

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

Friday 22nd May 2020 | 11:00am Online Videoconference (via Zoom)

PRESENT: **Geraldine Scanlon (Chair)**, Mark Philbin (Vice Chair), Fiona Brennan, Adam Platt, Bert Gordijn, Damian O'Donohue, Joss Moorkens, Michael Moriarty, James Gallen, Gavin Brown, Audrey Bryan, Melrona Kirrane, Ethna Regan, Michael Parkinson, Peter Nowlan

APOLOGIES: Mary Sharp, Andy Healy

REVIEWED BY:

AGENDA:			
1. AGENDA			
2. RESEARCH COMMITTEE MEETING FEEDBACK			
3. APPROVAL OF MINUTES FROM MEETING OF 24 th APRIL 2020 & MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING			
4. REVIEW OF RESEARCH PROPOSALS			
5. AOB <i>a. Online submission process for applicants and new online review by REC members using google forms.</i> <i>b. Dates for GDPR training for REC Members</i> <i>c. Changes to the REC application form</i>			
KEY COMMENTS/ACTIONS:			
Agenda No.	Comment/Decision	Action	Timescale
1.	Agenda Adopted	N/A	N/A
2.	<p>Research Committee (RC) recognises the contributions of REC members during this time of COVID-19 and passed on their thanks.</p> <p>The REC application form, Plain Language Statement template and Informed Consent template have been updated in conjunction with the data protection office.</p> <p>The data protection office has agreed to facilitate GDPR training/workshop for REC members.</p> <p>The RC are happy that REC will meet 11 times a year (face-to-face and via Zoom)</p>		

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

	<p>RC are assembling a sub-committee to review all of the documents submitted by REC (appeals process document, research progress report document, etc.)</p> <p>RC will be sending out the expression of interest to the DCU community, looking for four new members.</p>		
3.	<p>Minutes from previous full committee meeting (24th April 2020) were approved.</p> <p>Total of 8 amendments to existing protocols which have been approved in the period of the 24th April 2020 – 22nd May 2020</p>	N/A	N/A
		N/A	N/A

4. REVIEW OF RESEARCH PROPOSALS: All REC Ref Numbers highlighted in **RED** are COVID-19 related applications which were reviewed outside of usual REC meeting dates.

REC Ref No.	Comments	Decision
2020_090	Approved	Approved
2020_091	Requires clarification(s)	Pending Clarification(s)
2020_092	Approved	Approved
2020_093	Requires clarification(s)	Pending Clarification(s)
2020_094	Approved	Approved
2020_095	Approval for the survey given, full approval will be given once data protection issues have been clarified	Conditionally Approved
2020_096	Approved	Approved
2020_097	Approved	Approved
2020_098	Approved	Approved
2020_099	Approved	Approved
2020_100	Requires clarification(s)	Pending Clarification(s)
2020_101	Requires clarification(s)	Pending Clarification(s)
2020_102	Requires clarification(s)	Pending Clarification(s)
2020_103	Requires clarification(s)	Pending Clarification(s)
2020_104	Requires clarification(s)	Pending Clarification(s)
2020_105	Approved	Approved

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

2020_106	Approved	Approved
2020_107	Approved	Approved
2020_108	Approved	Approved
2020_109	Requires clarification(s)	Pending Clarification(s)
2020_110	Requires clarification(s)	Pending Clarification(s)
2020_111	Requires clarification(s)	Pending Clarification(s)
2020_112	Requires clarification(s)	Pending Clarification(s)
2020_113	Approved	Approved
2020_114	Approved	Approved
2020_115	Approved	Approved
2020_116	Approved	Approved
2020_117	Requires clarification(s)	Pending Clarification(s)
2020_118	Approved	Approved

KEY COMMENTS/ACTIONS:

Agenda No.	Comment/Decision	Action	Timescale
5.a.	<p>The REC administrator provided a brief overview of the new online REC application review process, which will be facilitated via google forms.</p> <p>The google form reflects the sections listed in the REC application form. REC members will be asked to complete a google form for each application that they are assigned to review by adding comments to the relevant section. This will facilitate blind review of applications.</p>	<p>REC administrator to pilot the new REC review process at the next meeting on the 19th of June 2020.</p> <p>REC administrator to investigate whether REC members can save their progress partway through completing the form.</p>	By next meeting, 19 th of June 2020
5.b.	<p>Doodle Poll will be sent out to REC members to identify suitable dates for GDPR training with data protection office (DPO).</p> <p>During discussions, REC members raised concerns about what would be expected of them in relation to GDPR. It was agreed that members should not be policing GDPR requirements.</p>	REC administrator to send out Doodle Poll.	Once potential dates from the DPO have been confirmed.

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

5.c.	REC members agreed to review the REC application form and provide any changes or comments. REC administrator to distribute a copy of the document in google docs allowing members to suggest changes.	REC administrator to share the REC application form with members via google docs.	As soon as possible.
5.d.	Next REC Committee meeting scheduled for 19th June 2020	N/A	N/A