

## APPENDIX I

### Human Ethics Resource Committee

#### 1. Purpose

The purpose of the Human Ethics Resource Committee (HERC) is to enhance, implement and support ethics oversight at the University of Manitoba, drawing upon the experience and knowledge of the Research Ethics Boards and REB administration. While administering daily ethics operations, HERC has direct accountability to the Senate Committee on University Research.

#### 2. Composition

The Human Ethics Resource Committee shall consist of both men and women:

1. the Associate Vice-President (Research) jointly representing the Vice-President (Academic) and Provost, Vice-President (Administration), and the Vice-President (Research), *ex officio*, Chair
2. the Chairs of the REBs, *ex officio*
3. the Fort Garry Human Ethics Coordinator and Bannatyne Research Ethics Coordinator; and
4. a representative of the Research Quality Management office.
5. One graduate student appointed by the Vice-President (Research) or delegate on advice of the Graduate Students' Association.

#### 3. Terms of Reference

The Human Ethics Resource Committee:

1. ensures university-wide understanding of and compliance with the applicable guidelines;
2. provides advice and recommendations to Senate and the University Administration regarding the University's general policies relating to human research and the effects of these policies on faculty members, staff and students;
3. reviews special policies and/or procedures adopted by REBs in reviewing protocols;
4. appoints REB members, and establishes new REBs and/or redistributes the responsibilities and composition of existing REBs based on numbers of protocols submitted;
5. receives and considers reports from other bodies concerning human research activities at the University and reports thereon to Senate with comments and/or direction as appropriate;
6. provides ethical and legal expertise to individual REBs as needed;
7. annually reviews policies, procedures and decisions of individual REBs;
8. annually reviews and approves REB files from previous years to be removed from storage and shredded;
9. reports annually to Senate on the ethics review of research involving humans, along with such recommendations as it considers appropriate;

10. promotes an atmosphere at the University of Manitoba for students, staff and faculty to engage in a high standard of research;
11. supports the education of researchers with respect to the ethics of human research;
12. meets face-to-face quarterly, at minimum; and
13. under the auspices of SCUR, administers researcher appeals regarding REB decisions (see 3.7.3) and reports annually to SCUR on its activities.