

Research Ethics Committee based roles:

REC Chairs, Workstream 1, 3 and 4 responsibilities

- Undertake Chair's Ethical Reviews of applications, consider PIs' responses and issue decisions.
- Resolve issues arising from Virtual Reviews of applications by members of the REC, and monitor decisions made by the Primary Reviewers, who have delegated responsibility for signing off approvals.
- Chair meetings of the REC (8 a year), business to include:
 - Discussion Reviews of applications.
 - Reviewing a sample of Chair's Reviews identified by the Research Governance staff
 - Sharing experience of reviewing applications and promoting best practice.
- Consider PI responses to issues raised in Discussion Reviews and issue final decisions, sending amendments to full committee where necessary.
- Provide advice and guidance to REC members and independent members as required.
- Meet quarterly with the Head of Workstream, other REC chairs and Research Governance staff, to review activity, share experience and best practice and identify issues requiring resolution.
- Contribute to the annual report from Workstream 1 to UERC through the Head of the Workstream.
- Deputise for the Head of Workstream 1 as requested.

REC Deputy Chairs, Workstream 1, 3 and 4 responsibilities

- Deputy Chairs' duties may include:
 - Undertaking reviews of Checklist applications, PI Responses, and amendment requests.
 - Deputising on behalf of the Chair in the case of absence.
 - Receive guidance from the Chair in managing the Research Ethics Review Committee.

REC Members, Workstream 1 and 3 responsibilities

- Undertake Virtual Ethical Reviews as requested, either as Primary or Secondary Reviewer.
- When Primary Reviewer, consider PI responses and issue final decision under authority delegated by the Chair of the REC.

- Participate in REC meetings (8 a year), business to include:
 - Discussion Reviews of applications.
 - Reviewing a sample of Chair's Reviews identified by the Research Governance staff.
 - Sharing experience of reviewing applications and promoting best practice.
- Participate in Workstream 4 Reviews as requested.
- Members of RECs are tasked with overseeing the maintenance of the highest ethical principles in research from the perspective of multidisciplinary committee. They can seek guidance from disciplinary expertise and from precedent. They are not required to correct grammar or to question methodology, unless they believe that the research in and of itself might be unethical.

REC Independent Members responsibilities

- The role of Independent Members of RECs is the same as Members who are University staff. In particular, Independent Members may be Primary or Secondary Reviewers of applications and may issue final decisions. However, within the REC they have a special responsibility to utilise their experience and skills from outside the university to encourage the improvement of research ethics in the institution. They are therefore particularly encouraged to air their doubts, question received and conventional thinking and be critical where they perceive potentially unethical practices, behaviour and systems.