

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

Friday 21st May 2021 | 11:00am Online Videoconference (via Zoom)

PRESENT: Geraldine Scanlon (Chair), Melrona Kirrane (Vice-Chair), Adam Platt, Fiona Brennan, Brendan Egan, Michael Parkinson, Kate Irving, Mary Sharp, Damian O'Donohue, Claire McCarrick, Ellen Drumm, Marta Rocchi, Martin Ward, Noel Prior, Anne Morrissey, Gareth Jones, Mengting Wang, Andy Healy, Michael Breen, Bert Gordijn, Peter Nowlan, Joan O'Connell, Audrey Bryan

APOLOGIES: None

REVIEWED BY:

AGENDA:			
1. AGENDA			
2. REC CHAIR UPDATE			
<ul style="list-style-type: none"> a. <i>Research Committee Update</i> b. <i>Revised REC Calendar for 2021 (August onwards)</i> c. <i>Prioritising Full Committee applications</i> d. <i>Time limit for each review</i> 			
3. APPROVAL OF MINUTES FROM MEETING OF 23rd April 2021 & MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING			
4. REVIEW OF RESEARCH PROPOSALS			
5. UPDATE FROM THE ANIMAL WELFARE BODY (AWB)			
6. AOB			
KEY COMMENTS/ACTIONS:			
Agenda No.	Comment/Decision	Action	Timescale
1.	Agenda Adopted	N/A	N/A
2. a	<p>The REC Chair gave an update from the most recent Research Committee (RC) meeting. Funding has been secured for an IT system which will manage and support administrative activities of the REC.</p> <p>The RC extended their gratitude to the REC, DPU and Research Support for coming together and addressing the recommendations listed in the independent REC report.</p> <p>Currently, the REC Terms of Reference are no longer with the REC Chair and are with the RC for their sign-off. It has also been confirmed that devolvement will</p>	N/A	N/A

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	<p>be going ahead within FHSS. They are hoping to have a system in place to facilitate local reviews by September 2021. The REC Chair also confirmed that they had raised with the RC that workload metrics for REC related activities should be the same across each individual faculty.</p> <p>The call for the REC Chair was disseminated in May, applicants have until 24th of May to submit their expression of interest (Eoi). The REC secretary confirmed the process for review and selection of the Chair. The Vice-President of Research and Innovation, the Director of Research and the REC Secretary will all review and assess the applications received in early June.</p>		
2. b	<p>Due to the increased volume of REC applications, REC members previously highlighted that completing reviews in a one-week period was challenging. As a result, a revised REC Calendar for 2021 was presented to the committee for their consideration. In order to give members more time to complete their reviews, it was proposed that the REC submission deadlines be pushed back one week, starting from August 2021. Following discussion, the REC were happy to accept this proposal.</p>	<p>The new REC Chair will be communicated to REC members as soon as a decision is made.</p> <p>REC Administrator to circulate the revised REC Calendar by all-staff email to the DCU community</p>	<p>N/A</p> <p>N/A</p>
2. c	<p>The REC Chair reminded the committee that full committee applications should take priority when completing their reviews. Full committee applications carry greater risk and, therefore, it is crucial that they are reviewed by the entire committee.</p>	<p>N/A</p>	
2. d	<p>Due to the increased volume of applications that REC are reviewing at meetings and to ensure that all applications are discussed, starting from this meeting the REC administrator /</p>		

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	<p>REC Secretary will be timing the discussion of each application. Each full committee application will aim to be limited to 10 minutes for discussion. Each Expedited / Notification review will aim for 4-5 minutes, depending on the time available. It was agreed by members that any general discussions that need to take place should be minuted and included as an agenda item for discussion at the next REC meeting.</p>		
3.	<p>Following review of the meeting minutes from the 23rd of April, one REC member noted that a lot of the applications weren't approved first time. Given this, it was suggested that the REC collate and put together common errors / omissions which can be provided to applicants.</p> <p>Minutes from previous full committee meeting (23rd April 2021) were approved.</p> <p>Outstanding applications are awaiting responses from applicants.</p> <p>Total of 13 amendments to existing protocols which have been approved in the period of the 23rd April 2021 – 21st May 2021</p>	<p>REC administrator to create a shared google sheet and disseminate to members to enter common errors / omissions that they come across in applications.</p> <p>N/A</p> <p>REC administrator will follow-up with members via email if required.</p> <p>N/A</p>	<p>As soon as possible.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

3. REVIEW OF RESEARCH PROPOSALS: All REC Ref Numbers highlighted in **RED** were applications reviewed outside of usual REC meeting dates.

REC Ref No.	Comments	Decision
2021_120	Requires clarification(s)	Pending Clarification(s)
2021_121	Requires clarification(s)	Pending Clarification(s)
2021_122	Application withdrawn due to being a taught masters application	Withdrawn
2021_123	Requires clarification(s)	Pending Clarification(s)
2021_124	Requires clarification(s)	Pending Clarification(s)

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2021_125	Requires clarification(s)	Pending Clarification(s)
2021_126	Requires clarification(s)	Pending Clarification(s)
2021_127	Approved	Approved
2021_128	Requires clarification(s)	Pending Clarification(s)
2021_129	Requires clarification(s)	Pending Clarification(s)
2021_130	Requires clarification(s)	Pending Clarification(s)
2021_131	Requires clarification(s)	Pending Clarification(s)
2021_132	Requires clarification(s)	Pending Clarification(s)
2021_133	Requires clarification(s)	Pending Clarification(s)
2021_134	Requires clarification(s)	Pending Clarification(s)
2021_135	Requires clarification(s)	Pending Clarification(s)
2021_136	Requires clarification(s)	Pending Clarification(s)
2021_137	Requires clarification(s)	Pending Clarification(s)
2021_138	Requires clarification(s)	Pending Clarification(s)
2021_139	Requires clarification(s)	Pending Clarification(s)
2021_140	Requires clarification(s)	Pending Clarification(s)
2021_141	Submitted application lacked enough detail to review - was sent back to applicant to resubmit	Resubmission required
2021_142	Approved	Approved
2021_143	Requires clarification(s)	Pending Clarification(s)
2021_144	Application withdrawn due to being a duplicate submission	Withdrawn
2021_145	Requires clarification(s)	Pending Clarification(s)
2021_146	Requires clarification(s)	Pending Clarification(s)
2021_147	Approved	Approved
2021_148	Requires clarification(s)	Pending Clarification(s)
2021_149	Requires clarification(s)	Pending Clarification(s)
2021_150	Approved	Approved
2021_151	Requires clarification(s)	Pending Clarification(s)
2021_152	Requires clarification(s)	Pending Clarification(s)
2021_153	Requires clarification(s)	Pending Clarification(s)
KEY COMMENTS/ACTIONS:		

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5.	No update from the AWB this month.	Next update to be provided at beginning of the next REC meeting.	Next meeting is 18 th June 2021.
6.a	REC members	To be brought for discussion at the next REC meeting.	N/A
	Next REC Committee meeting scheduled for 18th of June 2021	N/A	N/A