HUMAN RESEARCH ETHICS COMMITTEE

FUNCTIONS

1. The Human Research Ethics Committee will advise the Senior Deputy Vice Chancellor and the Research Committee on the University's ethical standards and whether these standards are met, in the conduct of human research (as defined by the current edition of the National Statement on Ethical Conduct in Human Research). In particular, the Committee will -

i. develop guidelines, including the Griffith University Research Ethics Manual, which satisfy ethical standards articulated by the current edition of the National Statement, against which research projects can be judged;

ii. advise on appropriate policy settings and review processes for negligible risk exemption criteria, low risk of harm, and greater than low risk of harm;

iii. examine proposed research activities involving greater than low risk of harm for their consistency with these guidelines;

iv. establish panels for the conduct of reviews via the Expedited Ethical Review Level 2 pathway;

v. examine reports on the conduct of expedited reviews for research activities involving no more than a low risk of harm for their consistency with these guidelines;

vi. advise on the University's guidelines on ethical standards for human research in light of those applied elsewhere in the community, and informed by international best practice;

vii. reject or require modification to the protocol of any research proposal which does not meet the University's ethical standards for research;

viii. advise on the framing and implementation of the University's procedures to monitor approved research, and the processes to identify research that has not been submitted for approval;

ix. provide annual reports to Research Committee via the Senior Deputy Vice Chancellor;

x. assist in the preparation of compliance and other reports to external agencies;

xi. facilitate and support a culture of excellent research, through involvement in the University's communication, education and training strategies;

xii. as per Booklet 8 of the Griffith University Research Ethics Manual, provide advice to the Senior Deputy Vice Chancellor (i), as requested, on potential breaches of the University's research ethics arrangements and/or relevant external regulations, codes and guidelines;

xiii. The Committee will establish Sub-Committees and Working Parties of an ad hoc nature and oversee and monitor the functioning of its sub-committees.

MEMBERSHIP

2. The membership of the Committee will consist of -

(a) The Senior Deputy Vice Chancellor or nominee as Chair ex officio;
(b) a layperson, who is female, not associated with the University and who is not closely involved in medical, scientific or legal work;

(c) a layperson who is male, not associated with the University and who is not closely involved in medical, scientific or legal work;

(d) a person with a pastoral care role;

(e) an external person who is a lawyer;

(f) a person who is a medical graduate with research experience;

(g) an external person who is a practising social worker or psychologist with research experience;

(h) one member of the academic staff, nominated by the Research Committee, upon the recommendation of the Senior Deputy Vice Chancellor;

(i) the Professor of Indigenous Policy, or nominee;

(j) the Professor of Indigenous Research, or nominee;

(k) one nominee drawn from the pool of Research Ethics Advisors in disciplinary groupings as per the Research Ethics Advisor Schedule

(2) The members in 2(1)(b) to 2(1)(h) will be appointed by the Research Committee, upon the recommendation of the Senior Deputy Vice Chancellor. The members in (2)(1)(k) will be appointed by the Senior Deputy Vice Chancellor, in consultation with the Deans and Pro Vice Chancellors, based upon recommendation from the heads of the elements within the groupings.

(3) At the first meeting of the two year term, the Human Research Ethics Committee will elect a Deputy Chair from among its members, to serve for a period of two years. The Deputy Chair will have the responsibility of chairing meetings of the Committee and for taking executive action, on those occasions when the Chair is absent from the University or unable to perform the duties of the Chair.

(4) One alternative member should preferably be appointed in each membership category. The appointment of the alternative member should be in accordance with the appointment procedure for the ordinary member. Alternative members participate in Committee business in the absence of the ordinary member.

ATTENDANCE AT MEETINGS

3 The Committee may invite the attendance and participation at its meetings of such persons who, by reason of their special expertise or experience, can assist the Committee’s deliberations on any particular matter or matters.

SECRETARY

4 The Director, Office for Research, will appoint a Secretary to the Committee who will have rights of audience and debate.

TERMS OF OFFICE

5 (1) All members, other than the Chair of the Committee, will be appointed for a term of office of two years, up to, but not including, the ordinary meeting of the Academic Committee in February of the relevant anniversary year. Such appointments may be renewable, but not normally for more than two successive terms. However, the Senior Deputy Vice Chancellor may elect to
extend an appointment beyond two terms in the interests of retaining the expertise of a member.

(2) Every effort will be made to promote a continuity of experience amongst the membership of the Committee. At the same time, a managed program of renewal ensures that the enthusiasm and energy of the Committee is maintained. In practice, this means that the membership of some members serving on the Committee is not renewed to the maximum period.

QUORUM

6 For the ratification of general business items, the quorum of the Committee will be five, including at least three members of the Committee from the categories listed in 2(1)(b) to 2(1)(g) or their alternate or proxy.

7 Applications for ethical clearance may only be considered if all members in categories listed in 2(1)(b) to 2(1)(g) or their alternate or proxy, and the relevant member in category 2(1)(k) are present, or have provided their comments on the applications to be considered at the meeting.

MEETINGS

8 The Committee will meet as and when required by the Chairperson and at least nine times each year.

See also: Section D45.11 Committee Chairpersons and Secretaries
As per the HREC constitution and the Research Ethics Review 2003, the membership of the HREC includes a number of Research Ethics Advisors (REA) who are appointed on a disciplinary basis. The number and grouping of REAs on the HREC are set by this schedule. Updates to the schedule are recommended by the HREC, as required. Any update is subject to approval by the Research Committee.

Eleven REAs are appointed to the HREC in following groupings of disciplinary areas:

1. Arts and Languages (e.g. School of Languages and Linguistics; Centre for Cultural Research; Institute for Ethics, Governance and Law; Key Centre for Ethics, Law, Justice and Governance; School of Humanities; Queensland Conservatorium; Queensland Conservatorium Research Centre).

2. Business (e.g. Department of Accounting, Finance and Economics; Department of Employment Relations and Human Resources; Department of International Business and Asian Studies; Department of Marketing; Department of Government and International Relations; Department of Tourism, Leisure, Hotel and Sport Management; Centre for Governance and Public Policy; Centre for Tourism, Sport and Services Research; Centre for Work, Organisation and Wellbeing; Griffith Asia Institute).

3. Education (e.g. School of Education and Professional Studies; Griffith Institute for Educational Research).

4. Engineering and Information Technology (e.g. Griffith School of Engineering; School of Information and Communication Technology; Centre for Infrastructure Engineering and Management; Queensland Micro and Nanotechnology Centre; Centre for Wireless Monitoring and Applications).

5. Environment and Planning (e.g. Griffith School of Environment; Australian Rivers Institute; Environmental Futures Centre; Griffith Centre for Coastal Management; International Centre for Ecotourism Research; Urban Research Program; Atmospheric Environment Research Centre; National Climate Change Adaptation Research Facility; Smart Water Research Centre).

6. Health (e.g. Griffith Health (excluding Nursing and Midwifery, and Psychology); Behavioural Basis of Health; Heart Foundation Research Centre; Molecular Basis of Disease; Population and Social Health Research; Musculoskeletal Research Program; School of Dentistry and Oral Health; School of Medical Science; School of Medicine; School of Pharmacy; School of Physiotherapy and Exercise Science; School of Public Health; School of Human Services and Social Work).

7. Nursing and Midwifery (e.g. School of Nursing and Midwifery; Centre for Health Practice Innovation; NHMRC Centre of Research Excellence in Nursing).

8. Psychology (e.g. School of Applied Psychology; Australian Institute for Suicide Research and Prevention).

9. Law and Criminal Justice (e.g. Australian Centre for Intellectual Property in Agriculture; School of Criminology and Criminal Justice; Griffith Law School; Socio-Legal Research Centre; Centre of Excellence in Policing & Security; and Key Centre for Ethics, Law, Justice and Governance 1).

10. Science (e.g. School of Biomolecular and Physical Sciences; Centre for Quantum Dynamics; Eskitis Institute for Cell and Molecular Therapies; Griffith University DNA Sequencing Facility; Institute for Glycomics).

1 This Centre is listed in both groups 1 and 7.
11. Visual and Creative Arts (e.g. Queensland College of Arts).

As per Membership note 4 of the HREC constitution, preferably one REA will be appointed as the ordinary member for each listed disciplinary group, and one alternate member appointed for each group.