



Standard Operating Procedure For Research Ethics Review	
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1. Abbreviations:

REC – Research Ethics Committee

RE&G – Research Ethics and Governance office/team

ADR – Associate Dean for Research

DRE – Director of Research Ethics

DREO – Departmental Research Ethics Officer

ELE – Exeter Learning Environment

EREC – External Research Ethics Committee

PGR – Postgraduate Research

UEC – University Ethics Committee

UoEBS-ESG – University of Exeter Business School Education Strategy Group

UoEBS-REC – University of Exeter Business School Research Ethics Committee

UoEBS-RGS – University of Exeter Business School Research Strategy Group

2. Definitions:

Research is defined as an attempt to generate generalizable or transferable new knowledge to answer or refine questions using sound methodology. This definition includes attempts to obtain generalizable or transferable knowledge by using methods to obtain findings that could be applied in settings or contexts other than those in which they were tested or gathered, even where the actual generalizability or transferability of findings is not clear at the start of the work.

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Ethical Review is defined as the independent ethical review of a research application by UoEBS-REC before the research has been conducted.

Authorisation applies when supervisors and primary investigators have viewed a research application and after providing feedback to the applicant they are satisfied that the research is necessary and has been designed to minimise risks and respect the ethical principles contained in the University of Exeter Ethics Framework. Authorisation does not constitute ethical review, the one exception is outlined in section 5e.

Ethical Approval applies to research that receives a 'Favourable' or 'Favourable with Conditions' outcome following ethical review.

College Research Ethics Committee

The University of Exeter Business School Research Ethics Committee (UoEBS-REC) is chaired by the Director of Research Ethics (DRE) appointed with specific responsibility for the management of ethical review procedures within the College. The UoEBS-REC must contain representatives from each department in the College in the form of Departmental Research Ethics Officers (DREO). In all matters, the College policy and procedures follow the guidelines and policies provided by the University Ethics Committee (UEC). The UoEBS-REC reports to the Associate Dean for Research and the Research Strategy Group.

Membership

- Associate Dean for Research (Representing the UoEBS - RGS)
- Associate Dean for Education (Representing the UoEBS - ESG)
- College Director of PGR
- College Executive Officer (Health and Safety Advisor)
- Departmental Research Ethics Officers
 - SITE
 - Management
 - Accounting and Finance
 - Economics
 - DREO without Portfolio (Representing INDEX)
- Director of Research Ethics (Chair)
- Lay Member of Committee

Duties of the REC

The DRE will chair the annual meeting of the UoEBS-REC, which will be attended by the members of the UoEBS-REC. The DRE will administer this meeting and will be responsible for the annual review of UoEBS-REC. The UoEBS-REC consists of 11 members and a quorum for the annual meeting to take place is considered to be 6 members and must include the ADR, DRE, three representatives from DREO, and the College Executive Officer.

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The work of reviewing student and staff research will be undertaken by the DREO Committee Members.

The DRE will be responsible for allocating research applications to reviewers, providing guidance through initial reviews and for notifying candidates following review.

Exceptional cases (e.g. investigations following appeals and/or complaints) will require input from the UoBS-REC. In such cases ad-hoc meetings of the UoEBS-REC may be called by the DRE to discuss cases.

The members of the UoBS-REC will be invited to research ethics training events by the DRE.

Full job descriptions for DRE and DREO are provided in sections 9 and 10.

3. Scope:

The Standard Operating Procedure for Research Ethics Review describes the process for ethical review as it is conducted in The University of Exeter Business School. It applies to and should be read by **all staff, students and associates carrying out research under the auspices of the Business School at the University of Exeter**.

The Standard Operating Procedure will be reviewed at least every two years and must be approved by the relevant College Executive Group and the University Ethics Committee.

4. Purpose and Background:

The University of Exeter has a Research Ethics Framework which sets out the expectations for ethical review at the University and aims to provide consistent standards. The University recognises that researchers (and their supervisors where applicable) are responsible for and best placed to evaluate the ethical issues and the conduct of their research, but researchers should be accountable for the design, management and conduct of their research. Independent ethical scrutiny and review can, and should be of sufficient quality to be, useful in improving the ethical conduct of the proposed research and in ensuring that ethical standards are applied consistently. High quality and responsive ethical review will:

- Ensure that the safety, rights, dignity and welfare of all research participants are protected
- Assist researchers to develop well-designed, well-conducted and well-managed research projects which can lead to higher quality findings and outputs
- Protect researchers from the significant consequences of unethical, non-compliant or poorly conducted research
- Maintain public trust in research and in the institution. We recognise that members of the public fund and participate in research and consider the impact of damage to trust and reputation on the ability of the University to deliver this core function
- Comply with the Concordat to Support Research Integrity and provides a visible measure of standards for reporting to UKRI and other relevant bodies

5. General guidance:

- a) When should a research project be reviewed?

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All research involving humans (either living or deceased), their data or tissue, or animals (living vertebrates and invertebrates), must be ethically reviewed and receive a favourable opinion before work commences. This applies to all staff and student research projects (funded or unfunded, contract research, University consultancy and private consultancy), any research leading to the award of a degree and any taught module with a research component that involves any of the above elements (see section 4 of the [Research Ethics Framework](#)).

- Impact activities may involve primary data collection and will often fall within the definition of research. Any impact activities that constitute research must be reviewed if they fall outside of existing ethical approvals.
- Taught modules containing research components (i.e. students are collecting primary data) should receive ethical approval at the module level. In circumstances where individual students or groups of students are conducting research beyond the scope of those approved for a taught module, they should obtain additional ethical approval for their research.
- If a supervisor wishes to utilise data that has collected by a student for research purposes (e.g. they wish to publish a paper using the student's data), they must obtain ethical approval prior to the data being collected. **They should alert the DRE by email that a specific project requires review in addition to their supervisory authorisation, because not all student research is independently reviewed.**

b) When is ethical review not required?

- All taught students conducting research that involves primary data collection are required to apply for ethical review using the e-Ethics system, with the exception of investigations conducted as a requirement of taught modules where the module has received prior ethical approval (see section 11).
- Projects solely utilising secondary data and data that is publically available with no restrictions on usage.
- Projects involving the deceased where the data is obtained from publicly available sources or material held in archive collections.
- Routine audit, service evaluation, quality assurance studies, performance review, literary or artistic criticism.
- The activities of project advisory groups, steering committees or similar will not usually require research ethics review. Researchers are expected to follow good practice standards when carrying out public engagement or impact activities that do not require ethical review.

In cases where the requirement for review is unclear, researchers should seek advice from their DREO.

c) The application process and the provision of guidelines for researchers on completing applications using the provided online system

All Ethics applications are to be made via the [e-Ethics](#), online system.¹ The guidelines for researchers on completing applications can be found on the [Business School Ethics](#) webpage in the Exeter Learning Environment (ELE).² The system is designed to be intuitive and self-explanatory. All boxes should be completed where relevant as the system will not allow the onward processing of incomplete applications. When your application is complete and/or revisions have been made, you should press the submit button. Issues regarding the system should be directed to the DREO.

¹ <https://eethics.exeter.ac.uk/UEBS/>.

² <https://le.exeter.ac.uk/course/view.php?id=1978>

d) Constraints

A number of constraints exist to all studies with Ethical implications:

- All investigations by staff, postgraduate and undergraduate students, leading to the award of a degree, must be authorised by the primary investigator or academic supervisor before the start of the study.
- Studies which involve patients or premises of a NHS Health Authority must obtain the approval of the External Research Ethics Committee (EREC). In these cases, researchers must also apply for ethical approval from the UoEBS-REC to allow monitoring of external research activities. In the majority of cases EREC should be sought prior to obtaining UoBS-REC approval. Researchers should consult with the DRE to ascertain whether this is appropriate in their case.
- Where a research student is a member of staff at a different institution, but supervised by a College member of staff, the research should be reviewed by the UEBS-REC. When the research has previously been approved by a different institution, the approval should be attached to the e-Ethics application and a light-touch approval can be granted under chair's action in most cases.
- Research conducted by investigators located in different Colleges within the University of Exeter should normally be reviewed and gain approval within one College. Where a complex research project has received ethical approval in another College, the UoBS-REC in certain cases, will require the ethical review of sub-projects undertaken by investigators located in the Business School; particularly where the methods, participants and risks of the research have not been specified in the original ethical approval. The DRE should be consulted where researchers are unclear.
- All students will be offered appropriate education and training in research ethics in research methods modules or an equivalent where it is relevant to their degree programme and activities.
- Members will keep confidential all paperwork and discussions connected with the work of the UoEBS-REC.
- When approval cannot be resolved by the UoEBS-REC, or for matters which require specific consideration due to the implications they may have for broader University activities, the Discipline Ethics Committee will refer the matter to the University Research Ethics Committee.

e) Student projects and student research

Exempt Activities

Activities will be excluded from the requirement for review if the primary purpose is for the education of the student and they do not fall into the definition of research set out in the terms of reference (for example, classroom or laboratory practicals). If the activity does require ethical review, the individual student, pair or student group can make an application through the UEBS-REC.

Module Review

In some circumstances and if agreed with the UEBS-REC in advance, a module convenor (e.g. for a dissertation module) can prepare an ethics application for sets of student projects within given parameters. This application should utilise the e-Ethics system and clearly state the module name and code. The review will take place based on the risk factors as described below. A review can be requested for a period of up to five years with amendments requested if module parameters or participant-facing documents change within that time period. At the end of this time, or where there is a significant change to the structure of a module or programme, a new application for ethical review must be made. On an annual basis, students will be provided with ethics training and will sign a declaration to confirm that work will be carried out within pre-approved parameters. Student projects should use the University information sheet and consent form templates, adapted by the module convenor as relevant for the pre-agreed parameters. Where students wish to carry out research outside the given parameters, they should seek separate ethical review from the

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UEBS-REC and will need to justify their proposals; such applications should only be considered necessary in exceptional circumstances.

Independent Student Research (e.g. Dissertation Modules)

Students conducting research must apply for ethical review of their proposed research prior to commencing their data collection. All student Track A applications must be authorised by supervisors.

On the basis that the volume of review must be proportional to the risk, the UEBS-REC reserves the right to independently review a sample (normally 10%) of Track A research ethics applications for each dissertation module. The sample should include every supervisor to ensure that the College Research Ethics Administration Policy is being applied consistently. The requirements for ethical review and penalties for non-compliance must be clearly and consistently communicated to students through module descriptors, Module ELE webpages/handbooks and Programme Handbooks. All Track B research must be independently reviewed.

- f) Instructions on the use of University template participant information sheets and consent forms.

It is expected that the University of Exeter templates (available on the ELE [Business School Ethics](#) webpage) will be used when written information is provided to participants, unless the ethics application includes a justification for not using or varying them. The UoEBS-REC will encourage and be open to alternative methods of providing information to participants (such as verbal scripts, audio or video) where relevant.

- g) The review process and levels of risk

When applying for research ethics approval, researchers are asked to identify the level of risk contained in their application. The e-Ethics system allows for applications to follow either path A or path B. Dependent upon the question answers, Path A or B will be automatically selected. It is expected that the majority of undergraduate and taught masters' dissertations should follow Path A.

Path A is intended for studies which:

- a. Involve low ethical risk procedures, subjects and/or individuals (i.e. 16 years or above).
- b. Do not involve children (i.e. under 16 years) or vulnerable adults.
- c. Are not intrusive when involving animals.
- d. Do not involve direct individualised DNA analysis (i.e. testing individuals for Genetic traits)
- e. Do not involve novel physical exercise protocols or substantially modified protocols.
- f. Include only non-invasive procedures for human test subjects (single post-exercise fingertip blood sampling is permitted).

Path B is intended for all studies excluded by Path A and includes:

- a. Participants other than healthy volunteers
- b. Children under 16
- c. Other vulnerable population e.g. those with cognitive impairment or those in unequal relationships (e.g. own students, employees)
- d. Any type of human tissue samples will be obtained from participants
- e. Participants will not have the option to be debriefed or be fully debriefed where the purpose of the project was unclear at the start of the project
- f. Participants may be identified
- g. Data requires permission from appropriate authorities before use
- h. Sharing of data, including confidential/personal data, beyond the initial consent given

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- i. There is a possibility that the safety of the researcher may be in question
- j. Fully informed consent will not be obtained or participants will take part in the study without their knowledge and consent (e.g. deception, covert observation)
- k. There will not be an option to withdraw from the study at any time with no penalty
- l. There is any risk of physical or psychological harm or discomfort for participants
- m. Drugs, placebos or other substances (e.g. food supplements) will be administered to participants or study will involve invasive or intrusive procedures
- n. The study will involve prolonged or repetitive testing or may be a burden to participants
- o. There is a risk of reputational harm to the participants, researcher or University
- p. There is a potential for negative environmental impact
- q. Using one of the protected characteristics under the Equality Act 2010 as an inclusion or exclusion criteria
- r. Offering financial or other rewards (other than reasonable expenses and compensation for time) as an incentive to participate in the research
- s. Study requires co-operation of a gate-keeper for initial access to groups or individuals to be recruited (i.e. where the gatekeeper will maintain control over access to research participants during the duration of the project and will need to be kept informed of any contacts made.)
- t. Study requires 'snow-balling' or contacts from existing participants for other potential participants (e.g. social obligations may compel participation)
- u. Study requires discussion of sensitive or potentially sensitive subjects
- v. Risk that illegal activity will be disclosed
- w. The research will take place outside the UK (i.e. the researcher or members of the research team will be physically present overseas during data collection)
- x. Research involving below-threshold/unregulated procedures but with species protected under ASPA³
- y. Research involving animals outside the UK that would be regulated under ASPA if carried out in UK. Note that research which would not be allowed under ASPA cannot be carried out anywhere else in the world.

External (i.e. non-University) research ethics review is required for investigations that involve the following:

- a. NHS patients⁴
- b. Social Care organisations or service users
- c. The prison service, offenders or participants on probation
- d. Any member of the research team or participants who are members of the Armed Forces or their entitled dependents
- e. Gene Therapy
- f. Any type of human tissue
- g. Involves Ionising Radiation
- h. Participants aged 16 or over who may lack capacity to give fully informed consent or who may lose capacity to give fully informed consent during study
- i. Clinical Trial of Investigational Medicinal Product/Device
- j. Research regulated under the Animals (Scientific Procedures) Act 1986 (ASPA)

The application process is described in section 8.

Track A applications will be reviewed by at least one independent reviewer; i.e. the relevant DREO (with the exception of student research on dissertation modules – see section 5e).

Track B applications will be reviewed by at least two Research Ethics Committee Members; i.e. two DREOs.

³ Animal Scientific Procedures Act (ASPA) See: <https://www.gov.uk/guidance/research-and-testing-using-animals>

⁴ Research on NHS property with staff and systems will need NHS governance approval, but may not require NHS ethical approval.

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Timings will vary depending upon the type of application received. The UoBS-REC aim to review Track A applications within 2 weeks following authorisation. The UoBS-REC aim to review Track B applications within 4 weeks of authorisation. Please note that Favourable decisions may take several rounds to achieve in more complex applications or when inadequate incomplete or inadequate applications are submitted for review. Therefore, adequate time should be allowed by researchers for the review process to take place. Retrospective approvals cannot be granted under any circumstances.

h) Schedule of committee meetings or online review (as appropriate), including normal timelines

The research ethics committee does not routinely meet face-to-face to achieve operational efficiency. The majority of work is handled by the committee through the e-Ethics process and email correspondence with committee members in more complex cases.

The full research ethics committee will meet annually in mid-October to:

- review the previous 12 months activity and share best practice.
- review and update the College ethics policy.
- raise any issues encountered in the previous 12 months and bring these to the attention of the University Research Ethics Committee in the College annual report (submitted early November).

i) Definition of opinions that could be given following review and implications of those opinions for researchers. *(This includes clear definitions of approved start and end dates for the active phase of the project and for longer-term retention of data and samples.)*

<i>Possible decision outcomes</i>	
Favourable	Application is granted ethical approval
Favourable with conditions	Application is granted ethical approval providing certain conditions, specified by the reviewer, are met.
Provisional	Application requires amendment and to be resubmitted for further review (in other words – revise and resubmit)
Unfavourable	Application is rejected

j) How long are ethical approvals valid for?

A Favourable outcome means that you can begin your research with immediate effect. A Favourable with Conditions outcome means that you can begin your research with immediate effect, but you must follow the advice provided by the reviewers and gather and store evidence that you are carrying out their instructions for audit purposes.

Favourable and Favourable with Conditions outcomes are only valid for the time-period stipulated in the research application. If the research is extended beyond the duration indicated in the original ethical application, research must update their existing approval and receive a Favourable or Favourable with Conditions outcome before conducted any further research.

If the scale and/or scope of the research changes (e.g. changes to research objectives, methods and data collection techniques), then you must update your ethics application and seek approval before continuing with your research. If the changes are substantial, then the researcher is normally advised to begin a new research ethics application. Advice about how to update your ethics application is found on the [ELE Business School Ethics](#) webpage.

k) Chair's Action

Chair's action (i.e. autonomous decisions made by the Chair without recourse to DREO) may be used within the following constraints.

Track A

The Chair may approve authorised undergraduate and postgraduate (i.e. MA, MSc, MBA) applications by acting as the independent reviewer. The Chair may act as the single independent reviewer for all Track A research that requires review, but will ordinarily send this out to review by the relevant DREO.

Track B

Chair's action will never be used to decide an initial proposal via Path B. It is appropriate for confirming minor amendments in applications approved subject to amendment where the principal researcher has fulfilled the requirements. It may also be appropriate for determining whether amendments to applications already approved are sufficiently substantive to require consideration by the full Committee (i.e. two independent reviewers) or whether they are sufficiently minor to be approved by Chair's action. Decisions made under Chair's action to Track B applications will be reported to the Annual Meeting of the UoEBS-REC.

l) Process for review of amended research proposals, including normal timelines

It is best to allow for 2 weeks for Track A research amendments and 4 weeks for amendments to Track B proposals. Minor changes (e.g. extending the time period of the research or rephrasing a survey question), will be approved with Chair's action, but major changes (e.g. new research objectives and sampling strategies) will need to be reviewed by DREOs following the process for full applications.

m) Training and guidance provided for researchers, supervisors and committee members

The ELE [Business School Ethics](#) webpage⁵ contains a training podcast for taught students and has relevant links to:

- University of Exeter policies relating to research ethics and integrity.
- External ethics frameworks.
- Further sources of support within the University of Exeter.

n) Provision of advice for grant applications

⁵ <https://le.exeter.ac.uk/course/view.php?id=1978>

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The initial source of advice for applicants is the DREO. Standard wording for UKRI applications is provided on the ELE [Business School Ethics](#) webpage. Internal review of grant applications can be provided by request through the relevant DREO.

o) Record keeping

- REC expectations of researchers on record keeping relating to research ethics review

Primary investigators should keep a copy of their approval letter and any conditions that they have been asked to comply with by the UoEBS-REC. A copy of your application will be downloadable and remain accessible to applicants through the e-Ethics system.

- UoEBS-REC record keeping of decisions

Record keeping of decisions is performed through the e-Ethics system. In exceptional circumstances hard copies of decisions will be stored by the DRE and shared with the Research and Doctoral College Business Partner in UoEBS.

p) Audit and monitoring procedures, including end of project reporting

Selected research projects and REC review processes will be audited each year by the Research Ethics and Governance team. The research project audit process aims to ensure that consent forms are completed correctly, that record keeping meets appropriate standards and that data is being stored correctly. Audit may also be triggered as a result of a complaint or concern. Annual (selected) audits of REC decision making and record-keeping will be carried out by on behalf of the University Ethics Committee.

RECs may identify projects during the review process as requiring additional mid-term reporting or audit. Where this is required, this will be noted as a condition of the favourable opinion and the PI notified.

All researchers who have applied for ethical review will be asked to provide a short report for the REC at the end of the data collection phase of their project as one of the conditions of review, unless report of the research practice and outcomes are already being considered through University assessment procedures.

q) Process for appeal

A researcher has the right to appeal in writing to the Chair of the UoEBS-REC against a decision made by the Committee within ten working days of the notification of that decision. There are two grounds for such an appeal:

- a. Where the researcher feels that the Committee has been unfair in its consideration of a proposal and/or has not properly understood it;
- b. Where there have been any irregularities in the procedures adopted by the Committee (e.g. where the Committee has departed from the guidance and policies provided by the University of Exeter Research Ethics Committee).

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The Chair will convene a meeting of the UoEBS-REC committee with the researcher to review the proposal and the grounds for the decision. This meeting should normally be held within ten working days of notification of the appeal. At this stage the Discipline Ethics Committee may:

- a. Up-hold its original decision to reject the proposal;
- b. Up-hold the appeal of the researcher and approve the original proposal;
- c. Up-hold the appeal of the researcher but refer the decision until appropriate revisions have been made to the proposal.

Following an unsuccessful appeal, and where the researcher is dissatisfied with the decision of the Committee, they have the right to submit a final appeal to the University Ethics Committee.

r) Process for reporting adverse events and complaints

All staff, students and associates carrying out research under the auspices of the University of Exeter and all REC members are expected to report any complaints and adverse events or incidents that they become aware of. The report must be made to the University's Research Ethics and Governance Manager (or nominated delegate during their absence) within 24 hours of occurrence or receipt via g.m.seymour@exeter.ac.uk, 01392 726621 or 07974 206250.

Template report forms may be used to make the initial report if wished. The Research Ethics and Governance Manager will follow the University's Research Governance SOPs on complaints and adverse events [doc refs TBC] and may request further information, including corrective and preventative measures taken. Depending on the nature of the complaint or adverse events, immediate measures (such as the suspension of the study) may need to be taken to protect the safety, dignity and wellbeing of participants or staff.

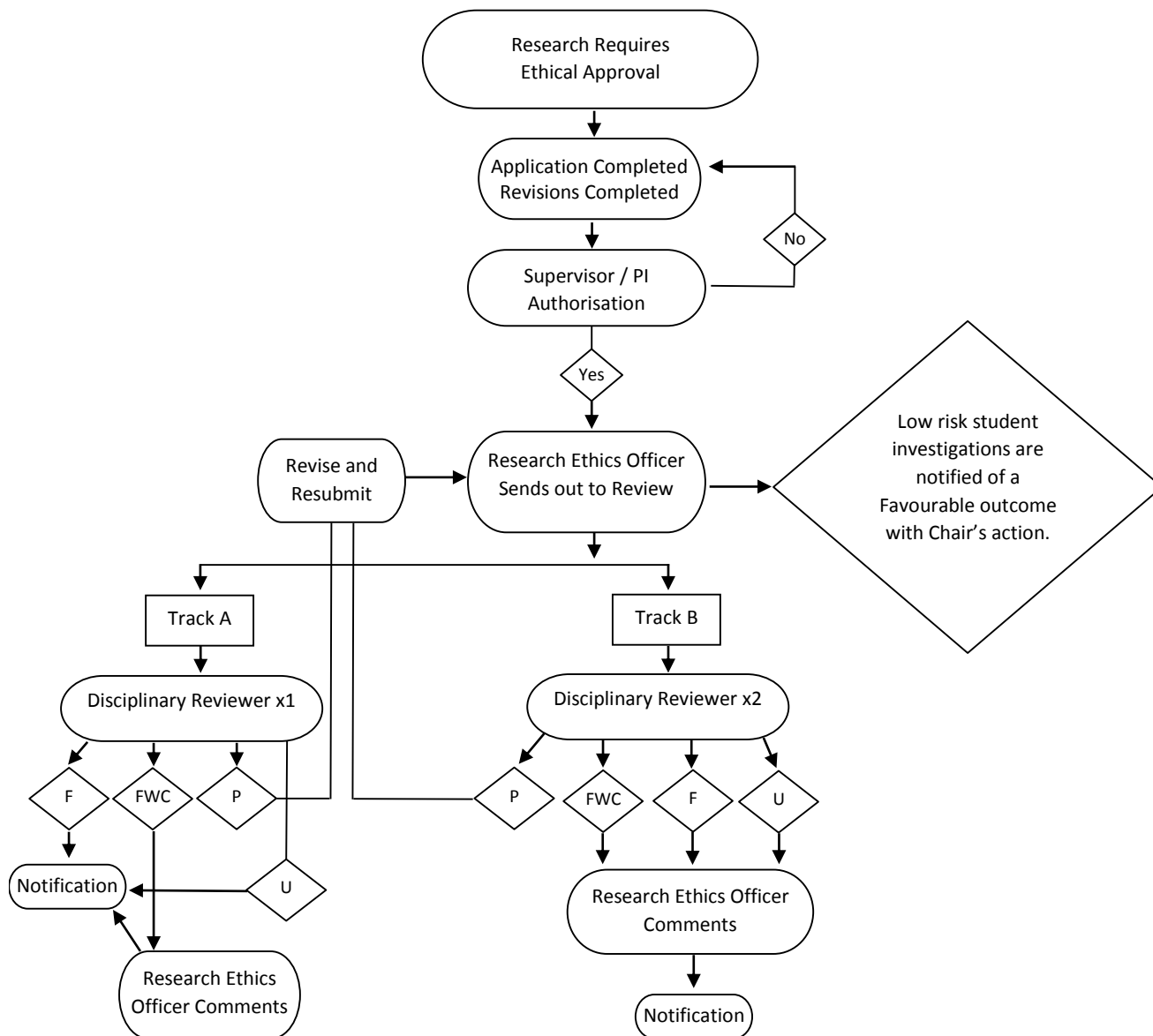
6. Reference Documents:

- a. University of Exeter Research Ethics Framework and appendices
- b. University of Exeter Code of Good Practice in the Conduct of Research
- c. University of Exeter Research Governance SOPs on complaints and adverse events; associated report form templates

7. Related Documents – suggested reading:

- a. UKRIO/ARMA Research Ethics Support and Review in Organisations
- b. Concordat to Support Research Integrity
- c. ESRC Research Ethics Framework and British Psychological Society Code of Ethics and Conduct

8. Flow chart



Abbreviations:
 Favourable (F)
 Favourable with Conditions (FWC)
 Provisional (P)
 Unfavourable (U)

9. Director of Research Job Description

Appointed by: PVC (or ADR if delegated).

(a) Purpose of the role

The post holder will support the safe and ethical conduct of research within the Business School in accordance with the University's research ethics framework and legislative and regulatory requirements. They will act as the Chair of the Business School Research Ethics Committee (UoEBS-REC) providing assurance that the rights, dignity, safety and wellbeing of research participants are protected and that the University's research ethics and governance procedures are followed. The Director of Research will review and provide administrative support for research ethics applications, will advise researchers on obtaining approvals for projects and will provide an effective link between Departmental Research Officers, external agencies, research teams, University committees and professional services staff.

(b) Specific requirements

The Director must be a senior member of academic staff (normally Senior Lecturer or above) with experience in research ethics review and a knowledge of research ethics principles. The Director must receive appropriate support from the College Executive Group.

(c) Key responsibilities and tasks

1. Coordinate the business of the UoEBS-REC and be accountable for the efficient and effective functioning of the annual meeting in mid-September including: initiation and preparation of agendas, distribution of committee papers, recording and preparing accurate minutes, execution of all decisions of the committee and preparing reports as required. Attend the Research Strategy Group (RSG) and Education Strategy Group (ESG) meetings as required by the Chairs of these groups and to inform these meetings of changes that may affect the work of these two groups. Attend the University of Exeter Ethics Committee meetings and contribute to working groups as a member of this group.
2. Preview submitted Track A and B research applications for ethical approval to ensure applications are complete and allocating them to Departmental Research Officers and other members of staff for review, according to research expertise and ethical review experience.
3. Responsible for processing, preparing and sending general correspondence to researchers regarding the decisions of the UoEBS-REC and to comment on approvals, conditional approvals and other correspondence related to research protocols and modifications, adhering to set deadlines. Organising and facilitating ad hoc meetings or ethical reviews outside of scheduled UoEBS-REC meetings.
4. Record and file correspondence from external bodies relating to the ethical approval of projects, including NHS Research Ethics Committees and IRAS correspondence, etc. through project life-cycle. Send copies of correspondence where required to principal investigators and relevant bodies. Normally the post-holder will request researchers to attach materials to their e-Ethics application as attachments.

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5. Respond to general queries and provide accurate and timely advice in relation to complex matters about research ethics applications and the University procedures. Proactively keep track of open queries and requests for approvals. Request additional documentation as required and follow up outstanding items where amendments are requested by UoEBS-REC.
6. Assist the ongoing development of ethics processes, for example the introduction and implementation of new operating platforms, procedures and policies, and participating in training activities.
7. Liaise with members of RSG and other relevant staff in facilitating the internal ethical review process for proposals being submitted to external funding agencies.
8. Manage and update information in the University ethics databases and ensure documents and links on the Business School ethics ELE website and Intranet are up to date in liaison with website administrator.
9. Provide an annual report to the Chair of the University Ethics Committee on projects reviewed by UoEBS-REC. Provide other such reports that are required on the activities of the UoEBS-REC.
10. Assist with the delivery of training in University ethics and governance procedures and provide induction for new members of the UoEBS-REC.
11. Manage ongoing monitoring processes for projects throughout their lifecycle and administer monitoring and ad hoc reviews.
12. Undertake other such duties, commensurate with the role, as required by the Chair. For example, taking the lead on reports containing commentary on the Business School commitment to ethics in preparation for the biennial UNPRME report, and other accreditations (e.g. EQUIS, AACSB & AMBA).
13. Appoint a deputy for periods of annual leave to provide cover for the post.

(d) Term of Office

The term of office will normally be three years, renewable for a further term

10. Department Research Ethics Officer Job Description

Appointed by: Director of Research Ethics in consultation with the Head of Department and ADR.

(a) Purpose of the role

Departmental REC members are required to provide high quality ethical review according to the relevant procedures, and to promote a culture of good practice in research.

(b) Specific requirements

The REC member must be a researcher with a basic knowledge of research ethics as applied to the research within their area of expertise. REC members will be expected to undertake induction into the role.

(c) Key Responsibilities

1. Processing applications as described in the REC Standard Operating Procedure, providing competent and timely review
2. Maintaining an awareness of Equality & Diversity, ensuring that applicants and members are treated fairly and equally regardless of age, gender, disability, religion, sexuality or ethnicity
3. Escalating queries to Chair of Research Ethics Committee or to the Research Ethics & Governance team, recognising when it is appropriate to escalate rather than responding directly
4. Undertaking training and development as appropriate to the role
5. Identifying training, policy and guidance needs within the College/Department or REC
6. Disseminating relevant ethics and good practice guidance to researchers within the College, encouraging a culture of integrity and ethical practice
7. Alerting the Chair of the REC where there may be an actual or perceived conflict of interest

(d) Main Tasks

1. Attend and contribute to the annual University of Exeter Business School Research Ethics Committee (UoEBS-REC) meeting.
2. Review Track A and Track B research applications from students, staff and modules leads through the e-Ethics system; providing outcome decisions and comments for review by the Research Ethics Officer.
3. Brief departmental meetings about new developments in ethical protocols as required.
4. Provide advice about research ethics to applicants.

(e) Term of office

The term of office will normally be three years, renewable for a further term