



RESEARCH ETHICS UCD

Operating Procedures

UCD POLICY

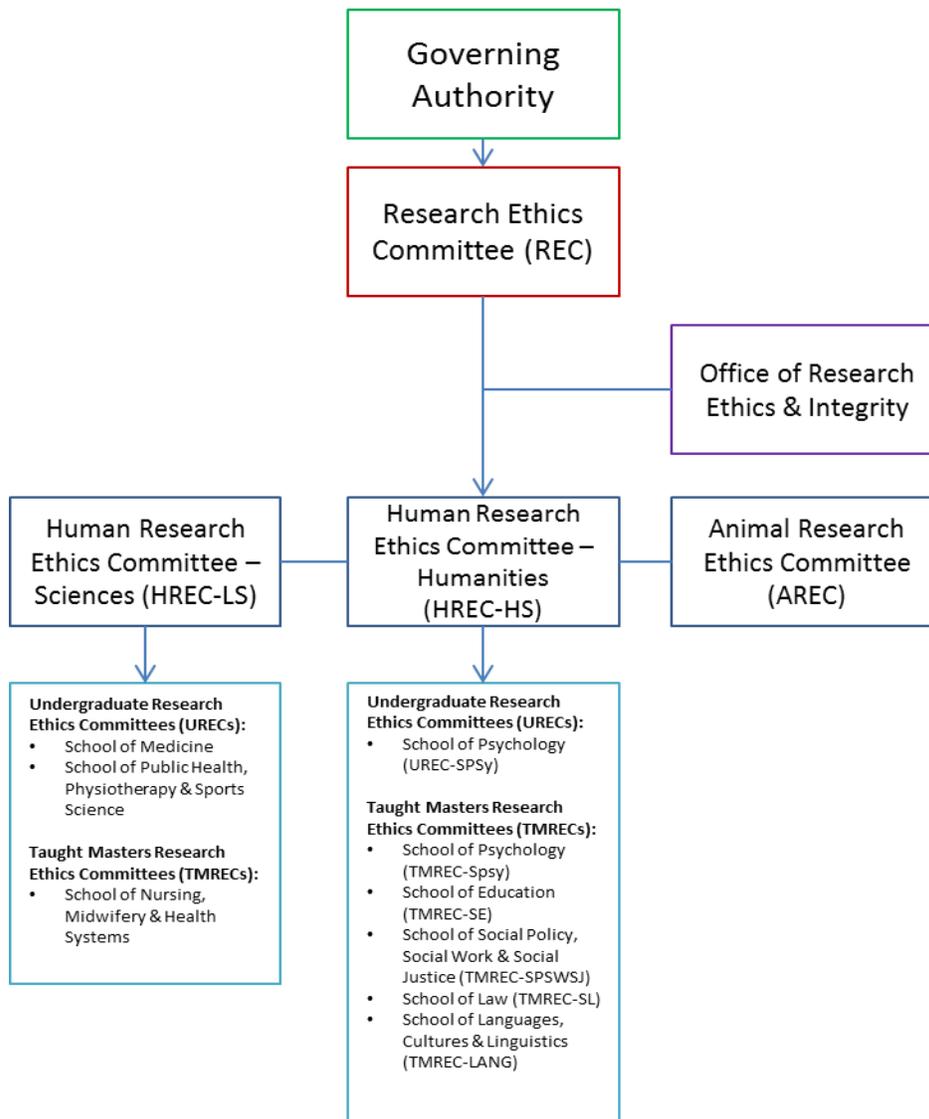
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1. INTRODUCTION

The key objective of the UCD Research Ethics Committee (REC) is to define the ethical standards required for the professional conduct of all research within UCD carried out by UCD researchers. The REC oversees, and advises on policy and guidelines regarding, the work carried out by the three sub-committees.¹ The REC reports to the Governing Authority and also provides a report for noting to the Academic Council.



¹ See Appendix I and II below

The duties and responsibilities of the UCD Research Ethics Committee are as follows:

- 1.1 To discuss the reports of the sub-committees, consider ethical policy development, promote education of the members of the University in matters of research ethics, research integrity and commission reports on ethics by specialist sub-groups.
- 1.2 To foster an environment that encourages best ethical practice in all areas of research. This Committee reviews best practice in research ethics and promotes an educational programme to continue to improve and upgrade awareness in respect of ethics, research and integrity.
- 1.3 To monitor the acquisition of research data, its management and use: ensuring proper methods for record keeping are followed and that electronic data collection and storage is adequate. In addition the REC seeks to ensure that the issues of intellectual property and copyright laws are taken into account.
- 1.4 To promoting awareness of relevant legislation and best practice in research.
- 1.5 To promote ethically responsible publication and authorship practices.
- 1.6 To address the key issue of misconduct in research. This includes defining misconduct and ensuring that there are guidelines in place that cover misconduct in research. It is not the function of the committee to investigate specific complaints of misconduct in research.
- 1.7 To address the issue of best practice in relation to conflicts of interest.
- 1.8 All research submissions should confirm that non-UCD collaborators have been made aware of UCD standards and procedures with regard to Research Ethics.
- 1.9 The REC reviews all funded and non-funded research activity for which ethical review may be required, and which is not within the remit of the three sub-committees. Each sub-committee may refer any matter to the REC. The REC may also undertake investigations at the request of the Governing Authority, or the Vice-President for Research and Innovation, or initiate investigations itself.

2. RESEARCH ETHICS COMMITTEE (REC) TERMS OF REFERENCE

- 2.1 The Research Ethics Committee will set out and define the broad research ethical policies of the University; the three sub-committees will ensure that these policies are implemented within their areas of responsibility.
- 2.2 In any situation where general agreement cannot be achieved within the individual sub-committees, the final decision will rest with the Research Ethics Committee.

- 2.3 The Research Ethics Committee and/or the sub-committees will review all submitted applications for ethical review to ensure that they meet the general ethical standards that have been agreed.
- 2.4 The Research Ethics Committee and/or the sub-committees will endeavor to increase awareness within the University of the ethical principles relating to research.
- 2.5 The Research Ethics Committee and/or the sub-committees will facilitate an ongoing review and discussion on matters of ethical issues and will ensure that the members of the committees are familiar with all relevant legislation.
- 2.6 Standing orders relating to governance, quorum, chairmanship etc. will be agreed by the Research Ethics Committee and sub-committees.
- 2.7 The Governing Authority will approve the membership criteria of the Research Ethics Committee as follows and will provide the Research Ethics Committee with the necessary authority to undertake its functions.

3. MEMBERSHIP

- 3.1 The term of office for members of the REC and the sub-Committees is three years, renewable.
- 3.2 **The membership of the Research Ethics Committee includes:**
 - Three members from the Governing Authority– one staff member, one student and one other being neither staff nor student;
 - Vice President for Research and Innovation or representative;
 - The Chairs and Vice-Chairs of each sub-committee;
 - Two representatives nominated by each of the sub-committees;
 - Two persons representing the research active community within UCD;
 - Two persons representing the public interest;
 - One person with expertise in ethics or moral philosophy;
- 4.2 The Research Ethics Committee may co-opt additional members.
- 4.2 **Structure of the REC and the sub-Committees:** Each Committee has a Chair and Vice-Chair and as many members as are required to fulfill the terms of reference.
- 3.5 **Membership Constitution:** Members are drawn principally from the Academic Community within UCD but also include external members in accordance with the specific requirements of a Committee.

3.6 Selection of Members for the REC sub-Committees:

3.6.1 Members fulfilling the criteria for membership are nominated by the REC to serve on a specific committee.

3.6.2 Nominations for the sub-Committees may be proposed to the REC from any of the following:

- nomination by the Chair of the sub-Committee;
- nomination by an outgoing member of the sub-Committee;
- nomination by a Head of School/College;
- nominations from the members of the REC.

3.6.3 Proposed nominations are presented to the REC for consideration and final approval of appointment.

3.7 Requirements of Members of REC and sub-Committees: All members are expected to uphold the policies and operating procedures of the REC.

3.8 Serving Terms & Renewal of Membership:

3.8.1 Members are usually required to serve a term of at least three years;

3.8.2 Members are required to regularly attend the meetings;

3.8.3 Members are required to send apologies and comments ~~if required~~ by email to the Research Ethics office if they are unable to attend;

3.8.4 Members are required to provide comments by email on revisions, application reviews and any other business on which the Chair requires commentary;

3.8.5 For reasons of security and administration, the work of the Committee is conducted via UCD Connect and Infohub and members are expected to use this system. Exceptions will not generally be made for any alternative arrangement;

3.8.6 Members who do not make a contribution (as above) to the work of the Committee, or do not attend three consecutive meetings may, at the discretion of the Committee, be asked to step down and a replacement member may be sought.

3.8.7 **Review Requirements:** Each Committee must have a quorum in order to proceed with a meeting or an electronic review.

3.9 Meeting Quorum: To be quorate a Committee meeting must have a third of its current membership in attendance.

3.10 Conflict of Interest: Within the committee, members will have a responsibility to declare any conflict of interest which could affect their role as members of the committee and to absent themselves, as appropriate, from the relevant discussion.

3.11 Resigning from a Committee:

3.11.1 Members must notify the Chair of their committee, in writing that they intend to step down;

3.11.2 Members who resign will be removed from all of the Research Ethics circulation listings.

4. ANIMAL RESEARCH ETHICS COMMITTEE (AREC) MEMBERSHIP

The Animal Research Ethics Committee review protocols for research projects involving protected live animals, as well as teaching work involving protected live animals, by UCD staff or students or on UCD premises, in order to ensure best practice and compliance with relevant legislation and humane treatment of animals. The Terms of Reference for the AREC are detailed in the *UCD Animal Research Ethics Committee Summary: Guidelines & Requirements* (2014).

4.1 The Research Ethics Committee will appoint nominees as members of the Animal Research Ethics Committee. The sub-Committee will have the power to invite additional persons, who need not be staff members of the University, to act as advisors for the review of specific research proposals.

4.2 The membership of UCD Animal Research Ethics Committee normally includes:

- UCD registered Designated Veterinary Surgeons
- UCD registered Named Day-to-Day animal care persons
- Person with expertise in animal welfare
- Person with expertise in statistics
- Scientists to represent the interest of researchers
- Persons representing the public interest
- Nominees from the Research Ethics Committee
- Nominees from UCD Schools and Units as are required to fulfil the terms of reference;
- Persons with experience and expertise of the issues involved will act as Chair person

5. HUMAN RESEARCH ETHICS COMMITTEE (HREC) MEMBERSHIP

There are two Human Research Ethics Committees: HREC-Sciences and HREC-Humanities. These committee reviews research involving human subjects so as to safeguard the dignity, rights, safety, and well-being of actual or potential research participants. The Terms of Reference for both committees are detailed in the *UCD Human Research Ethics Committee Summary Guideline (2015)*.²

5.1 Membership of the sub-Committees: The Research Ethics Committee appoints nominees to each Human Research Ethics Committee in accordance with the REC Terms of Reference and Membership above.

5.2 The membership of the HRECs normally include:

- Nominees from UCD Schools and Units as are required to fulfil the terms of reference;
- Nominees from the Research Ethics Committee;
- Student member of the University;
- Lay persons;
- The sub-Committees may also consider accepting members, who need not be staff members of the University, from the research ethics committees of institutions closely affiliated with UCD (e.g. Mater Misericordiae University Hospital and St Vincent's University Hospital);
- The sub-Committee will have the power to invite additional persons, who need not be staff members of the University, to act as advisors for the review of specific research proposals.
- Persons with experience and expertise of the issues involved will act as Chair person

² Also contains the terms of reference for the Undergraduate REC (UREC) and the Taught Masters REC (TMREC).

Appendix I: Full Listing of UCD Research Ethics Committees

Referred to as	Full Name of Committee	Reports to
REC	Research Ethics Committee	Governing Authority
AREC	Animal Research Ethics Committee	REC
HREC – LS	Human Research Ethics Committee – Sciences	REC
HREC – HS	Human Research Ethics Committee – Humanities	REC
UREC- SM	Undergraduate Research Ethics Committee – School of Medicine	HREC-LS
UREC – SPHPPS	Undergraduate Research Ethics Committee – School of Public Health, Physiotherapy & Sports Science	HREC-LS
UREC – SPsy	Undergraduate Research Ethics Committee – School of Psychology	HREC- HS
TMREC – SPsy	Taught Masters Research Ethics Committee – School of Psychology	HREC- HS
TMREC – SSPWSJ	Taught Masters Research Ethics Committee – School of Social Policy, Social Work, and Social Justice	HREC- HS
TMREC – SE	Taught Masters Research Ethics Committee – School of Education	HREC – HS
TMREC – LAW	Taught Masters Research Ethics Committee – School of Law	HREC- HS
TMREC-LANG	Taught Masters Research Ethics Committee – School of Languages, Cultures and Linguistics with UCD Applied Languages Centre	HREC- HS
TMREC- SNMH	Taught Masters Research Ethics Committee – School of Nursing, Midwifery and Health Systems	HREC-LS

RESEARCH ETHICS UCD

Appendix II: UCD REC Document Hierarchy

	Title of Research Ethics Policy & Guideline				Approved by
Core Policies	<i>Code of Good Practice in Research</i>	<i>Research Ethics Policy</i>		<i>REC Operating Procedures</i>	Governing Authority
Sub-Committees Terms of Reference	<i>HREC Summary Guideline</i>		<i>AREC Summary Guideline</i>		REC
Guidelines	<i>REC Appeals Procedure</i>				REC
	1	<i>Process of Seeking Ethical Approval</i>	1	<i>Use of Animals for Research & Teaching</i>	Relevant REC sub-Committee
	2	<i>Vulnerable Populations & Access to UCD Students</i>	2	<i>Treatment & Care of Animals</i>	
	3	<i>Harm, Risk and Deception</i>	3	<i>Breeding of GM Animals</i>	
	4	<i>Privacy, Confidentiality & Data Protection</i>	4	<i>Use of Animal Post-Mortem Tissue</i>	
	5	<i>Expenses & Incentives</i>	5	<i>Designation of Rooms for Animal Research</i>	
	6	<i>Research with Participants & Obtaining Informed Consent</i>	6	<i>Animal Research Outsourcing & Collaborations</i>	

RESEARCH ETHICS UCD

Version	Date	Description	Author
1	19/06/14	Revised and updated.	UCD Office of Research Ethics (ORE) & REC Policy Review Working Group
	26/06/14	Minor Revisions suggested by the REC	ORE
	05/08/14	Addition of Appendices	ORE
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	18/10/17	Minor Revisions	ORE