The Standing Orders of the Social Sciences and Humanities IDREC are as follows:

1) Ethical approval must be secured before any research falling under the University’s requirements for ethical review may proceed. This approval is secured by the completion of a CUREC checklist or, where appropriate, of a full CUREC application form and its scrutiny and approval by an IDREC or, exceptionally, by CUREC.

2) Checklists for ‘lower-risk’ projects (i.e. using the CUREC 1A checklist) may be reviewed by the Research Ethics Manager and Research Ethics Administrator attached to the sub-committee, and approved by the Research Ethics Manager. Application forms for ‘higher risk’ projects (CUREC 2 form) must be reviewed by the full sub-committee.

3) Which IDREC scrutinises each proposal is determined by the subject of the research, not by the department in which the research will be carried out or to which the principal researcher is attached. The Social Sciences and Humanities IDREC will accept jurisdiction over projects which use research methodology relevant to subject areas which fall within the Social Sciences and Humanities.

4) IDRECs shall use the documentation and procedures drafted by CUREC – any changes may only be made with the approval of CUREC so that applications can be effectively reviewed at either IDREC and/or CUREC. IDRECs shall normally make their decisions at quorate scheduled meetings. The Chair will call and the Secretary will publicise meetings such that the approval timetable can be met.

5) At the discretion of the Chair, the scheduled meetings may be replaced by circulation of application forms to members.

6) Approval of a research proposal must be secured by the votes of a majority of those present including the Chair or Vice-Chair. The Chair may, if necessary, decide the matter by exercising a casting vote.

7) The quorum is one-third or five of the members of the committee, whichever is the greater. Within this quorum, there should be no fewer than two academic and one non-academic/external member. This quorum applies to decisions made at meetings and by email correspondence. Outside full term, and for CUREC 2 applications that have already been reviewed by a DREC and submitted to the SSH IDREC for final review and approval, a reduced quorum will be in place of three committee members. Of these, at least one should be external and one internal.

8) The Chair may invite researchers to attend the meeting at which their proposals are considered where this would expedite scrutiny.

9) IDRECs shall retain records for seven years after making their decision on research projects.

10) IDRECs shall reach one of the following decisions about each project.
Central University Research Ethics Committee (CUREC)

- Approve project
- Approve project once minor amendments have been made
- Defer decision (in exceptional circumstances, where the committee needs further advice)
- Refuse approval
- Decline jurisdiction (referring to the other IDREC, or to an external body, such as the NHS, for approval)
- Refer to CUREC (in exceptional circumstances only)

11) IDRECs shall decide on an application and normally tell the applicant the decision and the reasons for it as soon as possible.

12) After an initial review by officers, further written information or clarification may be requested from the applicant. During this period, the time-frame is suspended, to be restarted when a response satisfactory to the IDREC is received. A final decision should then be made and communicated to the applicant within the maximum total of 60 days (in the case of CUREC 2 applications) wherever possible. The applicant will be informed when this timetable cannot be met and given a new deadline for approval.

13) Amendments to approved projects shall be considered by the IDREC that approved the original project, and an answer given to the applicant within 15 days wherever possible. Where the amendment(s) are so substantial that they need to be treated by the IDREC as a new application, or if they are complex amendments to a CUREC 2 project, the 30-day deadline will apply. The applicant will be informed if this deadline cannot be met.

14) Expedited review outside the normal committee cycle will be possible at the discretion of the IDREC Chair.

15) Changes to an approved research project may be made by the researcher without prior approval from an IDREC where change
- is necessary to eliminate immediate hazards to research participants;
- involves only logistical or administrative aspects of the research; or
- (in the case of projects which did not need scrutiny beyond the checklist stage) does not alter the checklist responses in a way which would require the completion of an application form.
- Changes made to eliminate hazards must be notified to the relevant IDREC within 25 days by the submission of a copy of the original checklist or application form, if one was submitted, with changes highlighted.

16) More substantive changes must be approved in advance by an IDREC.

17) IDRECs may require reports from researchers whose projects pose appreciable risk to participants, and may reconsider their approval of the project in the light of any report.

18) IDRECs may also require progress reports from a sample of projects approved each year to enable them to monitor the ethical aspects of research in progress.
19) IDRECs shall be notified within **seven days of the adverse event** of any unexpected adverse consequences to participants in research projects they approved.

20) At the end of each academic year, IDRECs shall report to CUREC on:

- the names, affiliations and occupations of committee members and of deputies (if used);
- the number and dates of meetings held;
- the number of proposals considered;
- the average time taken from acceptance of application to final decision on each proposal;
- the training undertaken by their members;
- the results of their audit of checklists;
- a sample of information sheets and consent forms and the results of their review of progress reports (if projects have been monitored).