

School Research Ethics Officer (SREO)

Overview of Role:

Each Head of School will normally appoint at least one School Research Ethics Officer*, with specific responsibility for the oversight of ethics review for Undergraduate (UG) and Postgraduate Taught (PGT) students.

The main function of this role will be to provide informed, independent and timely ethics review of UG and PGT projects within a culture of honesty and respect for participants, the environment and the full range of stakeholders of University research.

This role will also include provision of guidance and awareness-raising amongst colleagues and students as appropriate.

Key Responsibilities:

- (a) providing final and consistent sign-off for those projects which have identified and addressed ethical issues appropriately in the proposal;
- (b) discussing with Supervisor, or Supervisor and student, those projects which have not satisfactorily identified and addressed ethics issues;
- (c) making final recommendation, in discussion with student's supervisor, for referral to review by the Cross-School Research Ethics Committee (C-REC) for those projects which are not 'low risk';
- (d) consulting with the C-REC Chair when there are queries on ethical principles or standards for taught student research
- (e) identifying and escalating research governance and regulatory issues requiring the expertise and support of the Research Ethics, Integrity and Governance Administrator or appropriate member of the Research Ethics, Integrity and Governance team;
- (f) ensuring that policies and guidelines developed for UG and PGT students by the University and the C-REC in relation to research ethics processes are being followed in the School;
- (g) continuing to raise awareness of ethics issues and University procedures and specific requirements for ethical review for UG and PGT projects, including contributions to training and taught programmes where appropriate;
- (h) reporting, where appropriate, via the School's C-REC / Research Governance Office, on any unresolved training or development needs related to ethics issues and approval;
- (i) monitoring and reporting (with the Director of Learning and Teaching) on an annual basis on behalf of the School to the School's C-REC;
- (j) providing ad hoc informed advice and guidance to supervisors, course tutors, module leaders and UG/PGT students on research ethics applications;
- (k) ongoing contribution to the development, monitoring and review of ethics policies, procedures, and processes;

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- (l) in liaison with the Research Ethics, Integrity and Governance Administrator and the Research Governance Officer, lead development and management of cross school activities and training to promote an active culture of research integrity and research ethics within and across schools, and university wide;
- (m) producing and ensuring the dissemination of cross school specific guidance for faculty and students on research ethics review processes and procedures; give ad hoc support to C-REC members and other SREOs to do the same tailored for specific schools.
- (n) attendance (optional or as necessary) at C-REC meetings;
- (o) undertaking training and development activities upon taking up their role and subsequently attending a minimum of one training event annually;
- (p) liaising with the Director of Learning and Teaching and the and C-REC's Research Ethics, Integrity and Governance Administrator regarding any specific School related issues;

And, where not also a reviewer for the C-REC:**

- (q) collaboration with the School C-REC member to produce school specific guidance for faculty and students on research ethics review processes and procedures;
- (r) liaising with the School C-REC member, School based administrative and web personnel to ensure appropriate links from school websites to central ethics website, are established and maintained;
- (s) liaising with the School C-REC member, the Director of Learning and Teaching and the and C-REC's Research Ethics, Integrity and Governance Administrator regarding any specific School related issues;

*In those Schools with large volumes of UG and PGT projects requiring ethics review, the Head of School may appoint at least two officers to share the role. The C-REC shall review and approve the basis on which academic schools organise the oversight of School Research Ethics Officers (SREOs) in alignment with the principles of maintaining informed, consistent, timely and independent ethics review.

Schools in which there are low volumes of ethical review of projects, may consider appointing the School's C-REC member to this role.

** Not all SREOs will act as C-REC reviewers for high risk PGT, undergraduate studies or staff and PGR applications. The terms of the SREO's reviewing duties, as specified in the letter of appointment, will be agreed by the Head of School and will be adequately reflected in the time allocated within their overall responsibilities.

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

Tenure: Three years, renewable for a further term.