Title of Project	
Name of Approving DRIC	
Date of DRIC Approval	

APPLICANT'S PERSONAL DETAILS

Full name of Principal Investigator / Student _____

Student Number _____

e-mail _____

Research Lecturer _____

Department _____

Faculty _____

Current AD / PG Qualification _____

Research Module Code and Name _____

e-mail of Lecturer _____

Contact Number of Lecturer _____

Mobile Numbers of Supervisor(s) _____

ATTACHED DOCUMENTS	PLEASE TICK OR INDICATE AS "Not Applicable" (N/A)
1. Full Research Project Proposal is attached – see Appendix A for template	
2. DRIC Chair declaration of approval of project	
3. Information Leaflet and Informed Consent forms, in English (an accredited translation in the language of the potential participants may be required at a later stage).	
4. All material that will be given/sent out to participants is language edited	
5. Description of steps to be undertaken in case of an adverse event or when injury is experienced by the students undertaking the research.	
6. Description of steps to be undertaken in case of and adverse event or when injury of harm is experienced by the participants attributable to their participation in the study	
7. Signed statement agreeing to comply with ethical principles set out in the VUT Ethics Review Guidelines has been signed (Part of this form)	
8. Research instrument such as questionnaires, interview guides and similar documents	
9. Standard operating procedures (SOP's) for the laboratories/studios where the research will be conducted.	
10. Letter(s) of permission from relevant bodies (if applicable)	

APPENDIX A

Research proposals, including student proposals, submitted for approval to FREC are expected to include the following information in a way that is understandable to a lay member. Please also include the research instrument such as questionnaires, interview guides and similar documents as Annexures according to the numbering suggested on the checklist at the end of this document.

1. Title

2. Scientific background of the research

3. Aims and objectives

4. Study design

4.1 Participants – who (inclusion and exclusion criteria), how many, how potential participants are identified and recruited and potentially vulnerable groups.

4.1 Description of the sites where the research will be conducted, whether in-situ or in laboratories / studios.

4.2 Methods of data collection, storage and disposal

Please note that it is of the utmost importance that all research data must be stored in a secure location, inaccessible to unauthorised persons, for a period of 5 years. This data must then be disposed of in a manner which is irreversible. In the box below you are requested to describe, in detail, where and how such data will be safely stored and what procedure you will follow to destroy and dispose of this data at the end of the fifth year, on a stated date. If the data will be stored electronic, please indicate what platforms will be used and whether they are password protected. You must furthermore ensure and state that your storage and disposal procedure has been authorised and confirmed by your supervisor.
Please also indicate how compromised data would be dealt with in the case that data was breached, and personal information was disclosed. Steps to mitigate the effects of the breach, undertaking to inform the data subject of the breach of personal information should be noted. Please also provide an undertaking that the data will not be shared with unauthorised third parties and that it will only be used for the purpose that it was collected for.

4.3 Methods of data analysis

5. Summary of potential ethics issues and how they will be addressed. Include also issues such as the protection of the researcher; participant autonomy (voluntary participation and withdrawal at any time before data has been de-identified with no negative consequences for participants), anonymity and confidentiality; bystanders and the environment where applicable.

ETHICAL ISSUES

The VUT Research Ethics Policy applies to all members of staff and postgraduate students who are involved in research on or off the campuses of VUT. In addition, any person not affiliated with Vaal University of Technology who wishes to conduct research with VUT students and / or staff is bound by the same ethics framework. Each member of the University community is responsible for implementing this Policy in relation to scholarly work with which she or he is associated and to avoid any activity which might be considered to be in violation of this Policy. ***By signing this application, the signatories bind themselves to the following conditions:***

1. That the project presented here and in the submitted proposal will be carried through as it is documented here;
2. That any deviations from the application and proposal that are significant enough to change the methodologies and methods envisioned must be reported and an amendment to the project be approved by the CREC (via the relevant FREC, where applicable);
3. The reporting of any Serious Adverse Events (SAEs) will be undertaken within the guidelines laid out by the VUT Standard Operating Procedures;
4. Progress reports will be submitted according to the dates presented in the Approval letter, and a completion report will be submitted;
5. That, by submitting this application, the PI and the research team declare that no data collection beyond that which is required for the preparation for the proposal and this application has taken place;
6. The ethics clearance number will be presented in any correspondence with the FREC.

FORMALISATION OF THE APPLICATION

Principle Investigator/ Student

I have familiarised myself with the University's Research Ethics Review Guidelines and undertake to comply with them. I understand that it is also my duty to inform the University timeously in cases where Serious Adverse Events occur and to take every precaution to avoid these happening.

The information supplied above is correct to the best of my knowledge.

D	D	M	M	Y	Y	Y	Y

SIGNATURE OF THE RESEARCH LEADER OR STUDENT

DATE

D	D	M	M	Y	Y	Y	Y

SIGNATURE OF LECTURER

DATE

FOR OFFICE USE ONLY

Project Approval

Approval by DRIC Chairperson

NAME OF CHAIRPERSON

D	D	M	M	Y	Y	Y	Y

SIGNATURE

DATE

Approval by FREC Chairperson

APPROVED ☐ **CONDITIONALLY APPROVED** ☐ **REJECTED** ☐

NAME OF CHAIRPERSON

D	D	M	M	Y	Y	Y	Y

SIGNATURE

DATE

RESEARCH ETHICAL APPLICATION FOR REVIEW FORM
FOR HUMAN PARTICIPANTS

PROPOSAL AND ETHICS APPLICATION RELATED DOCUMENTS

	PLEASE TICK OR INDICATE AS "Not Applicable" (N/A)
1. Full Research Proposal completed (Appendix A on this document)	
2. Fully completed and signed application form with all Annexures indicated (This document: Annexure A).	
3. FRIC Chair declaration of approval of project (both degree and NDP), named Annexure B	
4. Information Leaflet and Informed Consent forms, in English (an accredited translation in the language of the potential participants may be required at a later stage). Annexure C_1, C_2 etc.	
5. Research instrument such as questionnaires, interview guides and similar documents, named Annexure D-1, D-2 etc	
6. Letter(s) of permission from relevant bodies (if applicable), named Annexure E_1, E_2 etc	
7. All relevant Standard Operating Procedures (SOPs) for equipment and laboratories attached as Annexure F	
8. Did you language edit the application and proposal, i.e. did you check for grammar and spelling errors?	
9. Disclosure of any previous ethics review action by other ethics review bodies (if applicable). In the case of external applications proof that the research has been approved by the researcher's institutional research ethics body – Annexure G	
10. Description and/or amounts of compensation including reimbursements, gifts or services to be provided to participants (if applicable) – Annexure H	
11. Description for arrangement for indemnity (if applicable) – Annexure I	
12. Description of any financial cost to participant (if applicable) Research budget to be included and source of funding declared. Annexure J	
13. Description of provision of insurance coverage to participants (if applicable)- Annexure K	
14. Description of steps to be undertaken in case of and adverse event or when injury of harm is experienced by the participants attributable to their participation in the study (Included in Appendix A)	
15. Statement agreeing to comply with ethical principles set out in the VUT Ethics Review Guidelines has been signed on this document (Formalisation of the application).	