



Senate

Paper Title	Executive Summary – Ethics of Research Committee
Outcome requested	Senate is asked to note the executive summary of business considered by the Ethics of Research Committee, and approve the updates to the Terms and Reference and Membership.
Points for Senate members to note and further information	<p>This paper summarises business considered by the Ethics of Research Committee.</p> <p>Senate is asked to approve the following updates to the Terms of Reference and Membership:</p> <ol style="list-style-type: none"> 1) The Queen Mary Ethics of Research Committee (QMERC) has been experiencing increased levels of applications for ethical review from QM staff. <p>In order to assist researchers (with additional meetings for them to submit to) the number of Review Panels has been increased from six to seven.</p> <p>The amount of possible members (of both QMERC and Review Panels) has been increased in the Terms of Reference accordingly.</p> <ol style="list-style-type: none"> 2) Senate approved (9th March) the appointment of a new Chair: along with the setting up of the role of Deputy Chair to assist her. This role has also accordingly been added to the Terms of Reference.
Questions for Senate to consider	As above
Regulatory/statutory reference points	As above
Strategy and risk	N/A
Reporting/consideration route for the paper	N/A
Authors	Hazel Covill, Research Ethics Administrator
Sponsor	Helen Jenner, Chair – Queen Mary Ethics of Research Committee.

ETHICS OF RESEARCH COMMITTEE

EXECUTIVE SUMMARY

Date of Meeting: 5th July 2017

Main Items Discussed

1. QMERC Chairmanship

Members were **informed** that the following appointments had been confirmed by Senate on the 9th March.

- i) Dr Helen Jenner, (Lay Chair) and
- ii) Dr Dylan Morrissey (Deputy Chair).

Dr Jenner will have her first meeting as QMERC Chair in November, following the retirement of Ms Elizabeth Hall. Members both **welcomed** these appointments and **thanked** Ms Hall for her work with QM Ethics over the last ten years; she will be much missed.

2. Panel Structure and Organisation

Members **agreed** a revised Ethics Review Panel structure and organisation at the Chair's request.

There was a proposed change to the number of Review Panels meeting; with an increase from six to seven panels. This increase should spread workload and reduce any delays to researchers. Members **thanked** Jonathan Morgan for his hard work recruiting new members. (A revised Terms of Reference document will be submitted to Senate to note these additional members).

3. Additional: For Information of Senate

The chart below shows the developing workload of QMERC over the last five years, with finalised applications listed.

QMERC Applications Finalised – 2011-2016

Year	Standard Applications	Fast Track Applications. (Expedited Review)
2012	92	175
2013	86	218
2014	85	232
2015	84	302
2016	76	322

The increase in applications for the fast track system demonstrates the additional service provided to (mainly HSS applicants) for review of low risk qualitative work. This system has also facilitated researchers; who might have applied for standard review; to obtain approval for low-risk work, thus allowing for the numbers of standard applications to remain static. Members have noticed a significant increase in complex applications in recent years and work to ensure that they are given the scrutiny and time that they deserve; with a cap now imposed on how many studies can be viewed at any one meeting.

Hazel Covill, Research Ethics Administrator – 7th August 2017

Queen Mary Ethics of Research Committee

Queen Mary Ethics of Research Committee is a committee of Senate.

Terms of reference

1. To provide a forum for the independent review of research ethics in the College.
2. To review and advise on College research policies, and to provide a source of advice on ethical issues arising from their implementation. In particular to consider research ethics issues in the light of the College's mission and values, and to ensure that those policies provide an ethical framework for research within the College.
3. To approve policies, procedures and guidelines for the consideration of all proposals for research that involve human participants¹ and materials derived from human participants, and which are to be undertaken by staff or students of the College, including the identification of criteria for low risk and high risk applications.
4. To monitor and report to Senate on the implementation of research policies and to advise Senate on any other matters of relevance referred to it by Senate.
5. To provide a pool of expertise that could be used if appropriate to contribute to investigative panels in cases of alleged research misconduct.
6. To assure itself that appropriate training in the ethics of research is available to staff and students.
7. To establish and maintain the membership of the Research Ethics Review Panels.
8. To monitor the work of the Research Ethics Review Panels and to consider reports on ethical approval granted by the Review Panels and through the fast track system.
9. To consider research ethics applications that meet the criteria for being high risk or that are complex, and those applications referred to it by the Review Panels.
10. To consider relevant external developments relating to research ethics and to identify any implications and required actions for the College and the Committee's work.

¹ For the purpose of the Committee's terms of reference, '*research which involves human participants*' should be interpreted in the broadest sense, i.e. student work, projects based on questionnaires, interviews etc and not just for example scientific experiments involving human subjects. This is further amplified in the College Policy on Research Ethics.

11. To refer researchers who submit proposals which require consideration by an NHS, or other specialist committee, to the appropriate committee if a Review Panel has not already done so.
12. To report to Senate on its work and to make reports to the Vice Principal's Research Advisory Group for its information.

Membership of QMERC

- An external member of Council (Chair), nominated by Council.
 - An internal member of academic staff (Deputy Chair)
 - A representative of Queen Mary Senior Executive, nominated by the Principal.
 - Up to ~~ten~~ thirteen academic staff members, including three from each of the three faculties of the College (Humanities and Social Sciences, Science and Engineering, Medicine and Dentistry), One student, nominated by the President of the Students' Union
 - (Up to three ~~two~~ further co-opted external members.
 - Up to three ~~two~~ further co-opted members drawn from the staff of the College.
- Each member (except the Chair) also serves on a Review Panel, as below.

Quoracy

Seven ~~Six~~ members comprise a quorum.

Secretariat

The Secretary will be a member of administrative staff of the College

In attendance

The following may be in attendance at meetings of QMERC:

- Representatives of the Joint Research Management Office
- Researchers invited to discuss their proposals and other matters with the Committee.
- Other staff and students of the College with the agreement of the Chair.

Meetings

- 3 times per year.

Research Ethics Review Panels

The seven ~~six~~ Research Ethics Review Panels report to the Queen Mary Ethics of Research Committee and provide independent consideration of applications for research ethics approval involving human participants.

Terms of reference

1. To consider applications for research ethics and decide, on behalf of the College, whether or not ethical approval should be granted. This approval may be conditional or based on specified recommendations.
2. To identify issues for report to the QMERC.
3. To make reports to QMERC on its work as applicable.
4. To identify those proposals that require consideration by an NHS committee or other specialist committee, and advise researchers to refer them to the relevant committee.

Membership

Across all Review Panels, there is equal membership from each Faculty, and each Panel has at least one member from each Faculty.

- A QMREC academic staff member as Chair
- A QMREC member from another Faculty as Deputy Chair
- At least two and up to five academic staff members, at least one of which is from the third Faculty.

LIST OF CURRENT MEMBERS (QMERC AND REVIEW PANELS)

Professor Richard Ashcroft

Department of Law

Dr Adrian Bevan

School of Physics

Dr Eliane Bodanese

School of Electronic Engineering and Computer Science

Dr Sally Burtles

Joint Research Management Office

Ms Mary Childs

Academic Secretariat /Research Degrees Office

Dr Clodagh Dugdale

School of Medicine and Dentistry

Dr Miran Epstein

Blizard Institute

Helen Jenner

Chair

Professor Joy Hinson

Centre for Academic and Professional Development.

Professor Rosemary Hunter

School of Law (Sabbatical from July 17 to Dec 17)

Professor David Lee

School of Engineering and Materials Science

Mr Ruari McGowan

Student Union

Mr Jonathan Morgan

Academic Secretariat

Dr Dylan Morrissey (Deputy Chair)

Department of Sports Medicine

Dr Sandra Nicholson

School of Medicine and Dentistry

Dr Magda Osman

School of Biological and Chemical Sciences

Professor Maxine Robertson

School of Business and Management (Up to November 2017)

Professor Peter Sasieni
Centre for Cancer Prevention

Professor Ian Walden
School of Law

LIST OF CURRENT MEMBERS (REVIEWS PANEL ONLY)

Dr Caroline di Bernardi Luft
Department of Psychology

Professor Kamaldeep Bhui
Department of Psychiatry

Dr Steve Le Comber
School of Chemical and Biological Sciences

Professor Kavita Datta
Department of Geography

Dr Stephen Dickert
School of Business Management

Dr Padhraig Fleming
Institute of Dentistry

Dr Sevasti Foka
Department of Psychology

Professor Nick Goulding
William Harvey Research Institute

Professor Penny Green
Department of Law

Dr Janelle Jones
Department of Psychology

Dr Francesca di Lodovico
Department of Physics

Professor Xavier Mateos-Planas
School of Economics

Dr Aoife Monks
Department of Drama

Dr Soren Riis
Department of Computer Science

Dr Anwar Tappuni
Institute of Dentistry

Dr Dan Todman
Department of History

Dr David Williams
Department of Politics

Mr Jim Webber
Department of Mathematics

Ms Hazel Covill (In Attendance)
QMREC Administrator