

Research and Ethics Committee

Purpose of Research and Ethics Committee

The Research and Ethics Committee ('The Committee') will exist to consider all research proposals (both internally generated and externally requested) prior to a decision being taken to move ahead with the research. This will ensure that:

- No research is carried out which may be detrimental to Community Justice Scotland in terms of ethical failings
- An orderly approach is taken to all proposals
- All proposals are considered by a group of professionals and are marked in a consistent way
- All proposals are considered together at specific periods (e.g. quarterly) and must be submitted by a specified cut-off date
- Consideration of the CJS Research Budget will be taken by the Committee (which will include an expert in this area)
- Returns from the CJS Research Budget spend will be maximised

Proposal Considerations

Applicants may complete the Proposal Application Form ([link](#)) and submit this to the CJS Research Inbox (Research@communityjustice.scot) (see page 3 for deadline and meeting dates). These may be submitted from any individual who is seeking funding for a piece of research that meets CJS requirements (see CJS Research Strategy – [link](#)) or proposals may be invited on particular subjects from time to time by CJS. All proposals received by CJS will follow a standard procedure.

The Committee will complete a standard score sheet for each piece of research considered.

The Committee will review the proposals independently prior to meeting where the proposals will then be discussed and appraised. Final decisions on a proposal will be reached by majority of the Committee, with the Chairperson having the casting vote.

The Committee will keep a written record of the decisions and will feed back to each candidate as to why the proposal was accepted or rejected. Where rejected, CJS will provide information regarding whether they would consider the proposal in the future subject to various amendments. In this event, the applicant may be eligible to resubmit for a future Committee meetings.

Research and Ethics Committee

The Committee will consider the following for all proposals in addition to all aspects of the CJS Research Strategy ([link](#)).

- Are there any ethical concerns raised that the researcher may or may not have considered?
- Should these prevent the research from going ahead or can reasonable adjustments be made?
- Do all proposals meet the standards described by the British Psychological Society Code of Ethics and Conduct with regards to ethical considerations?
- Does the research meet the needs of Community Justice Scotland and fit with its priorities and plans?
- Are the research methodologies valid and reliable?
- Is it likely that the researcher can complete the work within the timescales proposed?
- Is it anticipated that the results of the research will be beneficial to Community Justice Scotland and partners?
- Will the research fill a gap in knowledge? What is the significance of this? Are we confident that similar work has not been carried out previously?

Committee Membership

There must be a balance of independence and expertise within the Committee. Membership could include the following (members may be external to CJS and may already be a part of the CJS Academic Advisory Group). The roles of Chairperson and Co-ordinator will be held by standing members of the Committee. Other topic experts may be consulted by Committee members where required for advice only, however, they will not participate in the scoring of applications.

Membership must include the following, multiple roles can be fulfilled by individuals. The quorum for The Committee to proceed is 3 members.

Members of the committee are required to declare any conflicts of interest in any particular case and will be absented from decision-making involved.

- CJS Senior Manager (who can make funding decisions) - Chairperson
- Finance knowledge (for additional budget information)
- Psychology/Sociology/Criminology/Research knowledge
- Researcher/Analyst (may also co-ordinate)
- Policy Lead (may also co-ordinate)
- Lived Experience of CJ System
- Trauma Informed practitioner

Community Justice Scotland –



Research and Ethics Committee

- Independent with Research/Ethics knowledge

Research and Ethics Committee

Frequency of Meetings

The Committee will meet on a quarterly basis. Deadline submission dates fall 2 weeks prior to the meeting date. All submissions and queries must be forwarded to all Committee members by the Tuesday following the submission date (see below for all key dates for 2018).

Research and Ethics Committee Meetings 2018/19				
Meeting Dates	04/05/18	27/07/18	26/10/18	25/01/19
Papers to Research and Ethics Committee	24/04/18	17/07/18	16/10/18	15/01/19
Deadline Submission	20/04/18	13/07/18	12/10/18	11/01/19

Output from Meetings

- Note of the outcomes of discussion for each proposal will be held, along with details as to the reasons behind these
- An Annual Report will be published detailing the output from the four meetings that have taken place, the financial decisions that have been taken throughout the year, and what changes (if any) should be made going forward.
- All research approved will be disseminated by CJS, in collaboration with the researcher, upon publication.

Version Control		
Version	Date	Comments
1.0	22/01/2018	Emma Heffernan
1.1	04/04/2018	Monica Barry
1.2	09/04/2018	Cyrus Tata