

Appendix 2 - Template – Bi-annual report from the University Ethics Committee (UEC) to the Research Planning and Strategy Committee (RPSC)

Bi-annual report from the University Ethics Committee (UEC)

Date of report:	[Insert date]																																																																																																																						
Reporting period:	[Insert month] to [Insert month]																																																																																																																						
Author:	[Insert name] Chair of University Ethics Committee																																																																																																																						
1. SUMMARY OF UEC ACTIVITY																																																																																																																							
<p>Please provide a summary of the activities of the University Ethics Committee (UEC) over the reporting period, including dates of meetings, the nature of issues placed before the UEC and key areas of business considered and discussed.</p> <p>(Your text....)</p>																																																																																																																							
2. SUMMARY OF REsC ACTIVITY IN PAST SIX MONTHS																																																																																																																							
<p>The number of applications considered by local Research Ethics sub-Committees (REsCs) during the reporting period were as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>UG</th> <th>PGT</th> <th>PGR</th> <th>Staff</th> <th>Multiple</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>College of Arts & Humanities</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>College of MVLS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>College of Sci & Eng</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>College of Social Sci</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>School of [Name] [delete if not applicable]</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Scholarship of Learning and Teaching Academic Services</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									UG	PGT	PGR	Staff	Multiple	Other	Total	College of Arts & Humanities								<i>School of [Name] [delete if not applicable]</i>								<i>School of [Name] [delete if not applicable]</i>								College of MVLS								<i>School of [Name] [delete if not applicable]</i>								<i>School of [Name] [delete if not applicable]</i>								College of Sci & Eng								<i>School of [Name] [delete if not applicable]</i>								<i>School of [Name] [delete if not applicable]</i>								College of Social Sci								<i>School of [Name] [delete if not applicable]</i>								<i>School of [Name] [delete if not applicable]</i>								Scholarship of Learning and Teaching Academic Services							
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3. SUMMARY OF TRAINING PROVISION																																																																																																																							
<p>The number of colleagues who have received training in the reporting period are:</p>																																																																																																																							

	Committee members	Staff	Undergraduates	Postgraduates																					
University Ethics Committee																									
College of Arts & Humanities																									
College of MVLS																									
College of Sci & Eng																									
College of Social Sciences																									
Scholarship of Teaching and Learning																									
4. APPEALS																									
During the reporting period the number of appeals to the UEC relating to local REsC decisions were:																									
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5. REVIEW OF CHALLENGING ISSUES																									
Please provide a summary of issues that have presented a particular challenge for the UEC. 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....)																									
6. ISSUES FOR RPSC TO BE AWARE OF																									
Please provide a summary of any issues that UEC would like RPSC to be aware of, including any outstanding or anticipated difficulties in respect of ethical review of research.																									
(Your text....)																									
7. ISSUES FOR RPSC ACTION																									
Please provide a summary of any issues and/or difficulties which UEC would like RPSC to advise or take action on.																									
(Your text....)																									
8. PRIORITES IN NEXT REPORTING PERIOD																									
Please provide a summary of any priority areas of focus/activity for UEC in the next reporting period.																									
(Your text....)																									