

HEALTH SCIENCES RESEARCH ETHICS COMMITTEE

**NEW APPLICATIONS
SUBMISSION AND MEETING DATES FOR 2017**

All applications **must** be approved by the Health Sciences Research Ethics Committee (HSREC) BEFORE research is conducted / continued.

- a. **New applications** must be submitted to the HSREC no later than the submission dates for 2017 listed below in order to be tabled at the next meeting. Please refer to the following guidelines on the webpage:
 - a. RIMS Preparation Guides for Undergraduate and Postgraduate/Other Research
 - b. General Submission Guidelines for Contract/Clinical Research
- b. **All subsequent submissions** (amendments, reports, notifications, etc.) – please contact HSREC Administration to determine whether you should submit on RIMS or in hard-copy at the office.
 - Agenda closes for all new matters **7 working days prior** to the meeting.
- c. HSREC Administration reserves the right not to accept applications for review that are submitted in hard copy at the HSREC office if RIMS should have been used.

IMPORTANT NOTE: *Late and incomplete submissions will stand over until the next meeting. Please contact HSREC Administration to arrange for a consultation if needed.*

| SUBMISSION DATES 2017 | MEETING DATES 2017 |
|-----------------------|--------------------|
| 20 JANUARY 2017 | 31 JANUARY 2017 |
| 17 FEBRUARY 2017 | 28 FEBRUARY 2017 |
| 15 MARCH 2017 | 28 MARCH 2017 |
| 12 APRIL 2017 | 25 APRIL 2017 |
| 19 MAY 2017 | 30 MAY 2017 |
| 15 JUNE 2017 | 27 JUNE 2017 |
| 14 JULY 2017 | 25 JULY 2017 |
| 18 AUGUST 2017 | 29 AUGUST 2017 |
| 14 SEPTEMBER 2017 | 26 SEPTEMBER 2017 |
| 20 OCTOBER 2017 | 31 OCTOBER 2017 |
| 24 NOVEMBER 2017 | 05 DECEMBER 2017 |

| HSREC ADMINISTRATION CONTACT DETAILS: | | |
|--|---|---------------------|
| The Chair: Health Sciences Research Ethics Committee Dr SM Le Grange For Attention: Mrs M Marais Block D, Room 104, Francois Retief Building Po Box 339 (G40) Nelson Mandela Drive Faculty of Health Sciences University of the Free State Bloemfontein 9300 | Mrs M Marais <i>Head: Administration</i> | 051-401 7795 |
| | Mrs J du Plessis <i>Administration</i> | 051-401 7794 |
| | Fax number | 051-4444359 |
| | Email | ethicsfhs@ufs.ac.za |
| | Office hours | 07h45 – 16h30 |