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**REQUEST FOR ACCESS TO NELSON MANDELA UNIVERSITY STAFF AND/OR STUDENTS**

**NELSON MANDELA UNIVERSITY RESEARCH ETHICS COMMITTEE (HUMAN)**

**PLEASE READ THE INFORMATION CONTAINED IN THIS BLOCK (pp 1) PRIOR TO COMPLETING THE REQUEST. THIS INFORMATION BLOCK MUST BE REMOVED PRIOR TO SUBMISSION OF THE REQUEST.**

**WHO NEEDS TO COMPLETE THIS FORM?**

Researchers external to Nelson Mandela University for any research project in which the human subjects of the research (hereafter called a *study*) are Nelson Mandela University staff and/or students are required to complete this request and submit it together with all relevant supporting documentation for approval by REC-H.

**WHEN SHOULD THIS REQUEST BE HANDED IN?**

This request shall be submitted for approval by REC-H a reasonable time before wishing to gain access to Nelson Mandela University staff and/or students for the purposes of data collection.

**HOW TO COMPLETE THIS FORM:**

1. Complete Sections 1 and 2 (as from pp 3) in typescript (tab between fields, select from pull-downs, information may be pasted from existing Word® documents), and save the completed form. Handwritten forms will not be accepted. Use the “Save as” option to save the application form with a filename containing your name(e.g.“**J Smith** REC-H External Request.doc”).
2. Append the necessary information e.g. Research methodology, Informed consent form, Written information given to participant prior to participation, Oral information given to participant prior to participation, etc. as Appendices correctly labelled and **CORRECTLY ORDERED** as given in the request form. Incorrect ordering, labelling or missing appendices may result in a delay of the review and approval of the request.
3. **REMOVE THE INSTRUCTION BLOCK AND DEFINITION OF TERMS** (pp 1).
4. **Electronic copy (signed)**: Print the document, get each page initialled on the lower right hand corner and get Section 3 signed by the relevant parties. Scan in the signed hardcopy and all supporting documentation. Alternatively print the request as a PDF document, correctly appending all supporting documentation to it in a single PDF document, and sign the document digitally. Submit the signed request to [Imtiaz.Khan@mandela.ac.za](mailto:Imtiaz.Khan@mandela.ac.za).

**DEFINITION OF TERMS USED IN THE REQUEST FORM**

1 a) “**Study**” means the research project being conducted.

1 c) “**PRP**” means primary responsible person.

1 d) “**PI**” means primary investigator and is the person undertaking the study

3 “**Conflict of interest**” refers to a compromised situation as regards ethical conduct of research as a result of conflicting duties, responsibilities or interests (personal, professional or otherwise) on the part of the PI and/or PRP and/or participant recruiter and/or gatekeeper and/or sponsor of the study.

**END OF INFORMATION BLOCK**

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| **FOR OFFICIAL USE ONLY**  **This serves as notification of (non)approval for access to Nelson Mandela University staff and/or students for research purposes.** | | | | | | | |
| **Application reference code:** | **H** | | **…………** | **…………** | **…………** | **EAP** | **…………** |
| **HUMAN** | | **YEAR** | **FACULTY** | **DEPARTMENT** |  | **NUMBER** |
|  | | | | | | | |
| 🞏 Approved | | | | | | | |
| 🞏 Not approved | | Refer to comments section below | | | | | |
| NAME (CHAIR:REC-H) SIGNATURE Date | | | | | | | |
| **COMMENTS to PRP/PI from the REC-H** | | | | | | | |
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| 1. GENERAL PARTICULARS |
| **TITLE OF STUDY** |
| 1. Concise descriptive title of approved study:   **Type title of study here** |
| 1. **This application focusses specifically on the procedure in which Nelson Mandela University staff and/or students will be participating** (and not on any other procedures of the study nor necessarily on the study as a whole). Describe the placement of ***this application for ONLY the data collection from human participants*** in the context of the above-mentioned study (see 1a) above), i.e. describe the contribution of the data collection from human participants to the overall study.   **Give description here** |
| **RESEARCHERS:**  ***Please note -*** ***The Protection of Personal Information Act, 2013 (POPI Act) has been promulgated and implemented on 1 July 2020. All personal identifiable information provided by you shall be treated in accordance with this statute and only used for research ethics application and/or reporting processes, as indicated in the University’s Privacy Policy. By providing your information, you are giving your consent for the use of all of your personal identifiable information, provided to the University, for the aforesaid purposes.*** |
| **PRIMARY RESPONSIBLE PERSON (PRP)** |
| 1. PRP identification and affiliation details:   **Type PRP staff number here Type PRP name here Type PRP Email address here**  Institution **Specify name of home institution here** Faculty **Specify name of Faculty here if home institution is a university**  Department (or equivalent): **Type department name here, if applicable**  If visiting researcher, give nationality and passport number **Specify nationality and passport number, if applicable** |
| **PRINCIPLE INVESTIGATORS AND CO-WORKERS** |
| 1. PI (may be same as PRP) identification and affiliation details:   **Type PI staff number/student number here Type PI name here Type PI Email address here**  Institution **Specify name of home institution here** Faculty **Specify name of Faculty here if home institution is a university**  Department (or equivalent): **Type department name here, if applicable**  If visiting researcher, give nationality and passport number **Specify nationality and passport number, if applicable** |
| 1. Name(s) and affiliation(s) of all co workers (e.g. co-investigator/assistant researchers/supervisor/co-supervisor/promoter/co-promoter/participant recruiter, etc). If names are not yet known, state the affiliations of the groups from which they will be drawn, e.g. Interns/M-students, etc. and the number of persons involved:  **Type names and affiliations of all co-workers here** |
| 1. Name of Human Ethics Committee where ethics application served and was approved (copy of approval letter to be attached): **Type name of Human Ethics Committee here** |
| 1. Affiliation of applicant(s) (PRP and PI) with Human Ethics Committee given in f) above: **Type affiliation here** |
| 1. Ethics approval valid until **Click or tap to enter a date.** |
| 1. Briefly describe the target population for your study (i.e. what particular grouping of Nelson Mandela University staff and/or students will you be recruiting). **Give broad description of staff and/or student grouping to be recruited** |

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| 1. ETHICAL AND LEGAL ASPECTS |
| I would like the REC-H to take note of the following additional information: **Type response here or select “None”** |

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| 1. DECLARATION |
| I am aware that data collection will only commence once final approval for the study has been granted and I am in receipt of an approval letter to this effect. Retrospective approval is not permitted.  **I SELECT AN ITEM aware of potential conflict(s) of interest which should be considered by the Committee**.  If affirmative, specify: **Type response here or select “Not applicable”** |
| **05 August 2022**  SIGNATURE: **Type name here** (Primary Responsible Person) Date |
| **05 August 2022**  SIGNATURE: **Type name here** (Principal Investigator/Researcher) Date |

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| 1. APPENDICES |
| In order to expedite the processing of this application, please ensure that all the required information, as specified below, is attached to your application. You are required to please clearly label each Appendix in the top right hand corner of all supporting documentation and retain the numbering order. Any deviation from this requirement may result in a delay in the review and approval of the application. |
| **APPENDIX 1: Research proposal (approved, mandatory)** |
| Attach the full protocol and methodology to this application, as "Appendix 1” |
| **APPENDIX 2: Ethics Committee Letter of Approval (mandatory)** |
| Attach a copy of the letter of approval from the relevant Human Ethics Committee where the study served and was approved. The letter of approval must clearly state the period of approval. |
| **APPENDIX 3: Data collection instruments (mandatory)** |
| Attach as "Appendix 3". |
| **APPENDIX 4: Written and/or Oral information given to human subject on recruitment (mandatory)** |
| Attach as "Appendix 4". The intention is that you make sure you have covered all the aspects of written and/or oral information to be supplied to human subjects, as applicable to your work. This information must be made available at the point of recruitment and be transparent as to aspects such as inclusion/exclusion, risks/benefits, dissemination of findings, etc. |
| **APPENDIX 5: Written and/or Oral information given to volunteers prior to participation, at the point of enrolment (mandatory)** |
| If applicable, attach the required information to your application, as "Appendix 5". |
| **APPENDIX 6: Informed consent form(s) (mandatory)** |
| If no written consent is required, this must be clearly motivated in Section 2. The intention is that you make sure you have covered all the aspects of informed consent as applicable to your work. |
| **APPENDIX 7: Draft letter addressed to DVC: Research, Innovation and Internationalisation for permission to access Nelson Mandela University staff and/or students (mandatory)** |
| The intention of this draft letter is that once approval has been issued, the researchers can approach the DVC for permission to access Nelson Mandela University staff and/or students. The contents of the letter to the DVC needs to provide clarity on the purpose of the data collection, any risks and/or benefits associated with participants’ involvement in the study, how exactly participants will be recruited and enrolled, and how any findings will be reported. |