

NAME OF COMMITTEE:

- Higher Education Research Ethics Panel
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Frequency of Meetings:	Three times per year, and as required
Chair:	Higher Education Operations Lead
Vice Chair:	Lecturer and Programme Leader (Health, Care and Sport)
Administrator:	Rotation across Panel membership
Minute Taker:	Rotation across Panel membership
Quorum:	5
Reports to:	HE Board

Membership – all non-elected (or their representative)

- Higher Education Operations Lead
 - Curriculum Manager (Animal, Equine Management and Veterinary Nursing)
 - Curriculum Manager (Higher Education: Sport, Health and Education)
 - Curriculum Manager (Education, Children and Families)
 - Lecturer and Programme Leader (Health, Care and Sport)
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Attendance

- Staff supervising student research and recommending ethics applications to Panel for approval.

Remit and Purpose

The primary remit of the Higher Education Research Ethics Panel is to:

- Consider all ethical issues in relation to the conduct of research at EPNE.
- Ensure that all research conducted under the auspices of EPNE adheres to the Economic and Social Research Council's ethical standards and EPNE's Research Ethics Approval Code of Practice.
- Review, approve and monitor research proposal applications, at least twice a year.
 - This must be done independently, equitably and in a timely fashion to ensure that the rights, dignity and well-being of research participants are protected and that the interests, needs and safety of researchers are safeguarded.
- Invite staff supervising student research and recommending ethics applications to Panel for approval to present an overview of research projects, which will inform context of Panel deliberations.
- Assess projects that require review and monitor the conduct of the research which has received ethical approval until it is completed.
- Receive reports on work in progress, where appropriate.
- Report to the HE Board after each meeting to provide information on research proposals across the college. This should include;
 - the number of research proposals received,
 - a summary of research proposals received, including research project types and methodologies,
 - the outcomes reviewed by the Panel, including approved applications, conditionally approved applications and rejected applications,
 - key issues and recommendations, highlighting any ethical concerns identified during the review process and recommendations for addressing these concerns or improving the review process,
 - a summary of compliance status of conditionally approved ongoing research projects,
 - an outline of the plan for monitoring approved research projects
 - information on any research misconduct cases investigated,
 - information on any necessary review of the policies, procedures, frameworks or proformas used.
 - a summary of any training sessions conducted for staff and/or students on ethical practices, where appropriate,
 - an identification of future training needs for staff and/or students and panel members,
 - a summary of key findings from the report, and
 - an outline of the next steps for the Panel and any actions required by the HE Board.
- Comply with relevant Awarding Body procedures.
- Discuss and consider policies and codes for ethical research within the college.
- Provide feedback on the College's research framework.
- Maintain all records relevant to administering the EPNE Research Ethics Approval Code of Practice.

Appendix 1

Higher Education Research Ethics Panel report template



Higher Education Ethics Panel report

1. Date of panel meeting:
2. No of Research proposals received:
3. Summary of research proposals received (to be formulated in parallel with Appendix 2, Research Ethics Approval Code of Practice):
4. Outcomes reviewed by the Panel (to be formulated in parallel with Appendix 2, Research Ethics Approval Code of Practice):
 - Approved applications
 - Conditionally approved applications
 - Rejected applications
5. Key issues and recommendations arising from the Panel meeting:
6. Compliance status of ongoing, conditionally approved research projects:
7. Plan for monitoring approved research projects:
8. Research misconduct cases investigated:
9. Review of policies, procedures, frameworks and proformas:
10. Training:
12. Summary and next steps: