

## **AHC Faculty Research Ethics Committee School Member Role Description**

Each AHC School will provide one member for FREC. It is expected that members of the committee will be experienced academics, grade eight or nine. School Research Ethics Committee members are expected to:

- Play an active role in Faculty Research Ethics Committee (FREC), attending and contributing to FREC meetings. This will include: reviewing and advising on difficult cases; assisting in the formulation and delivery of ethical policies and practices across the Faculty; sharing best practice. Meetings are generally twice a semester.
- Review applications for ethical review (including light touch) from staff, PGR, and PGT and UG students in line with the University's Research Ethics Policy:
  1. independently, competently and rigorously, within a timely manner (generally within two weeks);
  2. protecting the dignity, rights and welfare of research participants; giving due regard to the consequences of the proposed research for others directly affected by it and to the interests of those who do not take part in the research but who might benefit or suffer from its outcomes in the future;
  3. considering the safety of researchers, especially where they are working abroad, in covert situations and/or conducting lone fieldwork in settings that may pose risk to their safety;
  4. taking an objective stance, looking at a situation from several perspectives;
  5. seeking advice and assistance if additional expertise would be beneficial in reviewing an application;
  6. declaring any conflicts of interest, personal or professional; including, for example, reviewing applications from their own students.
- Offer advice to staff within their School concerning applications for ethical review (including light touch), helping to ensure that applications are completed appropriately.
- Establish and lead a culture of research ethics within their School, promoting and extending understanding of ethical issues in research throughout their School and facilitating communication between the School and the FREC:
  1. Working with School Director of Research, ensure that applications are made for ethical review, and that once approved research is conducted within an ethical framework;
  2. Attend and contribute to School Research committees, raising issues relevant to the ethical conduct of research.

3. Informed by Research Data Leeds, offer advice of good practice regarding the curation of research data and consent forms, ensuring that archives are securely maintained and, when appropriate, destroyed;
  4. Working with School PGRT, assist PGR with applications and with the ethical conduct of their research;
  5. Liaise with School Director of TSEC, offering advice on PGT and UG applications, and upon block approvals for modules.
- As a member of FREC, assist with Faculty-level auditing of research projects and the curation of research data (including consent forms and other documents).
  - Undertake training necessary to equip themselves to carry out the role of FREC member
  - Inform the committee's administrator in advance, or as soon as possible, of any absences or other commitments which may affect their ability to meet review deadlines or to attend FREC meetings.

School members should in addition, and in general terms, promote the University's values and policies related to good research conduct, available from the Secretariat.

### **Further Resources**

University of Leeds Research Ethics Policy, <http://ris.leeds.ac.uk/ResearchEthicsPolicies>

ESRC Framework for Research Ethics, <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics>

AfRE Framework of policies and procedures for university research ethics committees, <http://s3.spanglefish.com/s/21217/documents/independent-membership/12-11-13-framework-complete.pdf>

Concordat to support research integrity, <http://www.universitiesuk.ac.uk/highereducation/Documents/2012/TheConcordatToSupportResearchIntegrity.pdf>

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