
Cambridge BioResource (CBR) Scientific Advisory Board Terms of Reference

Membership

The membership of the Board shall comprise:

Position	Name	Tenure	Position
Director of the NIHR BioResource Director of Research and Development, CUH	Prof John Bradley	<i>Ex-officio</i>	
Representative from the MRC Cognition and Brain Sciences Unit	Dr Duncan Astle	3 years: 1 April 2017 – 31 March 2020	Chair
Director of the NIHR BioResource – Rare Diseases	Prof Willem Ouwehand	<i>Ex-officio</i>	
Providing expertise in metabolic disease	Prof Stephen O’Rahilly	<i>Ad-hominem</i>	
NIHR Cambridge BioResource Manager	Jaimie Taylor	<i>Ex-officio</i>	
Operational Director, NIHR BioResource	Dr Nathalie Kingston	<i>Ex-officio</i>	
Senior Study Manager, NIHR BioResource	Sofie Ashford	<i>Ex-officio</i>	
Research Study Manager, NIHR BioResource – Rare Diseases	Hannah Stark (Maternity leave), Paul Roberts	<i>Ex-officio</i>	
Representative of the Department of Neurology Providing expertise in autoimmunity	Prof Stephen Sawcer	3 years: 1 April 2017 – 31 March 2020	
Senior Statistician, CCTU	Dr Simon Bond	3 years: 1 April 2016 – 31 March 2019	
Representative of PHPC Department Providing expertise in cardiovascular diseases	Dr Emanuele di Angelantonio	3 years: 1 July 2016 – 30 June 2019	
Assistant Director Research and Development, NHSBT	Dr Nick Watkins	3 years: 1 Sept 2016 – 31 Aug 2019	
Representative of the IBD BioResource Providing expertise in Gastroenterology	Dr Miles Parkes	3 years: 1 September 2016 – 31 August 2019	
Providing expertise in Autoimmune diseases	Dr Eoin McKinney	3 years: 1 Jan 2017 – 31 Dec 2020	

Providing expertise in Neurology	Prof Patrick Chinnery	3 years: 1 Jan 2017 – 31 Dec 2020	
Providing expertise in medical genetics	Dr Kate Baker	3 years: 17 Jul 2017 – 30 Jun 2020	
Senior Study Participation Coordinator, NIHR Cambridge BioResource	Cheryl Chapman	<i>Ex-officio</i>	Secretary
Representative for Research & Development	Rachel Kyd	<i>Ex-officio</i>	
Representative for Clinical Research Facility	Jo Piper	Observer	
Senior Data Scientist, NIHR BioResource	Jyoti Khadake	<i>Ex-officio</i>	

The quorum for Board meetings is 4 including a Chair (or Deputy Chair), but excluding the Secretary. The Chair and Deputy Chair will be elected by the committee.

Further points relating to membership

1. Members acting as a representative of a University/NHS/NHSBT department shall be recommended to the Board by the department or unit where the person is based. The appointment shall then be formally approved by the Board. Members are appointed for three years in the first instance. There is provision for the appointment to be extended for further periods of up to three years at a time, on the recommendation of both the member's department and approval by the Board.
2. The Board has the right to invite experts to attend, where relevant, when a particular project is being considered but they shall not be invited to form part of the standing membership.
3. There is provision for applicants to be invited by the Board to present information relating to their application.
4. Observers may be invited to attend SAB meetings but will take no part in the discussions and decisions of the committee, unless invited to contribute by the Board.
5. Unless there are exceptional circumstances, if members do not attend the Board for three consecutive meetings, their membership will lapse.
6. Members of the Board shall participate in the discussion and the decision making process.

Remit and operational procedures

- The role of the Board shall be to facilitate excellence in research, to support researchers in undertaking high quality studies and to provide assistance in optimising study design. The Board is responsible for ensuring that the research undertaken meets with the strategic direction of the CBR.

- The Board reviews applications from researchers requesting support from CBR for their recall study. This request may be for support with volunteer recruitment or access to samples and/or data. Researchers are asked to complete and submit a recall study request (application) indicating the nature of the research they propose and the proposed study design for review by the Board
- In assessing the applications, the Board considers:
 - The scientific content of the application
 - The aims of the study and the contribution to the field of research
 - The methodology and its feasibility
 - The power/validity of the study
 - The resource implications for the BioResource
 - The suitability of the study for the BioResource, ensuring this is compliant with overall aims and the ethical remit of the BioResource.
- The Board considers studies that involve the following: the recall of volunteers by genotype; the recall of volunteers by phenotype, studies involving access to samples and/or data.
- A maximum of eight applications shall be considered at each Board meeting.
- The deadline for receipt of new applications is 15 working days prior to the date of the SAB meeting. Late applications will not be accepted and will instead be considered at the next available meeting of the Board.
- Where there is a conflict of interest e.g. where a member of the Board has submitted an application for consideration by the Board, the member shall not participate in the discussions or decision-making relating to that application.
- The Board does not consider applications to enrol cohorts of patients/volunteers into the BioResource; these should be referred to the CBR Management Committee.

Reporting and other relationships

The Board will report information to other committees as relevant. This will include (but not necessarily be limited to) the following:

- The CBR Management Committee
- The CBR Executive Board
- The BioResource Operational Management Group
- The NIHR BioResource Steering Committee
- Other committees as relevant

Frequency of meetings

The meetings are held at least quarterly but interim meetings can be arranged if necessary. Decisions can also be made via email circulation where required.

Confidentiality

All members, observers and invited guests, are bound by the requirement not to reveal or discuss confidential details with unauthorised persons.

NHS and University employees (honorary and substantive) are reminded of the terms of confidentiality in their employment contracts.

Jaimie Taylor
28 May 2019