

Departmental Research Ethics Committee (DREC) Template Constitution

1. The terms of reference for the [Name of department] Departmental Research Ethics Committee are:
 - (a) to scrutinise under the University's ethical review procedures all research project proposals put forward by staff and students of the department which involve human participants;
 - (b) to approve all CUREC 1A applications meeting the requirements of the University's ethical approval process under powers delegated by the Interdivisional Research Ethics Committee (IDREC) for the Social Sciences and Humanities;
 - (c) with effect from 25 April 2016, to conduct an initial review of CUREC 2 applications (including CUREC 2 amendments), and, once satisfied, to refer the CUREC 2 applications and supporting documents to the SSH IDREC for final review and approval;
 - (d) to refer cases to the SSH IDREC where a project is not covered by an already approved protocol or raises issues that need further scrutiny;
 - (e) to provide reports to the SSH IDREC as required about applications scrutinised by the committee;
 - (f) to keep under review the administrative systems for processing staff and student checklists and applications (CUREC 1, CUREC 1A and initial CUREC 2 reviews);
 - (g) to review the support given to applicants and other staff members in CUREC processes and mechanisms.
2. The membership of the committee shall be as follows:
 - (1) At least two members of the Academic Committee, one of whom will be Chair.
 - (2) Director of Research (ex officio).

Secretary to the committee: Administrative Officer.

Members of the Departmental Research Ethics Committee shall serve for a term of three or four years, to be agreed at the start of the term, and shall be eligible for re-appointment so long as they remain members of the Academic Committee.

Chairs of the Departmental Research Ethics Committee, in particular, are encouraged to serve, if possible, for four years in order to harmonise with the SSH IDREC membership terms. However, serving a term of four years is not compulsory. The Chairs are also encouraged to agree to be appointed as members of the SSH IDREC where contacted by the SSH IDREC Secretariat.

3. The committee will normally conduct its business by email. The committee shall have leave to allow the Chair to take action as appropriate and for members to deputise for the Chair in his/her absence.