

# RESEARCH ETHICS COMMITTEE (REC)

## MEETING MINUTES

Friday 19<sup>th</sup> June 2020 | 11:00am Online Videoconference (via Zoom)

**PRESENT:** **Geraldine Scanlon (Chair)**, Mark Philbin (Vice Chair), Fiona Brennan, Adam Platt, Damian O'Donohue, Michael Moriarty, Gavin Brown, Audrey Bryan, Melrona Kirrane, Ethna Regan, Michael Parkinson, Peter Nowlan, Mary Sharp, Andy Healy

**APOLOGIES:** Joss Moorkens, James Gallen, Bert Gordijn

**REVIEWED BY:**

<b>AGENDA:</b>			
<b>1. AGENDA</b>			
<b>2. REC CHAIR UPDATE</b>			
<b>3. APPROVAL OF MINUTES FROM MEETING OF 22<sup>nd</sup> MAY 2020 &amp; MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING</b>			
<b>4. REVIEW OF RESEARCH PROPOSALS</b>			
<b>5. UPDATE FROM THE ANIMAL WELFARE BODY (AWB)</b>			
<b>6. AOB</b>			
<i>a. Feedback on pilot REC review process</i>			
<i>b. REC application form</i>			
<i>c. New REC approval letter</i>			
<i>d. Identifying potential REC lay members</i>			
<i>e. Thank you to Dr. James Gallen and Prof. Michael Moriarty</i>			
<b>KEY COMMENTS/ACTIONS:</b>			
<b>Agenda No.</b>	<b>Comment/Decision</b>	<b>Action</b>	<b>Timescale</b>
1.	Agenda Adopted	N/A	N/A
2.	REC Chair passed on message of gratitude from the DCU President recognising the work of the REC, in particular reviewing COVID-19 applications outside of usual REC meeting dates.  REC, Data Protection Office (DPO), Information Systems Services (ISS) and Teaching Enhancement Unit (TEU) are collaborating on Zoom guidance specifically for research. This will cover the most important safety features of Zoom, as well as outlining	N/A	N/A

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	<p>how it can be used to comply with Child Protection legislation and DCU policies.</p> <p>REC specific GDPR training will take place on the 9<sup>th</sup> of July (11:00-13:00).</p> <p>The REC Chair brought up Child Protection training. Currently REC is reliant on applicants stating correctly that they are acting in accordance with DCU Child Protection policy and procedures. Whilst REC can't be expected to police this, it was suggested that REC could ask applicants to attach a copy of their Child Protection training certificate to their application.</p> <p>The Research Committee (RC) has sent out the REC membership expression of interest (EOI) emails. Deadline for applicants is Monday 22<sup>nd</sup> June. Appointments of lay members of the REC won't go through this formal process.</p>		
3.	<p>Minutes from previous full committee meeting (22<sup>nd</sup> May 2020) were approved.</p> <p>Total of 10 amendments to existing protocols which have been approved in the period of the 22<sup>nd</sup> May 2020 – 19<sup>th</sup> June 2020</p>	N/A	N/A
<p><b>4. REVIEW OF RESEARCH PROPOSALS:</b> All REC Ref Numbers highlighted in <b>RED</b> are COVID-19 related applications which were reviewed outside of usual REC meeting dates.</p>			
REC Ref No.	Comments	Decision	
2020_119	Approved	Approved	
2020_120	Approved	Approved	
2020_121	Approved	Approved	
2020_122	Pending reviewer feedback	Pending	
2020_123	Requires clarification(s)	Pending Clarification(s)	

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2020_124	Requires clarification(s)	Pending Clarification(s)
2020_125	Requires clarification(s)	Pending Clarification(s)
2020_126	Requires clarification(s)	Pending Clarification(s)
2020_127	Requires clarification(s)	Pending Clarification(s)
2020_128	Requires clarification(s)	Pending Clarification(s)
2020_131	Requires clarification(s)	Pending Clarification(s)
2020_132	Approved	Approved
2020_133	Requires clarification(s)	Pending Clarification(s)
2020_134	Requires clarification(s)	Pending Clarification(s)
2020_135	Requires clarification(s)	Pending Clarification(s)
2020_136	Requires clarification(s)	Pending Clarification(s)
2020_137	Requires clarification(s)	Pending Clarification(s)
2020_138	Requires clarification(s)	Pending Clarification(s)
2020_139	Requires clarification(s)	Pending Clarification(s)
2020_140	Requires clarification(s)	Pending Clarification(s)
2020_141	Approved	Approved
2020_142	Requires clarification(s)	Pending Clarification(s)
2020_143	Requires clarification(s)	Pending Clarification(s)
2020_144	Requires clarification(s)	Pending Clarification(s)
2020_145	Approved	Approved
2020_146	Approved	Approved
2020_147	Approved	Approved
2020_148	Approved	Approved
2020_149	Requires clarification(s)	Pending Clarification(s)
2020_150	Requires clarification(s)	Pending Clarification(s)
2020_151	Approved	Approved
2020_152	Requires clarification(s)	Pending Clarification(s)
2020_153	Approved	Approved
2020_154	Requires clarification(s)	Pending Clarification(s)
2020_155	Requires clarification(s)	Pending Clarification(s)
2020_156	Requires clarification(s)	Pending Clarification(s)

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5.	<p>The Scientific Animal Protection- regulatory update from the HPRA was discussed.</p> <p>Three considerations that the impact of COVID-19 has had on animal research/work were outlined:</p> <ol style="list-style-type: none"> <li>1. Providing day to day animal care</li> <li>2. Monitoring animals in addition to day to day health checks</li> <li>3. Animals dying during COVID-19.</li> </ol> <p>DCU have been able to meet items 1 and 2 well so far. Staff are on rotation, meaning that they can reduce contact with each other whilst still performing their duties. Currently, there have been no issues regarding deaths of animals.</p> <p>Some projects have had to stop or delay progress. All of the projects affected have sought extensions from the AWB.</p> <p>The AWB will provide an update to the REC as a standing item on the agenda. This will allow the AWB to provide updates on projects post REC approval.</p>	<p>Animal welfare officer to work with REC administrator on the research involving animals webpages.</p>	Ongoing
6.a.	<p>REC member feedback on the pilot review process using google forms:</p> <ol style="list-style-type: none"> <li>1. The google form didn't match the REC application form entirely.</li> <li>2. Writing N/A in each field was too time-consuming.</li> <li>3. Entering your email and</li> </ol>	<p>REC administrator to review the feedback and integrate changes to make it easier for reviewers.</p>	By the next REC meeting.

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	<p>name for each review is time consuming.</p> <p>4. Email notifications from submitting forms is problematic.</p> <p>Suggestions included:</p> <ol style="list-style-type: none"> <li>1. Having a drop-down menu, for reviewers to select the section of the form they wish to comment on.</li> <li>2. Condensing the form to sections, with a corresponding drop-down menu to enter comments in specific subsections.</li> </ol> <p>Concerns were also raised about the security of google forms, with the possibility of reviewer comments being associated with individual reviewers.</p> <p>Whilst blind review is good, it also means that new members would not be able to see the comments from other reviewers, to learn and develop their skills.</p>		
6.b.	REC Chair asked members to provide their comments on the REC application form	REC members to enter comments on the REC application form	Ongoing
6.c.	New REC approval letter will be shared via email with REC members for comment. The new approval letter details that overall responsibility for the research remains with the researcher.	REC administrator to send out new REC approval letter for comment.	Week beginning 22 <sup>nd</sup> June.
6.d.	REC Chair asked members to get in touch if they have any potential contacts interested in sitting as lay members on the committee.	REC members to email the REC Chair.	Ongoing

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6.e.	<p>REC Chair thanked the outgoing REC members, Dr. James Gallen and Prof. Michael Moriarty for their contributions to the REC.</p> <p>Looking into the possibility of organising a gathering of REC members, after COVID-19 restrictions have been relaxed, to thank outgoing REC members.</p>		
	<b>Next REC Committee meeting scheduled for 28<sup>th</sup> August 2020</b>	N/A	N/A