

## School of Public Health and Family Medicine Departmental Research Committee (DRC)

### Purpose of the DRC

The DRC monitors, supports and guides departmental research activities to align with Faculty priorities and comply with Faculty procedures and ethics requirements and enable research productivity at all levels. The DRC also promotes research within the department, and contributes to the development and practice of research integrity and strengthening research processes and activities within the Department. Members contribute to identifying or raising topical or process issues of relevance to the department. The DRC meets quarterly.

### DRC Membership and Term

- DRC Chair and Deputy Chairs are appointed by the Head of Department and serve a three-year term renewable once.
- Members come from Centres, Divisions and Units within the department. Each Head/Director nominates one representative (or self-nominate) to serve on the DRC for a three-year renewable term.
- Where possible, it is encouraged that the Head or Director also nominates alternates from within the Centre, Division or Unit to represent the nominated DRC member in their absence.
- The convenor of the Post Graduate teaching committee will also be a member.
- Other members from the department may be co-opted by the DRC Chair to, among other things, ensure diversity and representation across transformation imperatives.
- A DRC member (or their alternates in the DRC member's absence) should attend at least 75% of the quarterly DRC meetings each year.
- The DRC will be serviced by an administrator, appointed by the Head of Department.

### Roles and responsibilities of DRC members

#### DRC Chair

- Chairs DRC meetings, provides leadership and oversight to the DRC, fosters cross-departmental links and coordinates research-related activities in the department, including transformation issues related to research.
- Assists the Head of Department in developing a departmental research strategy.
- Represents the School of Public Health and Family Medicine on the Faculty of Health Sciences Research Committee (FRC) and other FRC sub-committees.
- Communicates and takes up concerns from within the department about the Research Enterprise to the FRC.
- Communicates relevant research-related updates from the FRC to the Department, including the DRC.
- Oversees the planning and organisation of major DRC events, especially the annual Research Day.
- Represents the DRC on the monthly School of Public Health and Family Medicine Executive Committee meetings.
- Oversees the DRC webpage, including regular updates to the process for submitting staff and student proposals.
- Timeously completes scientific reviews of new protocols before submission to the Health Sciences Human Research Ethics Committee (HREC).
- Develops and updates internal DRC forms, including the R1 form.
- Develops and updates relevant Standard Operating Procedures (SOPs).
- Performs other research-related duties assigned by the Head of Department, such as representation on the review of URC accredited units/centres within the Department.

#### DRC Deputy Chairs

- Support and assist the DRC Chair with any DRC-related activities, including but not limited to:
  - Acting as the DRC Chair in the Chair's absence
  - Completing scientific reviews of new protocols before submission to HREC
  - Attending the FRC meeting in the absence of the DRC Chair

#### Other DRC members

- Attend quarterly DRC meetings.
- Support and assist the DRC Chair with any DRC-related activities.
- Raise research-related concerns from Centres, Divisions or Units and communicate back relevant DRC information.
- Serve on DRC sub-committees, including but not limited to:
  - Research Day planning
  - Research Day poster grading
  - Workshops/seminars, among others.

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