institution**
C. Other Jurisdiction or Country (if NO, go to 7.1.G):	no
D. Please select Add to enter the name of the jurisdiction or country and if you have already received approval attach the approval letter.	**Name of Jurisdiction or Country**
E. Has a Request for Ethics Approval been submitted to the institution or responsible authority in the other jurisdiction or country? (Append a copy of any such document to this application once it is received).	no
F. If a Request for Approval has not been submitted, provide the reasons below:	
G. Does this research focus on Indigenous peoples, communities or organizations?	no

G.1.A. Will the research be conducted on Indigenous reserves, Métis settlement(s), or lands governed under a self-government agreement or an Inuit or First Nations land claims agreement?	
If yes, please provide details:	
G.1.B. Do any of the criteria for participation include membership in an Indigenous community, group of communities, or organization, including urban Indigenous populations?	
If yes, please provide details:	
G.1.C. Does the research seek input from participants regarding a community's cultural heritage, artifacts, traditional knowledge or unique characteristics?	
If yes, please provide details:	
G.1.D. Will Indigenous identity or membership in an Indigenous community be used as a variable for the purposes of analysis?	
If yes, please provide details:	
G.1.E. Will the results of the research refer to Indigenous communities, peoples, language, history or culture?	
If yes, please provide details:	
G.2. Community Engagement G.2.A. If you answered yes to questions a), b), c), d), or e), have you initiated or do you intend to initiate an engagement process with the Indigenous collective, community or communities for this study?	
G.2.B. If you answered Yes to question G.2.A., describe the process that you have	

followed or will follow with respect to community engagement. Include the role or position of those consulted, including their names if appropriate. Attach any documentation of consultations (i.e. formal research agreement, letter of approval, email communications, etc.) below.			
Attachment:			
G.3. No community consultation or engagement If you answered no to question G.2.A., briefly describe why community engagement will not be sought and how you can conduct a study that respects Indigenous communities and participants in the absence of community engagement.			
H. Registration for Publication of Clinical Trials.			
If 'Yes', click 'Add' to enter the following information.	**Has it been registered?**	**Indicate the Authorized Registry used:**	**Enter your Clinical Trial unique identifier:**
7.2. Number of Participants A. How many participants will take part in the entire study (i.e., world-wide)?	approximately 10-20 per student project (roughly 40 student projects per year, but this will vary depending on the number of courses offered in a given year and the enrolment levels in the various courses)		
B. How many participants will take part at institutions covered by this Research Ethics Approval?			
7.3. Principal Investigator and Research Team Experience	Students that are enrolled in the Computer Science courses listed in the title of this application. For some of the courses (e.g., 344/444/544), all of the students in the course will be required to run studies involving human subjects. In other courses (e.g., 543, 547) only some of the student projects will involve human subjects. A key point is that all students who run studies involving human subjects under this protocol will be required to read this ethics protocol and to take the Tri-Council Ethics tutorial (TCPS). They will also be required to provide a copy of their TCPS certificate to course staff prior to interacting		

	with human subjects (if a verifiable version of the certificate is available, we will require that these be used). In each of the courses, there will also be some class/lab time devoted to instruction on working with human subjects. All of the instructors listed as co-investigators on this ethics applications are well versed in working with human subjects. All of the research faculty co-investigators are PIs on approved research ethics protocols. In addition, all of the TAs involved with these courses (typically graduate HCI students) will be required to complete the TCPS prior to working with any of the students and their projects.
8. Confidentiality - Behavioural Study [View Form]	
8.1. Security of Data During the Course of the Study	While our enrolment in each of our graduate HCI courses ranges from 10-20 students, our undergraduate HCI courses are as high as 75-100 students. It is therefore not realistic that we will be able to lock all of the data/documents from all of the undergraduate course projects in the instructor's filing cabinet. Instead, students will be instructed to keep a password-protected electronic list of the names of all participants in their project. Each participant name will be associated with a participant number, specific to the project in which they participate. All data collection instruments (e.g., questionnaires) will require a participant number rather than a participant name. Students will be instructed to destroy the electronic list of participant names as well as any video recordings within 6 months of the termination of the course. This will allow students to keep complete copies of their projects, including data collected (except audio/video recordings), without comprising the confidentiality of their participants. Given the relatively lower enrolment of our graduate HCI courses, these courses will be treated slightly differently in that the students in these courses are graduate students and they may extend their course projects by generating research papers or creating thesis projects that build on their course projects. Graduate students that have no intention of extending their course projects will be instructed to destroy the list of participant names and any video recordings within 6 months of the termination of the course. Those students who do expect to build on their course projects will be instructed to store all confidential course material in a locked filing cabinet (which all grad students in Computer Science have access to) for a period of 5 years. If such a student leaves the university before 5 years have passed, the confidential material will be

	transferred to the instructor's locked filing cabinet. Students taking the course remotely outside Canada will be allowed to store the anonymized data in their local machine only when the machine is password protected and encrypted. Members of a student team will be allowed to share data through online services only when the service: - stores data in Canada, - is FIPPA compliant, and - features end-to-end encryption. Students should get permission from the instructors and TA before sharing their data via online services. Copies of course project video recordings that the instructor believes will be instructive for future HCI graduate classes or research meetings will be kept in the instructor's locked filing cabinet.
8.2. Access to Data	The course instructor and the students assigned to each project will have access to the data collected for that project. In the case of the undergraduate HCI courses and the entry level graduate course (CPSC 544), the student team's assigned teaching assistant will also have access to the data collected. No one other than those mentioned above will have access to the data. Therefore, it will be strictly prohibited for any raw data, including audio/video recordings and still images, to be made publicly available over the Internet or any other medium. The one exception is that audio/video and still images where the participant is not identifiable may appear in scholarly publications and theses, which are now commonly available online. The only other permitted uses of audio/video recordings will be for data analysis, and for the purposes of creating a short (3-5 min) video that is an overview of the entire student project and that may include short snippets of participants, for example, interacting with the prototype. That video will be shown as a part of the class project presentations. The video cannot be posted online if any participants are identifiable. Permission to videotape class project presentations will not be granted if the presentation includes identifiable participants. Students who wish to show images/videos in presentations at a venue other than their final class presentation (for example, at a conference) can only do so if the participants are not identifiable. If students cannot achieve this, they will be required to make a 'demonstration' version with a 'stand-in' rather than showing any actual participants in the video.

	All students will take the Tri-Council tutorial to reiterate their responsibilities to maintain privacy and confidentiality with the data.
8.3. Protection of Personal Information	Participants' names will appear only on the consent forms; these will be handed in directly to the course TA and stored separately from any interview, survey, observation, focus group, or experiment data collected, in a locked file cabinet. Participants will be given different names in the reporting of interview results, and surveys will be labelled anonymously, such as P1, P2, P3, etc.
8.4. Transfer of Data Will any data be transferred (made available) to persons or agencies outside the University?	no
If yes, describe in detail what identifiable information will be released, to whom, how the data will be transferred, how and where it will be stored and what safeguards will be used to protect the identity of participants and the privacy of their data. Attach the data transfer agreement if applicable.	
8.5. Retention and Destruction of Data	Please see 8.1
8.6. Future Use of Data	There are no plans for future use of any data collected in the undergraduate HCI courses. For the most part, there are no plans for future use of any data collected in the graduate HCI courses, including audio/video recordings. Three exceptions exist: (1) some video recordings may be used in future HCI classes as examples of Human-Computer Interaction projects that have been done before; (2) the video recordings may be used in research meetings conducted in the Department of Computer Science at UBC to present and discuss HCI projects that were done in our graduate classes; and (3) the data may be used to inform research publications and graduate theses.
8.7. Feedback to Participants	Should a participant desire, a full debriefing will be provided to that participant at the end of his/her period of participation. This debriefing will disclose the specific purpose, and motivations for the evaluation session(s).

9. Documentation - Behavioural Study [View Form]

9.1. Research Proposal	**Document Name**	**Version**	**Date**	**Password (if applicable)**
9.2. Documentation of Consent	**Document Name**	**Version**	**Date**	**Password (if applicable)**
	general consent	V2	September 21, 2020	[View]
	questionnaire-only consent	V2	September 21, 2020	[View]
	general consent		June 25, 2020	[View]
	questionnaire-only consent form		June 25, 2020	[View]
9.3. Documentation of Assent	**Document Name**	**Version**	**Date**	**Password (if applicable)**
9.4. Advertisement to Recruit Participants	**Document Name**	**Version**	**Date**	**Password (if applicable)**
	call for participation		August 27, 2012	[View]
9.5. Questionnaire, Questionnaire Consent Cover Letter, Tests, Interview Scripts, etc.	**Document Name**	**Version**	**Date**	**Password (if applicable)**
	participant list (blank)		August 27, 2012	[View]
	sample interview questions		June 18, 2012	[View]
	sample questionnaire		June 18, 2012	[View]
9.6. Letter of Initial Contact	**Document Name**	**Version**	**Date**	**Password (if applicable)**
9.7. Other Documents	**Document Name**	**Version**	**Date**	**Password (if applicable)**
9.8. Websites and Social Media				

10. Fee for Service - Behavioural Study [View Form]

How to submit Please indicate which of the following methods of	

payment will be used for this application:	
Contact information regarding where to send the invoice.	
12. Save Application - Human Ethics [View Form]	
	Print Close