University of

University of Reading

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Policies, governance, procedures and guidance

Dr Mike Proven, UREC Secretary, Academic and Governance Services

1.0 Synopsis

2.0 Scope, purpose and terms of reference

3.0

This document sets out the policies and procedures by which the University of Reading Research Ethics Committee

a. A Head of School (or authorised Head of Department) put in place procedures

application process. This comprises the IRAS application form and a collection of associated documents similar to that specified in (c ii) above. This package should be augmented with an abbreviated UREC application form – comprising Section 1.

f. . When research, that is in scope from a UREC perspective, is also being undertaken at or by a collaborating institution, agreement must be reached on which body/bodies will undertake the ethical review. The RECs of all collaborators will wish to declare themselves content. Researchers in this situation should seek advice from the UREC Secretary to determine the most pragmatic route to approval.

g. . For all in-scope research projects, there must always be in place a Favourable Opinion for the current, up to date, procedures and documentation. Thus, whenever any previously approved project procedures or documents are to change, an application must be made to UREC to review and give a favourable opinion to the proposed changes before these are implemented.

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Please tick the appropriate box below to confirm which review your ethics application requires. Please tick all that apply.

δ School Level Review and Approval (SREC)	δ External (for example, HRA)
δ University Research Ethics Committee Review (UREC)	

Click here to enter text.

Click here to enter text.

Will the research involve any element of intentional deception (for example; providing false or misleading information about the study)?

- δ Yes
- δ No

If "yes", please justify and append a description of the debriefing procedure.

Click here to enter text.

Will research participants receive any payments, reimbursement of expenses or any other benefits or incentives for taking part in this research?

- δ Yes
- δ No

If "yes", please specify and justify the amount.

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Will the research involve any activity that requires a Data Protection Impact Assessment (DPIA)?

- δ Yes
- δ No

Click here to enter text.
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Will participants be recruited because of their status as NHS patients or Social Services clients, or identified through those services' records? δ Yes δ No If "yes", please give deta of current status of the HRA REC review.
Click here to enter tex
Will the study involve ad t participants unable to consent for themselves as defined by the Mental Capacity Act 2005 or other vulnerable adults? δ Yes δ No If "yes", please detail th ssociated procedures as set out in the HRA REC application.
Click here to enter te

1. The Application form has the appropriate signatories		Choose an item.
2.The Participant Information Sheet includes a statement to the effect that the project has been reviewed by the appropriate Research Ethics Committee and has been given a favourable ethical opinion for conduct.		Choose an item.
3. The Participant Information Sheet contains the relevant Data Protection information.		Choose an item.
4. Where minors (under 18) and vulnerable adults are involved in the study/research, please confirm that all investigators have obtained a full enhanced DBS (Disclosure and Barring Service check). Please select 'Not applicable' if this does not apply to your research.		Choose an item.
5. EITHER	a) The proposed research will not generate any information about the health of participants;	δ
OR	b) If the research could reveal adverse information regarding the health of participants, their consent to pass information on to their GP will be included in the consent form and in this circumstance I will inform the participant and their GP, providing a copy of the relevant details to each and identifying by date of birth.	δ
OR	c) I have explained within the application why (b) above is not appropriate.	δ
6. EITHER	a) The proposed research does not involve children under the age of 5;	δ
OR	b) My Head of School (or authorised responsible person) has given details of the proposed research to the University's insurance officer.	δ
7. EITHER	a) The proposed research does not involve the taking of blood samples:	δ
OR	b) For anyone whose proximity to the blood samples brings a risk of Hepatitis B, documentary evidence of immunity prior to the risk of exposure will be retained by the Head of School or authorised responsible person.	δ
8. EITHER	a) The proposed research does not involve the storage of human tissue, as defined by the Human Tissue Act 2004;	δ
OR	b) I have explained within the application how the requirements of the Human Tissue Act 2004 will be met.	δ
9. EITHER	a) The proposed research does not involve the use of ionising radiation;	δ
OR	b) I am aware the proposed research will require HRA REC review.	δ

a. Gaining and evidencing the informed consent of the participants is central to the ethical conduct of human-based research. An appropriate informed consent procedure is a pre-requisite to a favourable UREC opinion.

b. Conventionally, and most conveniently, this is done by providing prospective participants with a comprehensible (i.e. written in lay language) participant information sheet (PIS) and then requiring

Investigator. Where the research is being performed as part of an educational qualification (MSc or PhD, for example) the Supervisor (if different to the CI/PI) should be identified too.

The Participant Information Sheet (whether hard copy or online) should be branded with the University logo.
Appropriate 'version control' measures should be in place so that the provenance and currency of t1 0 0-819.01 19thnETq2.664-1 (t)s68ouTETQEMC /PTq2.66ET(na53ž

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Dr Kim Jackson	School of Chemistry, Food and Pharmacy
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Vacancy	

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