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QResearch Scientific Committee Meeting 11.05.20
Minutes
Dial In Remote Access

Attending: Julia Hippisley-Cox, Sarah Lay-Flurrie, Clare Bankhead, James Sheppard, Rebekah Burrow, Stavros Petrou, Claire Meadows (minutes)

Apologies: Mike Walton

Chair: Rafael Perera

1 Welcome & Apologies	ACTION
<p>2 Minutes and actions last meeting</p> <p>Last meeting's minutes approved by the Committee.</p>	
<p>3 Matters arising</p> <p>JHC confirmed that the ICNARC data has been received (licenced to the University). JHC had a meeting with Duncan Young (as per last meeting's minutes) and he has been delegated permissions to review relevant COVID applications and attend Committee meetings to comment on these applications. DY stated that he is happy to be on the committee but only where there is an application for ICNARC data. This decision was approved by RP as Chair of the Committee.</p> <p>At the meeting with DY, ICNARC had agreed that if an application is internal to the University and on a COVID based project, fees would not be charged. Fees will apply otherwise and would be built into the funding application.</p> <p>RB referred to her work on amendments (as per last meeting's minutes), that all amendments need to be noted, not separated into major and minor amendments.</p> <p>RP will contact a doctor colleague to ask him to join the Committee in his own capacity, not as a representative of the University.</p>	RP
<p>4 Applications in progress OX29, OX84, OX85</p> <p>With regards to going forward, RB will find external reviewers where needed where an application hasn't been peer reviewed.</p> <p>JHC and SP suggested a section in the application form for the applicant to explain why they believe their application should be fast tracked. JHC suggested the decision whether to fast track should be taken by the Chair. RP agreed with this.</p>	

<p>RB to come up with two sets of guidance notes for review – one for the normal route and one for fast tracked route. RB will circulate, along with her standard procedure notes, which are currently under development.</p>	<p>RB</p>
<p>5 Applications started (OX87, OX88, OX89)</p> <p>RB placed new applications before the Committee. Consideration is ongoing.</p>	
<p>6 An FAQ document for the website for researchers</p> <p>The Committee agreed to conduct communications via email on this item outside the meeting due to time constraints.</p>	
<p>7 Process question for the committee</p> <p>The Committee agreed to conduct communications via email on this item outside the meeting due to time constraints.</p>	
<p>8 AOB & Date of next meeting</p> <p>The Committee agreed that all applications need to be given to reviewers a week in advance of future meetings to allow time for consideration.</p> <p>8th June, 13:00 – 14:00. Dial-in details to follow</p>	