#

**Terms of Reference**

1. **Definition of terms**

**Research Ethics Committee**

The University has established Research Ethics Committees (RECs) under its Research Ethics Framework (link). The aims of the ethical review process are:

1. To facilitate research and maintain the highest ethical standards in research practice
2. To protect the safety, dignity, welfare and wellbeing of research participants
3. To protect researchers from harm or unjustified criticism
4. To take account of legitimate interests of individuals, groups and communities and to provide reassurance to the public
5. **The role and remit of the Research Ethics Committee**

The [NAME] REC reviews applications primarily from [discipline/research area/theme]

**Minimum tasks of the REC**

1. Receive details of research with ethics implications
2. Consider such research and to provide an ethical opinion according to the Standard Operating Procedure; to advise on the basis of such opinions
3. Identify projects to be audited and receive reports resulting from audit of selected projects; follow up to ensure actions addressed
4. Report complaints and adverse events as required by University procedure
5. Referral to other committees

**Additional tasks of the REC**

1. Advise researchers on ethical matters for applications and proposals for new projects
2. Advise researchers on ethical issues and changing implications during projects
3. Contribute to reviews carried out by other RECs, either by facilitating cross-referral or co-opting members
4. Promote awareness of animal welfare and the 3Rs following guidance from the University’s Animal Welfare and Ethical Review Board
5. Provide a forum for discussion and development of ethical advice
6. Help to promote a culture of integrity and good practice in research within the University and wider community

It is expected that the REC will meet at least [*to be completed by REC, minimum expectation of two*] times per year, with additional meetings if required under exceptional circumstances.

**Record keeping and reporting**

To ensure a record is kept of any advice or opinion given by the REC according to the principles set out in the Framework. These records will be kept for at least six years after the end of the project, or according to funder requirements (whichever is longer). Records must be accessible to the Research Ethics and Governance team, Research & Impact Executive Committee and made available to any regulatory authorities on request.

The Chair of the REC will be responsible for providing an annual report on the work of the REC, as requested by the Faculty.

The REC Terms of Reference and membership will be reviewed annually.

1. **Membership**

Membership shall include:

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| Chair (with nominated deputy or vice-Chair) |
| Members of research active staff (including at least one Early Career Researcher) who: |
| * represent the breadth of disciplines represented in the remit of the REC
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| * have a broad experience and expertise in the areas of research regularly reviewed by the REC and who have the confidence of the research community
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| * represent a broad range of methodological expertise
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|  |
| At least one member who is knowledgeable in ethics (e.g. knowledgeable on principles and theoretical frameworks or experience in conducting research with significant ethical implications) |
| Postgraduate Research student member |
| Independent *(may also be known as lay or public)* member(s) with no current affiliation to the department or institution |
|  |
| Secretary  |
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Committees are normally expected to include at least 6 to 8 members. Additional members and co-opted advisors with appropriate expertise may be required if the complexity of research or workload of the committee demands it

RECs must be constituted so that foreseeable conflicts of interest are avoided.

RECs should endeavour to include a fair representation of broader society and the diversity of the local community, taking full account of protected characteristics

**Training and Induction for members of the Research Ethics Committee**

Members are expected to complete the induction and training set out in the SOP and Appendix G of the Research Ethics Framework. Training should be reviewed and updated regularly during the term of membership.

1. **Member names** *(including roles/expertise and length of term)*:

The REC shall be considered to be quorate for decision-making when the following are present:

Chair or delegated deputy/vice-Chair

At least two other members with knowledge relevant to the business to be undertaken

Lay/independent member [*where their presence is required for decision-making according to the relevant REC Standard Operating Procedures*]

Secretary