

Department Research Ethics Officer Role Definition, *Issue 5*

The University seeks to promote the highest standards of scientific and professional integrity and to give due consideration to the ethical, social and environmental issues arising from its activities. The principal aim of ethics review is, as far as possible, to protect all groups throughout the lifetime of the activities and into the dissemination process. As part of the University's commitment to maintaining high ethical standards each Head of Department/School will appoint an Officer with specific responsibility for the management of ethical issues raised by the work of the Department/School.

The Officer should have clear terms of reference, including:

- (a) promoting policies and guidelines developed by the University in relation to research conduct;
- (b) managing and monitoring the procedures in place;
- (c) acting as the liaison point between the Department/School and the University Ethics Committee;
- (d) receiving EIRA1 forms from the Head of Department/School, reviewing issues for action and reporting to the Head of Department/School as appropriate (Note: where joint projects are being undertaken EIRA forms for grants should be filed in all the collaborating departments);
- (e) providing advice to departmental staff and students on ethical issues and procedures, referring to nationally-agreed ethical codes for professional associations where appropriate;
- (f) keeping Departmental/School ethical issues under review and reporting as required (using form EIRA2, the Annual Monitoring Report) to the University Ethics Committee;
- (g) continuing to raise awareness of ethical issues and University procedures and specific requirements for research applications to external bodies within the department/School;
- (h) reporting, where appropriate, via the department, and Faculty/School if appropriate, on any training or development needs related to ethical issues and approval processes.

Support Framework

Department Research Ethics Officers will be expected to attend an Annual Meeting and occasional relevant training and development events. It is anticipated that the role will be acknowledged in the workload model and Heads of Department/School may wish to consider the option of nominating a deputy Officer with the allocation of an appropriate workload time commitment.

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