



07 June 2022 9:30 – 11:00
MS Teams

Apologies: Björn Ross

No.	Item	Action
1.	<p>Approval of Previous Minutes</p> <p>The minutes of the previous committee were approved as a fair representation of the meeting.</p>	
2.	<p>Procedure for student ethical misconduct</p> <p>There was a discussion on how to deal with student ethical misconduct, and whose responsibility it should be to deal with such cases. The committee agreed that the any decision should involve the input of relevant stakeholders such as the SAMO (School Academic Misconduct Officer) and the Honours project organiser.</p> <p>Action – PS to invite relevant stakeholders to a future meeting of the REC for further discussion of student ethical misconduct.</p>	PS
3.	<p>Matters Arising from previous meeting</p> <ul style="list-style-type: none"> <p>PDF functionality in Qualtrics – KV confirmed that it is not possible for any pdf attachments to ethics applications in Qualtrics to be forwarded via email to RT, though the system does allow a link to the files held in Qualtrics to be added. It was agreed to keep the current procedure of requesting applicants to forward extra documents to ethics-query@inf.ed.ac.uk. This will be kept under review. Action completed</p> <p>Ethics level framework implementation in Qualtrics –KV noted that ethics level framework is nearly ready to be implemented in Qualtrics, this will enable the system to automatically suggest an ethics level (i.e.; 0, 1 , 2, or 3) based upon what questions applicants answered. There was just some clarification needed on which level certain questions should point towards. This was resolved within the meeting and all that is required is for KV to implement the logic into Qualtrics. It was also noted that this only provides a suggested ethics level and it is up to reviewers to give a final opinion on the ethics level of the application.</p> <p>Action: KV to finalise the ethics level framework implementation in Qualtrics. Update 14/6/22 – framework has been implemented and is working. Action completed.</p> 	<p>KV</p> <p>KV</p>

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	<ul style="list-style-type: none"> • Qualtrics application form ID – The ethics application ID number has been changed to be a random 6 digit number instead of the year followed by a 5 digit number. Action Completed. • IPP Ethics module – Ongoing. BR should have a revised version of the IPP introduction tho research ethics video available to go online halfway through June. Once completed it will be hosted on the Inf ethics webpages. Action carried forward. • Ethics Workshop – A date for the CDT ethics workshop has been decided upon; it is due to take place on 27th September 2022. Action Completed • Draft University Research Ethics Policy – PS noted that work on the policy is still ongoing and she will inform the committee when any updates become available. Action carried forward. • Auto-Reminder in RT – SB has reported the matter to computing support but is waiting on a response from them to indicate whether the issue has been resolved. Action carried forward. • Monthly ethics drop-in sessions. These are very poorly attended, therefore, to encourage engagement they should be advertised more widely. Action: PS to send a reminder email for the summer ethics drop in sessions. 	BR PS SB PS
4.	<p>Application review – standing item</p> <p>A query concerning retroactive participant consent, non-standard applications and ethics approval for non-research projects was distributed to the committee. As the query was fairly complex, and some committee members had not been able to review it prior to the meeting, it was agreed that committee members should give feedback via email before responding to the PI making the query.</p>	
5.	<p>Ethics workshops – standing item</p> <p>Discussed in matters arising from previous meeting.</p>	
6.	<p>Dealing with duplicate applications</p> <ul style="list-style-type: none"> • There was a discussion on how to deal with duplicate applications that come in via Qualtrics. These usually arise due to students mistakenly submitting their application twice. It was noted that RT offers no easy way to uncover these duplicates and it relies upon a visual check but it was agreed that extra checks be put in place to mitigate the issue. <p>Action: SB to amend ethics application allocation procedure to include a check for duplicate applications.</p>	SB



No.	Item	Action
7.	<p>AOB</p> <ul style="list-style-type: none">KV will be on maternity leave from October 2022 until June 2023. There was discussion on who could join the REC in KV's place. Various colleagues were recommended, with there being a preference for someone at an early stage of their Academic career. This would have the additional advantage of training possible replacements for when current committee members inevitably step down. Action – PS to contact some of the people who were suggested to canvas availability and desire for Research Ethics Committee membership.	PS
8.	Date of next meeting: tbc	