

Appendix 1 - Template – Annual review of College and Research Ethics sub-Committee Procedures

Annual review of Research Ethics Sub-Committee (REsC) Procedures

REsC:	
Year reviewed:	
Ethics Officer:	
1. REVIEW OF PROCEDURES OVER PAST YEAR	
a) Please complete the UKRIO and ARMA self-assessment audit tool and attach the results. See Appendix 3 of Research Ethics Support and Review in Research Organisations self-assessment audit tool .	
b) Please attach the terms of reference and standard operating procedures for the REsC.	
c) Have you amended or considered amending your ethics procedures in the light of specific cases that have arisen during this period?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, explain how)
(Your text....)	
d) Have you made amendments to your procedures in the light of University level guidance?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, explain how)
(Your text....)	
e) Have you made amendments to your procedures in the light of guidance within your discipline and/or relevant professional group?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, outline the changes)
(Your text....)	
2. REVIEW OF DECISION-MAKING PROCESS	
Please provide two examples illustrating that decisions made by the REsC have been acted upon (and attach all relevant supporting documents including forms and details of the decision-making process including emails, letters etc)	
(Your text....)	
3. REVIEW OF CHALLENGING AREAS	
Please provide two examples of cases or issues that have presented a particular challenge for the REsC. This might include cases where it has been particularly difficult for the committee to reach a decision. Please include details of any action taken including escalation routes, seeking external expert advice, etc.	
(Your text...)	

4. REVIEW OF ISSUES SUBMITTED TO UNIVERSITY ETHICS COMMITTEE

Please provide a summary of issues that you have placed before the University Ethics Committee for consideration. Please comment about any matters arising out of decisions of the University Ethics Committee.

(Your text....)

5. REVIEW OF TRAINING PROVISION TO RESEARCH ETHICS SUB-COMMITTEE MEMBERS

Please provide a summary of the training sessions delivered to new or existing Committee members. Include the training session name, date of delivery, provider, and indicate whether attendees were new or existing members.

(Your text....)

6. REVIEW OF TRAINING PROVISION TO RESEARCHERS

Please provide a summary of training delivered to staff, students and/or other researchers conducting research under the auspices of the College, School or subject-area. Include the training session name, date of delivery and provider.

(Your text....)

7. ARE THERE ANY COMMENTS YOU WISH TO MAKE ABOUT ETHICAL POLICY AND PROCEDURE AT THE UNIVERSITY OF GLASGOW?

(Your text....)

Signed/ Position

Date