

CHAPTER 5.2: RESPONSIBILITIES OF HRECS, OTHER ETHICAL REVIEW BODIES, AND RESEARCHERS

GUIDELINES

Review body procedures

5.2.1 Institutions that set up non-HREC levels of ethical review should ensure that they have good working procedures for those levels. These should include the procedures from paragraph 5.1.37 (page 81) and paragraphs 5.2.24 to 5.2.27 that are necessary for sound review at each of those levels.

Review body member responsibilities

- 5.2.2 Each member of an ethical review body is responsible for deciding whether, in his or her judgement, a proposal submitted to the review body meets the requirements of this National Statement and is ethically acceptable.
- 5.2.3 To fulfil that responsibility, each member of a review body should:
- (a) become familiar with this National Statement, and consult other guidelines relevant to the review of specific research proposals;
 - (b) prepare for and attend scheduled meetings of the review body or, if unavailable, provide opinions on the ethical acceptability of research proposals before meetings, subject to institutional policies on absences; and
 - (c) attend continuing education or training programs in research ethics at least every three years.
- 5.2.4 Members of a review body should disclose to it any actual or potential conflict of interest, including any financial or other interest or affiliation, that bears on any research coming before the review body (see paragraph 5.4.5, page 89).

Researcher responsibilities

- 5.2.5 In each research proposal, the researcher/s should demonstrate that the research has merit and reflects the ethical values of justice, beneficence and respect for humans (see paragraph 1.1, page 12).
- 5.2.6 Research proposals should be clear and comprehensive, and written in lay language.
- 5.2.7 A researcher should disclose to the review body the amount and sources or potential sources of funding for the research.
- 5.2.8 A researcher developing or designing a research proposal involving two or more institutions should inform them all at an early stage in this process.
- 5.2.9 A researcher should keep an auditable record of any research he or she is undertaking that is exempted from ethical review in accordance with paragraphs 5.1.22 and 5.1.23 (page 79).
- 5.2.10 A researcher should disclose to the review body any actual or potential conflicts of interest, including any financial or other interest or affiliation, that bears on the research (see *Chapter 5.4: Conflicts of interest*, page 89–90).
- 5.2.11 When reporting the research, a researcher should again disclose any actual or potential conflicts of interest, including any financial or other interest or affiliation, that bears on the research.
- 5.2.12 For researcher responsibilities in relation to monitoring, see *Chapter 5.5: Monitoring approved research*, page 91–92.