

Southern Cross University Human Research Ethics Committee (HREC) Terms of Reference

HREC role and rolep8Hf Re (o)-7p8H2

The HREC is a Committee of the Vice Chancellor, but comes directly under the auspice of the Deputy Vice Chancellor (Research). The principal point of reference for the HREC is the National Statement on Ethical Conduct in Human Research (The Statement)

The HREC is to ensure that all research is ethically acceptable and reflects the principles of Research Merit and Integrity; Justice; Beneficence; Non-Maleficence and Respect outlined in the Statement
The HREC:

- x Reviews ethical aspects of all proposals by Southern Cross University (SCU) staff and students involving research on human beings which directly affects the participants in the research.
- x Monitors approved research annually and upon completion
- x Communicates with researchers and is readily accessible to researchers
- x Meets face to face with researchers regarding issues to avoid misunderstanding
- x Makes a decision on ethical acceptability of proposals and communicates those to researchers
- x The institution has established an expedited review process involving the Chair or by a nominated Committee member, who reviews low risk research applications and activities.
- x Applications that may be reviewed, considered and, where appropriate, approved by the HREC Chair, or by a nominated Committee member, or the Chair's delegate (as approved by the Deputy Vice Chancellor (Research)), requiring ratification at full HREC, include the following:
 - o Research applications involving low or negligible risk,
 - o Requests for recognition of ethical approval by another HREC;
 - o Requests for modification to approved research proposals;
 - o Annual reports, Requests for extension of ethical approval, Completion Reports
 - o Requests for advice or queries from researchers and/or students
 - o Complaints

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CRICOS Provider 01241G

University staff members must commit to attending 75% of HREC meetings, unless they have notified the Ethics Office that they will be on annual or long service leave or away on special leave.

Experts and Observers

- x The SCU HREC may invite people with specific expertise to provide advice as required.
- x The DVCR may invite researchers, in an observer role, as trainees with the intention of learning and transitioning to HREC membership when a vacancy becomes available.

Non-affiliated research

SCU HREC will only review submissions from affiliated Southern Cross University staff and students. If a research proposal has been approved by another organisation or University ethics committee and also involves Southern Cross University researchers, then a Minimisation of Duplication Application is submitted to Southern Cross University as a formality and to receive a Southern Cross University Approval Number.

Remuneration for members

Committee members who are not University staff are appointed on a voluntary basis and may be reimbursed for legitimate expenses incurred in attending HREC meetings.

Modification history

| Date: | Approved by: | Details: |
|----------------|---------------------|--|
| March 2021 | HREC Chair and DVCR | <ul style="list-style-type: none"> x Minor amendments to roles and reporting, as per Transform SCU. x Major revision of “Categories of minimum membership, Quorum and Frequency of Meetings”. x Inclusion of Non-affiliated Research; Remuneration of members and Modification history. |
| September 2021 | HREC Chair and DVCR | <ul style="list-style-type: none"> x Revising scope of expedited review process, including all activities to be reviewed by HREC Chair under the expedited process. x Inclusion of nominated Committee member or |