

C-REC Member

Overview of Role

The main purpose of this role is to carry out independent and informed review of the ethical design of research projects from across those Schools which are relevant to the C-REC, and to bring specific expertise to the review process from the School that the member represents. The C-REC member will also take a lead role in promoting research integrity and good practice in research ethics across their School, and the University more widely.

Key Responsibilities:

1. To provide independent, competent and timely review of the ethics of proposed research studies from faculty and students within a culture of honesty and respect for participants, the environment and the full range of stakeholders of University research.
2. Ensure that every project which undergoes ethics review, is dealt with fairly and appropriately in accordance with the University's research ethics and governance policies and procedures. Where there may be a conflict of interest, the member should alert the Chair of the C-REC.
3. To be aware of Equality and Diversity and ensure that applicants to the C-REC are treated fairly and equally regardless of age, gender, sexuality, religion, disability or ethnicity.
4. To undertake training and personal development relating to ethics and research integrity upon taking up the role and to attend training provision that is made available annually.
5. To raise with the Chair any ongoing challenges relating to the review of research ethics to help identify any issues that may need to be dealt with as a matter of policy by the C-REC or the Research Ethics and Integrity Committee (REIC).
6. Attend a minimum of one meeting of the C-REC per year.
7. Maintain confidentiality regarding applications, ethics review deliberations, information on research participants, and related matters.
8. To provide *ad hoc* advice to faculty and students within the member's School on the ethical conduct of research and ethics review processes.
9. Encourage a culture within the member's School which recognises the central importance of ethical considerations in the design and performance of research, and provide an avenue for the promotion of initiatives for research integrity.
10. Ongoing contribution to development, monitoring and review of research ethics policies, procedures and processes.
11. Contributing to the C-REC's auditing of returns from researchers relating to previously approved studies.
12. Support the Chair in participating in periodic auditing of previously reviewed applications by other C-RECs and across SREOs within the C-REC to assist in maintaining consistent standards across the University.

RESEARCH ETHICS, INTEGRITY AND GOVERNANCE

13. Contribute to development and management of cross-school activities and training to promote research ethics culture within and across schools, and university wide.
14. Collaboration with C-REC Chair and SREO to produce school specific guidance for faculty and students on research ethics review processes and procedures; liaising with SREO, School based administrative staff and the cluster Research Ethics, Integrity and Governance Administrator to ensure appropriate links from school websites to central ethics website, are established and maintained.
15. Liaise with SREO on all School specific research ethics and governance issues, and with faculty/supervisors on within- school training and development needs

Appointment: by Head of School. The HoS will seek to appoint members of Faculty who represent the diversity of the School.

Tenure: 3 years subject to circumstances.