

Research Ethics Panel

Terms of Reference

Delegated Authority and Purpose	Responsible on behalf of the University Research Ethics Committee (UREC) to ensure best ethical practice is adhered to in research activities by reviewing, rejecting or approving research ethics applications.
Main responsibilities	<ol style="list-style-type: none"> 1. To promote the Research Ethics Code of Practice; 2. To safeguard the welfare and interests of the subjects of research, especially human participants, any other ethically sensitive areas such as the protection of public interest, the environment, and the researcher(s) themselves; 3. To provide proportionate, consistent and high quality review of research ethics across the University; 4. To provide a clear opinion and judgement following ethical review of research; the opinion may include conditions to be met before submitting or embarking on research activity. The only grounds for appeal to UREC are maladministration; 5. To protect the reputation of the University and the integrity of its researchers and the ethical merits of their research.
Duration	Permanent
Chair	Member of the academic community to be appointed by the Chair of UREC and the PVC Research and Innovation on behalf of Senate.
Management and Support	<p>Technical Secretary</p> <p>Panel Clerk</p>
Membership	<ul style="list-style-type: none"> • Vice Chair (To be appointed by the Panel from amongst its members as required.) • 8 academic representatives, with each Department in the University contributing at least one academic to one of the Panels. • One senior member from the other Ethics Panel (Chair or Vice Chair) • RKEO representative • Graduate School representative • External lay member (recommended) • Co-opted member/ specialist in field (when necessary)

	<p>Duration of Ethics Panel membership will be no less than one year and no more than three years. However, no more than 50% of the members will stand down at the same time; as such, several members may be asked to extend for an additional year to ensure a phased rotation with new members.</p> <p>To attend training and information awareness sessions to remain up-to-date on ethics developments.</p> <p>University staff that fail to attend 50 % of meetings in any one year and 50% of training sessions in any two years, will be referred to the Faculty and if requested to do so, will be asked to stand down and a replacement provided.</p>
Quorum	8
Usual Number of Meetings	<p>Monthly</p> <p>Chair's Action to review changes/clarifications takes place outside the meetings.</p>
Reporting Line	UREC – provide quarterly reports to UREC
Minutes	UREC
Sub-committees	N/A
Publication	Non-confidential confirmed minutes are routinely published
Notes	N/A