



Senate

Paper Title	Executive Summary – Ethics of Research 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 1 to 3 will be carried out with reference to the Strategic Plan 2010-2015
Strategy and risk	N/A
Reporting/consideration route for the paper	N/A
Authors	Hazel Covill, Research Ethics Administrator
Sponsor	Elizabeth Hall, Chair – Queen Mary Ethics of Research 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: 8th July 2015

Main Items Discussed

1. Arrangements for Scheduled Audits

Arrangements for the scheduled audits of the following systems were made: with members assigned as auditors and with results to be reported to the November meeting of QMERC.

- i) Fast Track System
- ii) Sports Medicine Generic Approvals

2. Guidance for Researchers on Information Security

Members welcomed and considered proposed Guidelines for Researchers from Ian Douglas of the Information Governance Group. Members suggested some additional informational points be added. The final guidance document will be reviewed at the November meeting with a view to approval and incorporation into QMERC general guidance to researchers.

3. Joint Policy on Research Misconduct Policy: QMUL and Barts NHS Trust (Discussion Document)

Members welcomed and considered a preliminary discussion document on the possibility of the above from Mary Childs (Assistant Academic Registrar).

Members fed back comments regarding, variously, the need for a Policy Statement, whether Statement and Procedures needed to be separate and what said documents should cover.

Two members agreed to take part in any Working Group set up to further this matter – with a verbal update on progress to be reviewed at the November meeting of QMERC.



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.
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Membership of QMERC

- An external member of Council (Chair), nominated by Council.
 - A representative of Queen Mary Senior Executive, nominated by the Principal.
 - Up to ten 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 two further co-opted external members.
 - Up to 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

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 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 Eliane Bodanese

School of Electronic Engineering and Computer Science

Ms Mary Childs

Academic Secretariat /Research Degrees Office

Dr Miran Epstein

Blizard Institute

Elizabeth Hall

Chair

Professor Joy Hinson

Centre for Academic and Professional Development.

Professor Rosemary Hunter

School of Law

Professor David Lee

School of Engineering and Materials Science

Mr Jonathan Morgan

Academic Secretariat

Dr Dylan Morrissey

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

Professor Peter Sasieni

Centre for Cancer Prevention

Professor Ian Walden

School of Law

Representative

Student Union

Professor Ferranti Wong

Institute of Dentistry

LIST OF CURRENT MEMBERS (REVIEWS PANEL ONLY)

Dr Adrian Bevan

School of Physics & Astronomy

Professor Kamaldeep Bhui

Department of Psychiatry

Dr Steph Hemmings

Department for Sports Medicine

Dr Francesca di Ludovico

School of Physics & Astronomy

Professor Xavier Mateos-Planas

School of Economics & Finance

Professor Jon May

School of Geography

Dr Thomas Prellberg

Department of Mathematics

Dr Soren Riis

Department of Computer Science

Professor Stephanie Taylor

Department of Primary Care

Dr Anwar Tappuni

Institute of Dentistry

Dr Dan Todman

Department of History

Ms Hazel Covill (In Attendance)

QMREC Administrator