



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 2 will be carried out with reference to the <i>Queen Mary Strategy 2030</i> .
Strategy and risk	N/A
Reporting/consideration route for the paper	N/A
Authors	Hazel Covill, Research Ethics Facilitator
Sponsor	Helen Jenner, Chair – Queen Mary Ethics of Research Committee.

ETHICS OF RESEARCH COMMITTEE

EXECUTIVE SUMMARY

Date of Meeting – 22nd July 2020

Main Items Discussed

1. Policy and Procedure updates.

a) Members were made aware of the following internal policies:

i) JRMO SOP 15 – QMERC Application and Approval Procedures. Updating of document continuing.

b) Members were made aware of the following (either new or updated) external policy documents.

i) Research Integrity: A Landscape Study (Vitae, UKRIO and UKRN)

ii) Research Ethics Support and Review in Research Organisations (UKRIO)

2. Working Practices

a) (Additional Lay Membership)

Members were consulted on whether the recruitment of additional (Lay) members of QMERC would be appropriate. They approved this proposal. The Facilitator to update Terms of Reference, and send to Senate for approval accordingly.

b) International Clinical Trials

Members were consulted on the formulation of an additional, specialised, review panel to work on International Only Clinical Trials. This was approved in principle, but further work on formulating the working practices of this was required, along with a significant amendment to the Terms of Reference.

b) Revised Application Form and Materials to Participants

Members consulted on the above: giving feedback on a draft version of all documents.

Hazel Covill, Research Ethics Facilitator –1st October 2020

QMUL Ethics of Research Committee: QMERC and Review Panels Membership 2020

QMERC Chair: Dr Helen Jenner

Panel	A	B	C	D	E	F	G
Chair (QMERC Member)	David Lee S&E	Sandra Nicholson SMD	Maxine Robertson H&SS (<u>To leave end of October</u>)	Dylan Morrissey SMD	Eliane Bodanese S&E	Joy Hinson SMD	Magda Osman (S&E)
Deputy Chair (QMERC Member)	Janelle Jones S&E	Vacant: to be confirmed	Miran Epstein SMD	Aoife Monks H&SS	Joanne Tallentire (PS)	Vacant: To be confirmed.	Vacant: To be confirmed.
Other QMERC members				Mary Childs PS			Katherine Ouseley JRMO
Panel only	Xavier Mateos-Planas H&SS Dr Shahrar Ali (SMD) Nick Goulding SMD	Dan Todman H&SS Sevasti Foka S&E David Williams H&SS	Vacant: To be confirmed. S&E Vacant: to be confirmed: SMD Duncan Matthews H&SS (sabbatical 2019)	Thomas Prellberg S&E Vacancy: TBC	Soran Riis S&E Thomas MacManus H&SS Vacancy: TBC	Anwar Tappuni SMD Caroline di Bernardi Luft S&E Vacancy: TBC	Kavita Datta H&SS Alexandra Birn-Jeffrey S&E (maternity leave 2020) Emma Magavern (SMD)
No of members	5	5	5	5	5	5	5
2020 meeting dates	02/09/2020	16/09/2020 2pm	07/10/2020 2pm	28/10/2020 2pm	18/11/2020 2pm	02/12/2020 2pm	16/12/2020 2pm

Members awaiting/undergoing training to fill Vacancies:

- 1) Dr Paul Ryan (SMD)
- 2) Dr Haider Hassan (SMD)
- 3) Professor Catherine Silverstone (HSS)

Correct as of 01.10.20



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.
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.

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.

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