



Senate

<b>Paper Title</b>	Executive Summary – Ethics of Research Committee.
<b>Outcome requested</b>	Senate is asked to <b>note</b> the above.
<b>Points for Senate members to note and further information</b>	As stated.
<b>Questions for Senate to consider</b>	N/A
<b>Regulatory/statutory reference points</b>	Work outlined in Points 2 to 6 will be carried out with reference to the <i>Strategy 2014 – The Next Five Years</i> .
<b>Strategy and risk</b>	N/A
<b>Reporting/consideration route for the paper</b>	N/A
<b>Authors</b>	Hazel Covill, Research Ethics Facilitator
<b>Sponsor</b>	Helen Jenner, Chair – Queen Mary Ethics of Research Committee.

# 1. ETHICS OF RESEARCH COMMITTEE

## EXECUTIVE SUMMARY

**Date of Meeting – 21<sup>st</sup> March 2018**

### **Main Items Discussed**

#### **1. QMERC and Panel Membership**

The Chair welcomed Dr Mays Jawad as a new member of QMERC, in her capacity as the representative of the Joint Research Management Office.

#### **2. Policy and Procedure Updates.**

Members received updates on the following from members:-

##### **a) Research Misconduct Policy**

Members were updated on the wide consultation that has been occurring on the above; with the planned submission of this (as a proposed Joint Policy/Procedure) to Senate in June 2018.

##### **b) GDPR – Watching Brief.**

Members were updated on the above; with Dr Mays Jawad confirming that this legislation retains the protection of individuals under the current Data Protection Act, and also adds additional ones.

##### **c) Researcher Training and Support**

Ms Katherine Ouseley reported on the setting up of a Working Group in the JRMO with regard to the above. A list of training available across the Joint Organisations and elsewhere has been compiled; a survey distributed to researchers to canvas views on improvement, and a system of monthly 'drop in' sessions for researchers in need of assistance set up.

#### **3. Audit Arrangements**

Arrangements for the scheduled audit, of the fast track system of ethical approval, were finalised, with completion to be completed in the July 18 Meeting of QMERC.

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**Date of Meeting – 11<sup>th</sup> July 2018**

### **Main Items Discussed.**

#### **4. Policy and Procedure Updates**

Members received updates on the following from members:

a) GDPR – Watching Brief

Members Approved the Updated *Guidance for Researchers on Data Security* document; this update being driven by compliance with the GDPR. Revisions include links to the Information Commissioner's Office and a Privacy Notice.

Following on from this, members also agreed text for Revised Pro-forma Information Sheets/Consent Forms for researchers. However, this text would also be circulated to members not present to ensure full consultation; and an additional update if required. Also, the QMERC Application Form will be sent out for member consultation in case of suggested improvements.

**5. Report Regarding Scheduled Audit of Fast Track System of Ethical Review.**

A successful audit of the work of the Fast Track System of Ethical Review (by senior members of QMERC) was reported as completed: with auditors in agreement with all of the sampled decisions made.

Some recommendations for improvement of the system were made; in particular an increased stress on fostering supervisor involvement for student studies, with additional information materials to applicants suggested.

The report on this audit would also be circulated to members not present, with suggestions welcomed on the above.

**6. Discussion on UKRIO promotion of compliance with the Research Integrity Concordat.**

The Chair and Deputy Chair discussed their recent attendance at a UKRIO run Conference. Members agreed were in agreement that researchers should be given more information about the new Concordat and UKRIO framework; along with a recent House of Commons report on Research Integrity.

They fully supported the Chair in her suggestion that a presentation be developed for researchers in this regard; subject to later feedback and endorsement from Senate. Draft materials for this to be discussed at the Autumn meeting of QMERC.

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## 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 participants <sup>1</sup> 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.

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<sup>1</sup> 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 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 further co-opted external members.
  - Up to three 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 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 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.

## QMUL Ethics of Research Committee: Review Panels 2018 & 2019

<b>Panel</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Chair</b>	David Lee S&E	Adrian Bevan S&E	Ian Walden (Vacancy after October 2018)	Dylan Morrissey SMD	Eliane Bodanese S&E	Joy Hinson SMD	Clodagh Dugdale SMD
<b>Deputy Chair</b>	Magda Osman S&E	Sandra Nicholson	Miran Epstein SMD	Vacant: To be confirmed.	Jonathan Morgan PS	Maxine Robertson	Vacant: To be confirmed.
<b>Other REC members</b>			Ruari McGowan QMSU	Mary Childs PS			Mays Jawad (PS- JRMO)
<b>Panel only</b>	Xavier Mateos- Planas H&SS  Janelle Jones S&E  Nick Goulding SMD	Dan Todman H&SS  Sevasti Foka S&E  David Williams H&SS	Francesca di Lodovico S&E  Kam Bhui SMD	Thomas Prellberg  Aoife Monks H&SS	Soran Riis S&E  Thomas MacManus H&SS  Padhraig Fleming SMD	Anwar Tappuni SMD  Caroline di Bernardi Luft S&E  Vacancy H&SS	Steve Le Comber S&E  Kavita Datta H&SS
<b>No of members</b>	5	5	5	5	5	5	5
<b>2018/2019 meeting dates</b>	05/09/2018 2pm 16/01/2018 2pm 04/09/2019 2pm	19/09/2018 2pm 20/02/2019 2pm 18/09/2019 2pm	10/10/2018 2pm 06/03/2019 2pm 09/10/2019 2pm	31/10/2018 2pm 10/04/2019 2pm 30/10/2019 2pm	21/11/2018 2pm 01/05/2019 2pm 20/11/2019 2pm	05/12/2018 2pm 05/06/2019 2pm 04/12/2019 2pm	19/12/2018 2pm 03/07/2019 2pm 18/12/2019 2pm