

Human Ethics Advisory Groups (HEAGs)

TERMS OF REFERENCE

PURPOSE

HEAGs are sub-committees of DUHREC, based in the faculties. They are responsible to DUHREC for the ethical review of human research projects considered appropriate for expedited review under the terms of the *National Statement on Ethical Conduct in Human Research* (National Statement).

FUNCTIONS

1. To consider applications for ethical review of projects within the Faculty (or by staff members of the University who are not based in a Faculty), deemed low risk by the principal investigator/s and determine whether they meet the National Statement criteria for non-HREC review (National Statement 5.1.7).
2. Where the projects meet the criteria for non-HREC review, to consider the ethical implications of the projects, and to determine whether or not they comply with the National Statement and other relevant guidelines and are ethically acceptable.
3. Where the projects do not meet the National Statement criteria for expedited review, to refer them to DUHREC for review.
4. To monitor the progress of research projects approved by the HEAG.
5. To maintain records of all applications for approval and the decisions of the HEAG as required under the National Statement and the HEAG Procedures.
6. To provide regular reports to DUHREC as required.
7. To promote understanding of Human Research Ethics within the Faculty, the importance of acknowledging accepted community standards, and the legislation and guidelines in relation to human research.

TRAINING

1. Newly appointed HEAG members will participate in an induction session prior to commencing as a reviewer.

COMPOSITION

Membership of HEAGs will vary between the faculties. At a minimum the HEAG will include:

- a Chair, who is a member of DUHREC, appointed by the Deputy Vice-Chancellor (Research)
- at least two reviewers drawn from the academic staff of the faculty

HEAG reviewers are appointed by the Chair of the HEAG in consultation with the reviewer's Head of School. The usual term of appointment is one year, and members are eligible for reappointment.

Secretary

The secretary of the HEAG will be appointed by the Faculty in which the HEAG is based.