

UNIVERSITY RESEARCH ETHICS COMMITTEE

TERMS OF REFERENCE AND MEMBERSHIP

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1. University Research Ethics Committee

1.1 Terms of Reference

1.1.1 Scope and Status

- For the purposes of these terms of reference, ethical considerations and conduct will include, but not be limited to, research involving human participants, research using animals, research integrity and the sources of research funding.
- The purview of the committee will include research undertaken by both staff and students (undergraduate and postgraduate) and the sources of research funding.
- The Committee is a sub-committee of the Research and Innovation Committee

1.1.2 Guiding Principles

The Committee shall:

- operate procedures no less rigorous than those suggested or required by relevant statutory or professional bodies;
- be impartial, supportive, developmental and dedicated to the promotion of ethical standards in research;
- ensure that proposals are scientifically sound without making judgements on quality as many projects are undertaken within a learning environment;
- consider taking specialist advice where required on the insurance, liability and other legal implications of activities.

1.1.3 Activities

- To recommend to the Research and Innovation Committee and Academic Board policies and procedures for the ethical conduct of research.
- To advise University bodies, staff and students, as appropriate, on all matters pertaining to the ethics of research.
- To issue guidelines and codes of practice, where appropriate on any matter pertaining to research ethics.
- To monitor and audit the implementation of policy, procedures, guidelines and codes of practice pertaining to research integrity and ethics across the University.
- To recommend the necessary administrative arrangements for operating the policies and procedures.
- To approve the terms of reference, membership, policies and procedures of delegated committees.
- To act as an appeal body for delegated committees.
- To monitor the activities of delegated committees.
- To liaise with external research ethics committees, in particular those established by the Departments of Health.
- To subject its own activities to continuous review and present an annual report on its activities to the Research and Innovation Committee.
- To raise awareness of research integrity and ethics amongst staff and students across the University.

1.2 Membership

1.2.1 The Research and Innovation Committee, taking advice as may be appropriate, shall appoint members to the Research Ethics Sub-committee, which shall include:

- A Chair who shall have knowledge and experience of both research ethics and at least one of the areas of research likely to be considered by the Committee. The Chair will be an ex-officio member of the Research and Knowledge Transfer Committee.
- Representatives from all the Faculties at SHU who should be active researchers with knowledge of research ethics. Membership should represent the range of research disciplines across each faculty.
- One member of staff of the University who has knowledge and experience of moral, philosophical or related issues e.g. a member of the University multi faith chaplaincy.
- One member of staff of the University who has knowledge and experience of statistical analysis.
- One Early Career Researcher. For the purpose of this Committee and 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. Appointments will be for a period of two years, subject to meeting the above definition, and may be renewable.
- Three members who are independent of the University, with knowledge and experience of moral, philosophical or related issues.
- Research Development Manager.
- A secretary who will normally be a member of the Research and Innovation Office.
- Up to 2 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.

1.2.2 All members, unless otherwise stated above, shall be appointed for three years in the first instance.

1.2.3 The Committee shall elect a Vice-Chair from within its membership.

1.3 Quorum

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

1.4 Frequency of Meetings

The Committee shall meet at least four times a year in cycle with meetings of the Research and Innovation Committee.