

# RESEARCH ETHICS COMMITTEE (REC)

## MEETING MINUTES

**Friday 24<sup>th</sup> September 2021 | 11:00am Online Videoconference (via Zoom)**

**PRESENT: Melrona Kirrane (Chair)**, Adam Platt, Fiona Brennan, Michael Parkinson, Kate Irving, Mary Sharp, Damian O'Donohue, Claire McCarrick, Ellen Drumm, Noel Prior, Anne Morrissey, Gareth Jones, Mengting Wang, Michael Breen, Joan O'Connell, Geraldine Healy, Dónal Mulligan, Peter Nowlan

**APOLOGIES:** Brendan Egan, Audrey Bryan, Marta Rocchi, Martin Ward, Andy Healy, Bert Gordijn

**REVIEWED BY:** DCU REC

<b>AGENDA:</b>			
<b>1. ADOPTION OF AGENDA</b>			
<b>2. REC CHAIR UPDATE</b>			
<ul style="list-style-type: none"> <li>a. REC Chair Update</li> <li>b. REC Vice-chair expressions of interest</li> </ul>			
<b>3. APPROVAL OF MINUTES FROM MEETING OF 27<sup>th</sup> August 2021 &amp; MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING</b>			
<b>4. REVIEW OF RESEARCH PROPOSALS</b>			
<b>5. AOB</b>			
<b>KEY COMMENTS/ACTIONS:</b>			
Agenda No.	Comment/Decision	Action	Timescale
1.	Agenda Adopted	N/A	N/A
2.a.	The REC Chair gave a brief update since the last REC meeting. A new REC member from the Business School will be joining the REC shortly - as a temporary replacement for Dr. Marta Rocchi who is currently on leave.	N/A	N/A
2.b.	The REC Chair requested expressions of interest for the vacant Vice-Chair role. Interested members were requested to contact the REC Chair directly.	REC Members to send expressions of interest to the REC Chair.	Not defined.
3.	Dr. Dónal Mulligan from the Faculty of Humanities and Social Sciences provided an update on the devolvement of the local Faculty Research Ethics Committee (F-REC). The following items were discussed and decided:	REC administrator to send F-REC Terms of Reference (ToR) and appeals form to REC members to review and acknowledge.	As soon as possible.
	F-REC will be reviewing low-risk	Dónal to edit the F-	Update to be

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	<p>research, as defined on the DCU REC website. However, going forward the F-REC would like to explore the possibility of reviewing studies which would otherwise be low-risk but involve children participants or special categories of data. Currently any studies that involve either of these would be considered greater than low-risk and would therefore come through DCU REC for approval. Discussions between REC and the relevant individuals within DCU to explore these items are ongoing.</p> <p>Dónal provided an overview of the F-REC application, review, and approval process. He also outlined the escalation process (where applicants submit projects to F-REC which are higher than low-risk and therefore need DCU REC approval) and the appeals process (where applicants can appeal to DCU REC if the F-REC and applicant discussions are unable to result in a mutually agreed outcome). In both cases applicants would be assisted by F-REC to transpose their project onto DCU REC's application forms and submit for review.</p> <p>Feedback on the proposed F-REC application form was provided to Dónal. Dónal will edit the F-REC application form according to REC feedback.</p>	<p>REC application form according to REC feedback and update REC at the next committee meeting.</p>	<p>provided at the next committee meeting.</p>
	<p>The minutes from the previous full committee meeting (27<sup>th</sup> of August 2021) were approved.</p> <p>A total of 6 amendments to existing protocols have been approved in the period of the 27<sup>th</sup> August 2021 – 24<sup>th</sup> September 2021.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>4. REVIEW OF RESEARCH PROPOSALS:</b> All REC Ref Numbers highlighted in <b>RED</b> were applications reviewed outside of usual REC meeting dates.</p>			
<p><b>REC Ref No.</b></p>	<p><b>Comments</b></p>	<p><b>Decision</b></p>	

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2021_199	Requires clarification(s)	Pending Clarification(s)
2021_200	Requires clarification(s)	Pending Clarification(s)
2021_201	Requires clarification(s)	Pending Clarification(s)
2021_202	Requires clarification(s)	Pending Clarification(s)
2021_203	Requires clarification(s)	Pending Clarification(s)
2021_204	Requires clarification(s)	Pending Clarification(s)
2021_205	Requires clarification(s)	Pending Clarification(s)
2021_206	Requires clarification(s)	Pending Clarification(s)
2021_207	Requires clarification(s)	Pending Clarification(s)
2021_208	Requires clarification(s)	Pending Clarification(s)
2021_209	Approved	Approved
2021_210	Requires clarification(s)	Pending Clarification(s)
2021_211	Requires clarification(s)	Pending Clarification(s)

#### KEY COMMENTS/ACTIONS:

Agenda No.	Comment/Decision	Action	Timescale
5	Noel Prior, from the Data Protection Unit (DPU), will be circulating a memo to REC members to highlight applications that require particular attention from a DPU perspective.	Noel to circulate the draft memo to the REC Chair in the first instance. Once the REC Chair has reviewed, the memo will be circulated to REC members for comment.	As soon as possible.
	<b>Next REC Committee meeting scheduled for 22<sup>nd</sup> of October 2021</b>	N/A	N/A