



THE UNIVERSITY OF THE WEST INDIES

ST AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

CAMPUS ETHICS COMMITTEE

Telephone: (868) 662-2002 Ext. 82755 e-mail: campusethics@sta.uwi.edu

Protocols for Campus Research Ethics Committee, The University of the West Indies, St. Augustine

Terms of Reference

- To consider general issues arising within the Campus which involve considerations of an ethical nature.
- To prepare guidelines in relation to ethical issues which may arise from teaching and research activities within the Campus.
- To be available for consultation on such ethical issues by individual members of staff or students of the Campus.
- To consider, and in appropriate cases, approve specific representations and research protocols submitted to it by members of staff and students of the Faculty, or representatives of certain external bodies working in collaboration with members of the Faculty.
- To report on the exercise of the Committee's functions, and make recommendations to the PVC Graduate Studies & Research as deemed appropriate on matters relating to policy and strategy related to ethics.

What proposals do we review?

The Campus Ethics Committee will consider proposals for research from all schools and departments on the Campus in relation to undergraduate and postgraduate research from both staff and students, for any project proposing to use human participants, animal subjects, tissues or involving issues requiring ethical advice.

The Committee is guided by the following internationally recognised declarations and standards, namely:

1. The Helsinki Declaration (1964) - <http://www.onlineethics.org/cms/10929.aspx>
2. The Belmont Report (1979) - <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>

All applications are to be submitted electronically on the prescribed forms and completed in strict accordance with the stated guidelines available online at: <https://sta.uwi.edu/research/ethics.asp>

The Committee will ensure that students and staff adhere to current ethical and research guidelines and provide advice on ethical issues.

Any research, experiment or procedure which falls within one or more of the following categories will be reviewed by Campus Ethics Committee for all research projects:

- Procedures involving any risk to a participant's health (for example intrusive or invasive physiological or psychological procedures);

- Surveys and questionnaires, the nature of which might be offensive, distressing or deeply personal for the particular target group - if unsure please contact the Committee Chairman;
- Proposals which involve financial payments or payments in kind to participants of the research;
- Proposals wishing to use undergraduate or postgraduate students as participants;
- Proposals involving special populations such as pregnant women, children (persons under 18 years), persons with diminished mental capacity, prisoners, non-English speaking subjects, embryos, fetuses or abortuses;
- Proposals which investigate existing working or professional practices at the Faculty or University;
- Procedures involving risk or procedures to animal subjects;
- Procedures involving the security and confidentiality of sensitive patient information, access to data, organs or other bodily material of patients from either the public or private health institutions;
- Foetal material and IVF involving patients;
- Access to data, organs or other bodily material of deceased persons from either the public or private health institutions.

What are our procedures for processing applications?

The Campus Ethics Committee meets on a regular basis throughout the academic year, to review applications from staff and students to ensure adherence to ethical standards and protocols. In cases where urgent approval is required and the Committee is unable to convene, the application will be sent “round robin”.

Following review of proposals, the recommendations of the committee will be recorded and sent to the Chairman for vetting. Responses to applicants will only be prepared and sent on the condition that the minutes are vetted by the Chairman and the necessary amendments are made. Minutes of the meeting will then be circulated via electronic mail to Committee members.

In cases where proposals are sent “round robin”, comments from the committee members would be sent to the Committee Secretary, for transmission to the Chairman. Following review of comments and recommendations by the Chairman, the relevant response will be sent to the applicant.

Proposals are only given a favourable ethical opinion on the unanimous decision of Committee members, and not on a majority decision, with the exception of applications which have been sent “round robin”. In such case, the comments and recommendations of the committee members involved in assessing the proposal will be considered by the Chairman.

In the event that any member expresses a serious concern about a particular research proposal, and the principal investigator has not been able to address that concern to the satisfaction of the relevant Committee member, an extraordinary meeting of the Committee may be convened to attempt to resolve outstanding issues.

Membership of the Campus Ethics Committee, St. Augustine 2017/2018

Chairman

Prof Surendra Arjoon

Campus Coordinator for Graduate Studies and Research*

Prof Patricia Mohammed

Faculty of Engineering

Prof Kit Fai Pun*

Dr Richelle Adams*

Dr Carmen Riverol^

Faculty of Humanities and Education

Dr. Jerome De Lisle*

Dr. Basil Reid*

Dr. Renee Figuera^

Dr Debbie McCollin^

Faculty of Medical Sciences

Dr Kenneth Charles*

Dr Lorna Merritt*

Dr Shivaugh Marchan*

Dr Shalini Pooransingh*

Dr Patricia Sealy*

Dr Michael (Jimmy) Ramdass*

Prof Gerard Hutchinson^

Prof Christopher Oura^

Faculty of Science & Technology

Dr Asad Mohammed*

Dr Milena Mechkarska^

Faculty of Food & Agriculture

Dr Junior Darsan*

Dr Isabella Granderson*

Dr Uppor Krishnamoorthy*

Dr Gregory Gouveia^

Faculty of Social Sciences

Dr Dylan Kerrigan*

Dr Barney Pacheco*

Dr Emmanuel Janagan Johnson^

Dr Daren Conrad^

Core Member *

Discipline Member ^

(Two non-UWI community members TBD)

Secretary to Committee

Ms. Tennille Fanovich

Prepared by: E. Ferreira Updated: June 29, 2015

Revised: October 2017