**Research Ethics Sub-Committee (RESC) SUMS** (weblink)

**Terms of Reference, v2, 2017 Updated September 2022**

The Research Ethics Sub-Committee (RESC) SUMS is a sub-committee of the Faculty Research Ethics,, integrity and Governance Committee.

**Role**:

1. The primary function of the SUMS RESC is to provide ethical review of research which involves human participants and data that are not publicly available (including SUMS data).

1. **Medical School Students**: To ethically review all research with human participants and/or data which is not publicly available.

2. **Medical School Staff**: To provide ethical review for research with human participants and/or data which is not publicly available when no other system for formal ethical review is available.

**Students**: An application for RESC approval must be completed by SUMS students who are conducting research with human participants or data which is not publically available. Where the research involves NHS data, patients, professionals or premises, then an application should be sent to the RESC before submission to the LREC committee. Research which is being conducted by students overseas will still require approval by the committee.

**Staff**: who are researching with SUMS students or data should also seek approval from the committee if research does not involve NHS patients. Where staff intend to conduct research with NHS patients, then approval should be sought from the relevant LREC Committee and does not require additional submission to RESC where LREC approval has been granted.

2. Any application outcome of the ethical review by the sub-committee will either be: (a) approved, (b) approved pending Chair’s action, or conditions (c) determined to be in need of revision and re-submission, (d) not approved, (e) out of the scope of the committee.

3. The Chair of the committee will prepare a termly report relating to exceptions reporting and for the REG report to the SUMS Research Committee. This would include through put data on projects and types.

**Membership**:

The committee will initially be comprised of a body of staff members within SUMS via theme leads or their representatives with relevant expertise (e.g. knowledge and experience of various kinds of research and health-care practice, and healthcare ethics), including the administrative support of the committee when provided by SUMS. The committee may co-opt external members and administrative support where special expertise not present within the committee is needed. Sub-committees may be formed with membership from the main committee where particular courses/domains of research give rise to large numbers of applications. Where this is deemed necessary, the proposal to form a sub-committee will put before the RESC committee to nominate to agree specific terms of reference and membership.

The current membership and expertise of the committee are available on the website.

Dr Ana Da Silva, Chair

Dr Marcela Bezdickova, Deputy Chair

Members are normally appointed by the Head of School or the Chair with agreement from of the Head of School.

**Meetings**

The committee will normally meet monthly, and the dates announced at the start of each academic year.

Any application to be considered by the committee should be submitted via email to the administrator of the committee at least 2 weeks prior to one of its monthly meetings. ( [sumsresc@swansea.ac.uk](mailto:sumsresc@swansea.ac.uk) ). All ethical reviews should be entered on the appropriate form.

Applications to be discussed at meetings will be identified by the reviewers and distributed to all members prior to the meeting. If no applications are identified for discussion the meetings may not take place in order for outcomes communicated to applicants.

Meetings are quorate if 4 members are present, including the Chair, Deputy-chair, or a Chair’s nominee. All meetings will be recorded stored subject to the requirements of relevant legislation.

**Committee Decisions**

Decisions are made general agreement after discussion, or by majority vote with the Chair having the casting vote.

**Appeals**

Applicants have a right of appeal against committee decisions. Such appeals should be submitted via the administrator within 10 working days of receipt of the decision. The committee will then re-consider the application. The committee may invite the applicant to discuss the application further at a committee meeting.

**Terms of office:**

Committee members will normally serve for at least 2 year period. There is no maximum tenure for members, but membership will be reviewed every three years to try to share the benefits and burdens of membership across SUMS. The Chair’s appointment will be reviewed every two years.

**Guidance for Applicants: Procedure for submission of applications for ethical review.**

1. Identify any ethical issues raised by the research and discuss these with your supervisor/research team.
2. Complete an application on the standard SUMS pro-forma (available on SUMS public folders) and send it electronically to the administrator of the committee.
3. Applications will be screened and allocated to committee members for review, by Chairs nomination.
4. The reviewer will read in detail the application and provide the chair with comments and an outcome of the review.
5. The reviewer can identify is an application requires (a) committee meeting discussion, or (b) if the reviewer is happy for the outcome to be communicated to the applicant. In later the Chair will usually convey the decision to the applicant.
6. If application is to be discussed in meeting, the reviewer will present the application at the relevant meeting (to summarise the application, and any relevant points).
7. The application will then be considered by the committee during the meeting.
8. The Chair will usually convey the decision to the applicant as briefly as possible to the date of the meeting.