



ETHICS COMMITTEE Minutes

14 September 2021 9:30 – 11:00
MS Teams

Attendees: Peggy Seriès (Chair), Arno Onken, Kia Nazrapour, Björn Ross, Sam Bishop (secretary).

Apologies: Kami Vaniea, Lexi Birch-Mayne.

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	Matters Arising from previous meeting <ul style="list-style-type: none">• Qualtrics PDF functionality – Ongoing, action carried forward.• Vulnerable participant list to be added to Qualtrics form - Ongoing, action carried forward.• Action: All committee members to source suitable application examples of the different framework levels to be displayed on Infweb and added to an example bank to aid reviewers. Ongoing – KV to provide blurb and PIS (to be anonymised) for a first example (Level 1) and blurb to accompany existing PIS example. VL to add to Ethics webpages once received.• Ethics level framework implementation in Qualtrics - Ongoing, action carried forward.• PS working with Jane and InfHR to review current induction packs and to provide material related to Ethics. This will be straightforward but it still needs implementing. PS will circulate draft to REC members before confirming final copy for InfHR to use. Action carried forward. –• PS to send BF relevant text to include in project proposal form, to guide students and supervisors to accurately indicate whether ethical review is required for any given project. BF to incorporate in DPMT in liaison with relevant contact (Tom Spink) – Ongoing, action carried forward.	<div>KV</div> <div>KV</div> <div>KV/SB</div> <div>KV</div> <div>PS</div> <div>PS</div>



	<ul style="list-style-type: none"> • PS to send UG appendix template to Iain Murray as owner of the UG dissertation template (BF introduction completed). Action completed • PS to send PGT appendix template to BF for inclusion in the PGT dissertation template (BF to identify template owner). Action completed • PS to liaise with Aurora Constantin, Don Sanella and Maria Wolters to implement IPP Ethics module for next academic year – Ongoing, action carried forward. • PS to liaise with UG organiser (Barbara Webb) to confirm that UG presentations are due to come back in 21/22, and how Ethics component can be incorporated – Ongoing, action carried forward. • PS to promote inf-ethics@inf.ed.ac.uk and office hour as means for colleagues to contact REC, should they have questions around whether the ethics process is required for their proposed research. Action completed • KV to set up practice Qualtrics ethics form, and share with VL/SB to add to Ethics pages. Action completed • VL to add FAQ on Ethics pages making clear that REC happy to review and advise on high-level applications. Action completed • VL to add workflow to Ethics pages, with reference to Levels pages for turnaround times. Action completed • VL to change REC member invites to monthly frequency. Action completed • VL to change Ethics webpage blurb from 'weekly' to 'monthly'. Action completed • PS to send email to School advising change to monthly frequency due to low take-up over summer, and advising frequency will be reviewed again at start of new academic year. Action completed 	<p>PS</p> <p>PS</p>
3.	<p>Application review – standing item</p> <p>There were no matters arising from this item</p>	
4.	<p>Ethics workshops – standing item</p> <p>PS clarified what ethics training will take place for MSc students and discussed the plans for undergraduate students but otherwise no new actions arose.</p>	



	<p>For staff the committee agreed to hold a similar workshop to the one held during the last research day. As this would be a repeat of material it was agreed that it should be targeted at new staff rather than established colleagues with the workshop held in spring and not on Research Day.</p> <p>As part of the discussion there was a request to re-share the ethics report that Victoria Lindstrom complied with the committee.</p> <p>Action: SB to re-share the ethics report with the committee.</p>	SB
5.	<p>Integration of ethics and DMP</p> <p>PS has been in discussions with the Deputy Director of Research, Ajitha Rajan, about the integration of DMPs and ethics applications. It has been agreed that DMPs and ethics should be kept as separate processes but both should refer to each other to some extent. This will primarily consist of cross-links on the each area's webpages. Relevant additions on the ethics webpages will be made once the DMP advice pages have been published.</p>	
6.	<p>Infonetica: Managing inter-disciplinary/cross college applications</p> <p>As part of the preparations for Infonetica the College Research Officer, Katherine Quinn, has requested details of the types of difficult applications the REC receive but feel underequipped to deal with as well the volumes they receive in a typical year. The matter was discussed and SB will send a summary of the responses to KQ by the 22/09/21 deadline.</p> <p>Action: SB to send a summary of the RECs responses to KQ</p> <p>One point that was discussed was to do with the storage of physical and digital consent forms. KN noted that there are standard procedures that should be followed with consent forms and agreed to draft a FAQ response on the matter to add to the ethics webpages.</p> <p>Action: KN to draft an FAQ on the storage of consent forms. SB will add this to the ethics webpages once complete.</p>	<p>SB</p> <p>KN/SB</p>
7.	<p>AOB</p> <ul style="list-style-type: none"> - College ethics report. The annual ethics report to College will be due on Monday 08 November. Discussion of what the committee would like to be in the report will be discussed at the next REC meeting in October. - Office hour frequency. It was agreed to keep the office hour frequency to monthly sessions during semester 1 despite poor attendance over the summer period. This will be reviewed at a later date. - 	
8.	Date of next meeting: 05 October 2021, 0930 – 1100, MS Teams	