**Research Ethics Subcommittee Terms of Reference**

*Approved by UEC on 13/12/17*

**1. Summary**

The aim of the Research Ethics Subcommittee is to create, consult and implement administrative arrangements for the ethics review of University research and innovation activities. In performing this role, the committee will be mindful of relevant legislation and sector guidance. It also serves as an appeals committee for projects initially reviewed by the Faculty Research Ethics Committees (FECs). It will both report to, and be guided by, the University Ethics Committee (UEC).

**2. Role of the Research Ethics Subcommittee**

1. To create, consult and implement administrative arrangements for the ethics review of research and innovation activities in line with relevant legislation and sector guidance.
2. To serve as an appeals committee for projects initially reviewed by faculty ethics committees.

**3. Accountability**

The Research Ethics Subcommittee will report to, and be guided by, the University Ethics Committee (UEC).

**4. Constitution**

The Committee will be composed of:

* The University Ethics Advisor as chair
* The five FEC chairs
  + In the absence of a FEC chair, the vice-chair from that committee
  + In the absence of a FEC chair or vice-chair, a nominated member of that FEC
* A RIS representative
* Any other individuals as agreed by the chair or requested by UEC
* Non-voting secretary

Quorum is only relevant to the review of appeals, and will be three voting members (not to include the chair of the FEC where the appeal originated who will not be considered a voting member for the appeal).

**5. Meetings of the Research Ethics Subcommittee**

* The committee will meet regularly as required. Dates of the meetings will be fixed in advance. An agenda written using the template in appendix 1 will be circulated in advance of each meeting accompanied by any relevant papers as numbered annexes.
* A verbal report of the committee’s actions will be presented at each UEC meeting.
* Documents for appeals will be circulated at least one week in advance of the meeting and will include the ethics application, any supporting documentation (recruitment material, participant information sheets etc.), and a copy of prior correspondence with the relevant FEC. The ethics application form must be the final version that was given an opinion by the FEC.
* If an appeal is being heard minutes will be taken using the template in appendix 2. The decisions for an appeal will be favourable, unfavourable, or more information required. The decision of “more information required” could include further, confidential, peer review by individuals chosen by the research ethics subcommittee. The committee’s decision is final and cannot be further appealed.
* Researchers making an appeal may make a representation at the committee meeting either in writing or in person.
* Final minutes of the appeal along with the decision will be forwarded to the principal investigator, relevant head of school, associate dean of research, relevant FEC and UEC in writing.
* Decisions will be by majority with the chair having the deciding vote. In the case of appeals the representative from the faculty where the appeal originates may provide information for the committee deliberations, but will not vote for the final opinion.

**Appendix 1: Agenda Template**Sub-items and reference to annexes added as needed.

**Meeting of the Research Ethics Subcommittee on *{insert date}*  
*{insert location}***

1) Apologies for absence

2) Update from the University Ethics Advisor

3) Items raised in advance by members

4) Updates to forms/guidance

5) Updates to website

6) Training

7) Brief update from each FEC

8) Review of any appeals

9) Any other business

**Appendix 2: Minutes template for an appeal**

**Minutes of the Research Ethics Subcommittee of the University of Portsmouth**

***{insert date}***

Dear *{insert name}*,

Following your request to appeal the faculty ethics decision for your project, the University Research Ethics Subcommittee convened to review your original application paperwork. The details of the review and final decision are provided below. Please note that the decision reached by this committee cannot be appealed.

**Present:**

|  |  |
| --- | --- |
| *Name* | *Faculty & Position* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

**1. DECLARATIONS OF INTEREST**

**2.**      **APPLICATIONS FOR ETHICAL REVIEW *{duplicate as required}***

|  |  |  |
| --- | --- | --- |
| **2.1** | ***{Insert Reference}*** | ***{Insert Title}*** |
|  | Principal Investigator: |  |
|  | Faculty & School: |  |
|  | Outcome of original review: |  |
|  | List of documents (with version numbers) reviewed: |  |

**2.1.1 Summary of application & reason for original FEC opinion**

**2.1.2 Ethical issues raised in discussion**

* *Social or scientific value; Scientific design and conduct of the study*
* *Recruitment arrangements and access to information, and fair participant selection*
* *Favourable risk benefit ratio: Anticipated benefits/risks for research participants (present and future)*
* *Care and protection of research participants; Respect for potential and enrolled participants welfare and dignity*
* *Informed consent process and the adequacy and completeness of participant information*

* *Suitability of the Applicant and Supporting Staff*
* *Independent review*
* *Suitability of supporting information*
* *Other general comments*

**2.1.3 Decision:**

**2.1.4 Additional feedback to researcher:**

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*Signed – Chair    Date*