

Research Ethics Committee

The Research Ethics Committee meets a minimum of four times a year and on an ad hoc basis.

Terms of Reference:

1. Reviewing the University's 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' and associated documentation on at least a five-yearly basis, and ongoing review of the Policy, including providing guidance on its interpretation.
2. Upholding adherence to this Policy and the University's Ethics Review Procedure (a part of the Policy), including:
 - (a) auditing the ethics review arrangements in place within departments on at least a five-yearly basis, including the review of a sample of applications and corresponding decisions;
 - (b) monitoring the ethics review arrangements in place within departments, which includes reviewing information from departments on an annual basis;
 - (c) providing guidance on cases of uncertainty brought to its attention by departments' ethics review panels and for making decisions on cases that cannot be resolved by ethics review panels;
 - (d) hearing appeals against the decisions made by academic departments' ethics review panels (the Committee can overrule the decisions of ethics review panels);
 - (e) in the event of concerns arising about whether a research proposal or ongoing research activity complies with the University's Research Ethics Policy, suspending the approval process for that proposal, or suspending the research activity in question, pending further investigation.
3. Promoting awareness and understanding of ethical issues in research throughout the University's research community (i.e. ethical issues that are relevant to research that involves human participants and also ethical issues that are relevant to other types of research).
4. To provide advice on any ethical matters relating to research that are referred to it from within the University.
5. Keeping abreast of new externally-driven developments, policies and regulations concerning research ethics and, where appropriate, ensuring that the University meets all necessary requirements.
6. Enabling specific funder requirements regarding ethical review to be met through the provision of relevant members of the Committee to act as ethics reviewers for specific projects (e.g. the provision of a lay member for the review of ESRC-funded applications).
7. To consider Equality, Diversity and Inclusion as an integral part of the Committee's work and decision-making, incorporating an equality impact assessment where appropriate.

Members of the Committee must adhere to the Committee's Terms of Reference.

Reports to: Senate.

Membership:

<i>Chair</i>	Dr Jennifer Burr (School of Health & Related Research)	2021-24
<i>Deputy Chair</i>	Professor Stephen Beck (Multidisciplinary Engineering Education)	2021-22

<i>Ex-officio members:</i>	
<i>Vice-President for Research</i>	Professor Sue Hartley OBE
<i>Head of Data Protection & Legal Services</i>	Luke Thompson

Six employees of the University appointed by the Senate, six of whom represent each of the five Faculties of the University, and one representing the Professional Services (to ensure high quality representation of Faculty perspectives, Faculty representatives should commit to serve on the Committee for a minimum of three years in the first instance, and should usually serve no longer than two full terms of three years each (therefore six in total) in that role on the Committee):

<i>Faculty of Arts & Humanities</i>	Dr Simon Stevens (History)	2019-22
<i>Faculty of Engineering</i>	Dr Jennifer Rowson (Mechanical Engineering)	2021-24
<i>Faculty of Medicine, Dentistry & Health</i>	Dr Richard Cooper (School of Health & Related Research)	2015-18, 2018-21, 2021-22
<i>Faculty of Science</i>	Professor Thomas Webb (Psychology)	2018-21, 2021-22
<i>Faculty of Social Sciences</i>	Dr Edward Hall (Politics & International Relations)	2020-23
<i>Professional Services</i>	Dr Arthur Clune (IT Services)	2021-24

Four lay members, as approved by the Council:

Maria Clark	2017-20, 2020-23
Judith Hardy	2019-22
Dr Ken Inweregbu	2019-22
Julie Macleod	2021-24

At least two student representatives, nominated by the Students' Union President:

Paula Kohn (Management School)	2019-20, 2020-21, 2021-22
Chloe Tuck (School of Health & Related Research)	2020-21, 2021-22
Iz Ostrowska (Disabled Students Officer)	2021-22
Hannah Budd (Women Students Officer)	2021-22

Co-opted by the Committee (not more than two co-opted members):

N/A	
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In attendance:

<i>Representative of City College</i>	Professor Ana Vivas (Psychology)
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<i>Secretary</i>	Lindsay Unwin (Research Services)
<i>Minute Secretary</i>	Anita Kenny (Research Services)

Quorum: Six members of the Committee present, two of whom must be lay members.