



FROM: Protocol Review Committee Members  
Department of Health  
P.O.Box 227  
BLOEMFONTEIN  
9300

To: THE RESEARCHERS

**SCHEDULED MEETINGS: PROTOCOL REVIEW COMMITTEE FREE STATE DEPARTEMENT OF HEALTH DURING 2016**

Kindly note protocols can be uploaded at any time and will be processed as soon as possible. Only protocols that require committee discussion will stand over to a meeting date of the Free State of Health Department. Meetings will normally be held on Fridays

MEETING DATES
29 January 2016
26 February 2016
<b>24 March 2016</b>
<b>29 April 2016</b>
<b>27 May 2016</b>
<b>24 January 2016</b>
<b>29 July 2016</b>
<b>26 August 2016</b>
<b>30 September 2016</b>
<b>28 October 2016</b>
<b>25 November 2016</b>
<b>December- No meeting</b>

Requirements needed when you want to request permission to conduct a study in the Free State Department of Health

**TICK SHEET FOR RESEARCH TO BE APPROVED BY HOD (REQUIREMENTS FROM RESEARCHER)**

Numbers of documents submitted	REQUIREMENTS	Available	Not available
		Yes	No
1.	Typed letter to request approval from HOD		
2.	Summary of the research		
3.	Letter of approval from ethics committee (University) or any accredited ethics committee		
4.	Full Protocol		
5.	Questionnaire or data collection tool		
6.	Consent form for voluntary participation		
7.	Information sheet containing the information to be provided to the clients (If applicable)		
	MCC approval for clinical trials		
8.	Any other relevant documents including the organisation funding the project if any		

**Please include the following information in your protocol**

1. The Benefit of your study to the department of health
2. The proposed policy impact of your study if any
3. The effect of your study on service delivery
4. The approximate time spend with health care worker/patient who is participating in your study
5. The source of funding for your study

The Documents should be loaded at: <http://nhrd.hst.org.za>

Or Communicate to Mr Tumelo Sebeela for assistance at [sebeelats@fshealth.gov.za](mailto:sebeelats@fshealth.gov.za). Tel 051 408 11527/646  
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