APPLICATION FORM FOR ETHICAL CLEARANCE OF RESEARCH PROPOSALS SUBMITTED TO THE COLLEGE OF HUMAN SCIENCES

Researchers are reminded of the revised policy on research ethics of UNISA available at:

http://cm.unisa.ac.za/contents/departments/res_policies/docs/ResearchEthicsPolicy_apprvCouncJune2012.pdf

In judging research proposals, the College of Human Sciences Ethics Review Committee (CHSERC) assesses the methodological, technical and ethical soundness of the research proposal. Applicants should complete this summary sheet in full for the application to be considered by the committee. The completed summary sheet must be submitted Prof Lindiwe Zungu (e-mail: zunguli@unisa.ac.za) who is the co-ordinator of the CHSERC which functions under the chairpersonship of Prof Gretchen du Plessis. In addition the following relevant documents must accompany the completed application form:
(a) Potential participants' informed consent letter
(b) Data collection tool(s)
(c) Letter requesting access to the study site(s).

DETAILS OF THE RESEARCHER(S)

A1 FULL NAMES ANDTITLE OF THE PRINCIPAL INVESTIGATOR

A2 HIGHEST ACADEMIC AND PROFESSIONAL QUALIFICATION

A3 TITLE OF PROPOSED STUDY

A4 PERSONAL PARTICULARS (PRINCIPAL INVESTIGATOR)

(a) Initials & surname	
(b) staff number:	
(c) E-mail:	
(d) Telephone number(s)	
(e) Type of project	
(e) Type of funding	

A5 PERSONAL PARTICULARS OF PROJECT COLABORATORS

(a) Initials & surname:	
(b) Contact details:	
(c) Department:	
(a) Initials & surname:	
(b) Contact details:	
(c) Department:	

B DETAILS OF THE RESEARCH PROPOSALS

B1. INTRODUCTION AND BACKGROUND

B2. DESCRIPTION OF THE STUDY PROBLEM

B3. LITERATURE REVIEW (OVERVIEW)

B4. PURPOSE OF THE STUDY

B5. RESEARCH OBJECTIVES

B6. STUDY DESIGN

B7. STUDY POPULATION AND SAMPLE

B8. DATA COLLECTION METHOD(S) AND PROCEDURE

B9. DATA ANALYSIS METHOD

B10. THEORETICAL FRAMEWORK

B11. ETHICAL CONSIDERATIONS

B11.1 HOW SHOULD THIS STUDY BE CHARACTERISED? (Please tick all appropriate boxes.)

Personal and social information collected directly from participants	Yes	No
Participants to undergo physical examination*	Yes	No
Participants to undergo psychometric testing**	Yes	No
Identifiable information to be collected about people from available records (e.g. medical records, staff records, student records, etc.)	Yes	No

Please note: *For medical or related procedures, please submit an application to an accredited health research ethics committee. **Please add details on copyright issues related to standardized psychometric tests.

B11.2 WHAT IS THE AGE RANGE OF POTENTIAL PARTICIPANTS FOR THE PROPOSED STUDY?

B11.2.1 If the potential participants are 18 years and older, is the participants' informed consent form attached?

Yes	No	Not applicable

B.11.2.2 If the proposed participants are younger than 18 years, are consent and assent forms attached? (In order for minors -younger than 18 years of age- to participate in a research study, parental or guardian permission must be obtained. For minors a youth assent form is required.)

Yes	No	Not applicable

B11.2.3 Description of the process for obtaining participants' informed consent (if applicable)

B11.2.4 DESCRIPTION OF THE NATURE OF RISKS POSED BY THE PROPOSED STUDY WHICH RESEARCH PARTICIPANTS MAY/WILL SUFFER AS WELL AS THE LEVEL OF RISK (Please consider any discomfort, pain/physical or psychological problems/side-effects, persecution, stigmatisation or negative labelling)

B11.2.5 DESCRIPTION OF STEPS TO BE UNDERTAKEN IN CASE OF ADVERSE EVENTS OR WHEN INJURY OR HARM IS EXPERIENCED BY POTENTIAL PARTICIPANTS ATTRIBUTABLE TO THEIR PARTICIPATION IN THE PROPOSED STUDY.

B11.2.6 DESCRIPTION AND/OR AMOUNTS OF COMPENSATION INCLUDING REIMBURSEMENTS, GIFTS OR SERVICES TO BE PROVIDED TO PARTICIPANTS (IF APPLICABLE) (Will potential participants incur financial costs by participating in the proposed study? Will there be any incentives to be given to potential participants for participation in this proposed study?)

B11.2.7 DESCRIPTION FOR ARRANGEMENT FOR INDEMNITY (IF APPLICABLE)

B12. LIST OF REFERENCES

B13. PROJECT TIME FRAME

C. CANDIDATE'S STATEMENT AGREEING TO COMPLY WITH ETHICAL PRINCIPLES SET OUT IN UNISA POLICY ON RESEARCH ETHICS

I …… (Name of applicant) declare that I have read the policy for research ethics of UNISA and that this form is a true and accurate reflection of the methodological and ethical implications of the proposed study. I shall carry out the study in strict accordance with the approved proposal and the ethics policy of UNISA. I shall maintain the confidentiality of all data collected from or about research participants, and maintain security procedures for the protection of privacy. I shall record the way in which the ethical guidelines as suggested in the proposal has been implemented in this research. I shall work in close collaboration with my program managers and shall notify them in writing immediately if any change to the study is proposed. I undertake to notify the Higher Degrees Committee in writing immediately if any adverse event occurs or when injury or harm is experienced by the participants attributable to their participation in the study.

D. SIGNATURES OF RESEARCHERS

I. **Signature of Principal investigator:**

_____

Date: _____

II. Signature(s) of Project Collaborator(s):

_____

Date: _____