



Senate

Paper Title	Executive Summary – Research Ethics Committee.
Outcome requested	Senate is asked to note the above.
Points for Senate members to note and further information	As stated.
Questions for Senate to consider	N/A
Regulatory/statutory reference points	Work outlined in Points 4, 5, 6 and 7 will be carried out with reference to <i>The Concordat to Support Research Integrity</i> .
Strategy and risk	N/A
Reporting/consideration route for the paper	N/A
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Sponsor	Elizabeth Hall, Chair – Queen Mary Research Ethics Committee.

ETHICS OF RESEARCH COMMITTEE

EXECUTIVE SUMMARY

A full set of the minutes will be available online (following confirmation at the next meeting of the Committee) at the following URL:

http://www.arcs.qmul.ac.uk/academic_board/research_ethics_committee/index.html

Alternatively, contact the Secretary of the Committee: Hazel Covill h.covill@qmul.ac.uk

Date of Meeting: 13th November 2013

Main Items Discussed

1. Committee Membership

At his last meeting as a member, the Chair, and other members, thanked Professor Chris Reed for his work on behalf of the Committee. His legal advice has been invaluable.

The Chair informed members that Professor Lars Chittka has stepped down from the Committee due to other work commitments, but has kindly arranged for his colleague, Dr Magda Osman, from the Department of Psychology to take his place. Also, members welcomed back Professor Hinson to the Committee, in her capacity as Head of the CAPD.

2. Completion of Scheduled Audits

The following scheduled audits were completed as reported below:

a) Fast Track (Low Risk) System

This audit (of approvals under the fast track system) was carried out satisfactorily by three experienced Committee Members, with the Administrator congratulated on an excellent job.

b) Generic Approvals Held by the Department of Sports Medicine.

This audit (of two generic approvals held by the Department of Sports Medicine) was carried out satisfactorily by three experienced Committee Members with decisions made considered proportionate and reasonable.

Some administrative improvements (suggested by the Department of Sports Medicine and supplied along with the paperwork for review) were accepted by members.

3. Update on Cap of the number of protocol amendments.

The Administrator reported that some researchers have had problems sticking to this cap (brought in by members in order to prevent mission creep) and were unhappy as a result. Their cases have been satisfactorily resolved with some flexibility shown by the Chairs and Administrator.

Members agreed to both retain this cap (for the reason mentioned above) and also to continue to allow some reasonable flexibility so that research is not impeded and unusual circumstances can be acknowledged.

4. QMERC Ethics Policy Statement Review.

This draft document was referred to the December meeting of Senate, so that any advice given could be taken on board at the March 2014 meeting of QMERC.

5. Research Integrity Concordat – Compliance.

Work on insuring the above continued with members supporting the instigation of a Task and Finish Group Working Group to consider compliance and to review the concordat against QML procedures.

Professor Hinson agreed to take on the role of Chair to assist with this important process, receiving the thanks of members as a result. Also, both Ms Colechin (JRMO) and the Administrator agreed to take part as members of the Task and Finish Group

In terms of the apportionment of responsibilities for meeting the requirements of the concordat, the committee concurred with the proposal from the Vice-Principal (Research) that QMERC should advise on compliance issues and that the Vice-Principal's Research Advisory Group should be responsible for ensuring that QML was compliant with the concordat and HEFCE's requirements.

6. Research Ethics Training.

Dr Hinson reported on her work as the newly appointed Academic Director of the Centre for Academic and Professional Development, and provided an update on relevant activities undertaken by the Doctoral College. The Doctoral College organised the last PhD student induction (including a section on Ethics presented by the Chair of QMERC) and work is being undertaken to review the training materials on ethics supplied by the company 'Epigeum'.

7. Research Policy Development Update.

Members received, and considered, policy updates as below:

Intellectual Property Policies

Members noted the proposed terms of reference of the Task and Finish Group set up to review these policies.

Research Data Management and Access Policy

Members noted that this draft policy would be submitted to Senate in December, and supported the set-up of a Research Data Management Group.

Citation Policy

Members acknowledged awareness of this policy.

Research Misconduct Policy

Members noted that the College's Policy on Research Misconduct would be reviewed in 2014, and this linked also to the work on the Research Integrity Concordat.

Hazel Covill

Research Ethics Administrator – 27th February 2014.