

**HREC Terms of Reference & Standard Operating Procedures Assessment Form**

**Institution name: Date:**

*Note: Applicants are advised to review Chapters 5.1 and 5.2 of the National Statement prior to completing this form.*

| **5.1.29 Terms of Reference** | **Do the ToR address this requirement?****(Y/N)** | **Section and page number of ToR where this requirement is referenced** | **If the requirement is not addressed in the ToR, please provide an explanation and/or cite the location in other documents where the information is located** | **Is the Information publicly available****(Y/N)** |
| --- | --- | --- | --- | --- |
| **(a) scope of responsibilities for ethical review** |  |  |  |  |
| **(b) relationship to other processes of review of research** |  |  |  |  |
| **(c) review of applications from unaffiliated researchers** |  |  |  |  |
| **(d) mechanisms for accountability and reporting (to institution)** |  |  |  |  |
| **(e) categories of appointed members**  |   |  |  |  |
| **(f) remuneration, if any, for members** |  |  |  |  |
| **(g) schedule of fees, if any, for ethics review** |  |  |  |  |

| **5.2.1 Operating procedures** | **Do the SOP address this requirement?** **(Y/N)** | **Section and page number of SOP where this requirement is referenced** | **If the requirement is not addressed in the SOP, please provide an explanation and/or cite the location in other documents where the information is located** | **Information publicly available****(Y/N)** |
| --- | --- | --- | --- | --- |
| **(a) frequency of meetings** |  |  |  |  |
| **(b) attendance at meetings** |  |  |  |  |
| **(c) conduct of meetings** |  |  |  |  |
| **(d) preparation of agendas and minutes** |  |  |  |  |
| **(e) timely distribution of meeting papers** |  |  |  |  |
| **(f) timely consideration of applications** |  |  |  |  |
| **(g) methods of deliberation and decision-making (see 5.2.4 to 5.2.8)** |  |  |  |  |
| **(h) processes, if any, for reviewing applications from unaffiliated researchers** |  |  |  |  |
| **(i) disclosure of interests and management of conflicts of interest (see 5.2.24 and Chapter 5.6)** |  |  |  |  |
| **(j) confidentiality of applications and deliberations** |  |  |  |  |
| **(k) prompt notification of decisions** |  |  |  |  |
| **(l) communicating with researchers (see 5.2.11 to 5.2.14)** |  |  |  |  |
| **(m) record keeping (see 5.2.15 to 5.2.20)** |  |  |  |  |
| **n) monitoring of approved research (see Chapter 5.4)** |  |  |  |  |
| **(o) reporting and handling of adverse events** |  |  |  |  |
| **(p) receiving and handling of complaints (see Chapter 5.7)** |  |  |  |  |
| **(q) decisions to suspend or withdraw ethical approval (see 5.2.7 and 5.4.14 to 5.4.19)** |  |  |  |  |
| **(r) attendance of people other than members at meetings (see 5.1.38)** |  |  |  |  |