

SHEFFIELD HALLAM UNIVERSITY
UNIVERSITY RESEARCH ETHICS COMMITTEE
TERMS OF REFERENCE

1. Scope and Status
<ul style="list-style-type: none">a. For the purpose of these terms of reference, ethical considerations and conduct will include, but not be limited to, research involving human participants (including tissue and personal data), research using animals, research integrity, research governance and the sources of research funding.b. The scope of the Committee will include research undertaken by both staff and students (undergraduate and postgraduate) and the sources of research funding.c. The Committee is accountable to the Creating Knowledge Pillar Board for developing policies and procedures to govern all University research and ensure that appropriate standards are met.
2. Guiding Principles
<ul style="list-style-type: none">a. Ensure that research and the research culture at the University meet the standards required by the Concordat to Support Research Integrity;b. Operate procedures no less rigorous than those suggested or required by relevant statutory or professional bodies;c. Be impartial, supportive, developmental and dedicated to the promotion of ethical standards in research;d. Ensure that research proposals are scientifically/methodologically sound and of sufficient quality to provide answers to the research questions posed;e. Students on taught courses (undergraduate and masters) are defined under this policy as undertaking research projects. Review of these will ensure that the projects comply with the University's standards of research ethics, without making judgements on quality, as these projects are undertaken within a learning environment and are frequently assessed for the level of methodological rigour;f. Consider taking specialist advice where required on the insurance, liability and other legal implications of activities;g. Ensure that the University's policies on equal opportunities and inclusion are taken into account in the fulfilment of these terms of reference.
3. Specific Responsibilities
<ul style="list-style-type: none">a. To recommend to the Creating Knowledge Pillar Board/ Research Leadership Group policies and procedures for the ethical conduct of research.b. To advise university bodies, staff and students, as appropriate, on all matters pertaining to the ethics and integrity of research.

c. To issue guidelines and codes of practice, where appropriate, on any matter pertaining to research ethics or research integrity.
d. To monitor and audit the implementation of policy, procedures, guidelines and codes of practice pertaining to research integrity and ethics across the University.
e. To recommend the necessary administrative arrangements for operating the policies and procedures.
f. To approve the terms of reference, membership, policies and procedures of delegated committees.
g. To act as an appeal body for delegated committees.
h. To monitor the activities of delegated committees.
i. To liaise with external research ethics committees, in particular those established by the Department of Health and the Health Research Authority.
j. To subject its own activities to continuous review and present an annual report on its activities to the Creating Knowledge Pillar Board.
k. To raise awareness of research ethics amongst staff and students across the University.
l. To identify training needs for students, researchers, and research managers and ensure that these training needs are being met.
m. To monitor usage and quality assure the online ethics review procedure for research undertaken by staff, doctoral and masters by research students.
4. Membership
<p>Committee membership is defined to a large extent by the requirements of the Research Councils UK and other research funders.</p> <ul style="list-style-type: none"> a. A Chair with knowledge and experience of research ethics and active in at least one of the areas of research likely to be considered by the Committee. (Head of Research Ethics) b. Research representatives from the three Colleges in the University, who should be active researchers with knowledge of research ethics. (TPREC Chairs or their deputies) c. Research Ethics Leaders from each of the four Research Institutes d. The Human Tissue Management Leaders e. One member of staff of the University who has knowledge and experience of moral, philosophical or related issues. (A member of the University multi-faith chaplaincy) f. A statistician with experience of supporting research. g. A senior representative from the Health and Safety Service h. Three members who are independent of the University, with knowledge and experience of moral, philosophical or related issues. (Lay members) i. A representative of the early career researcher community. For the purpose of this committee an early career researcher is defined as a research student who is actively pursuing their doctorate, a researcher within four years of the award of their PhD, or within four years of their first academic appointment.

Appointment will be for a period of two years, subject to meeting the above definition.

- j. Head of Library Research Support.
- k. Research Manager supporting ethics from the Research and Innovation Services.
- l. Up to two additional members may be co-opted by the committee to maintain a balance of expertise and provide flexibility in fulfilment of the terms of reference. Co-options will be for a period of two years and may be renewable.

- a. Members, unless otherwise stated above, shall be appointed for three years in the first instance.
- b. The Committee shall elect a Vice-Chair from within its membership.
- c. The Committee and its constitution will be reviewed annually to ensure it remains fit for purpose. The Chair will lead the review.
- d. Secretarial support for the Committee will be provided by the Research and Innovation Services.

5. Meetings

- The Committee shall meet at least four times a year
- Meetings to last no longer than two hours

6. Quorum

Six members, including either the Chair or Vice-Chair, have to be present.

7. Operational Groups Reporting to the Research Ethics Committee

- Task and finish groups established as and when required to address specific issues.

Revised July 2020