

- ATTACHMENTS
- READ QUESTIONS
- CAREFULLY AND ADD
- APPLICABLE DOCUMENTS
- ALL PAGES

ATTACHMENTS



IMPORTANT NOTICE (ONLY FOR NON-DESKTOP/LITERATURE STUDIES)

Attach sample copies of all consent and information forms to this application. Once you have received all the signed copies of informed consent from participants, these are to be kept on record by the researcher for at least a year after the completion of the research.

Note that prospective participants should have consent forms provided in the language they are familiar with and illiterate participants will require a detailed verbal description of the consent form.

Also keep in mind that minors must sign 'assent' forms indicating their willingness to participate, and that they fully understand what the research involves, but only their legal guardians may sign an informed consent form on their behalf.

Participants need to be aware what the research entails, why it is being done, what risks and benefits are inherent in participating, and the fact that they may withdraw from the study at any point. Confidentiality also needs to be addressed.

ETHICS COMMITTEES

- * Select the applicable research field / submission type. (Click on the drop-down menu and select from list)
- * Select: This is an application for:

READ QUESTIONS CAREFULLY AND ADD APPLICABLE DOCUMENTS

Complete all questions and remember to SAVE regularly

* Are you responding to Modifications as requested by the Ethics Committee? Or is this a Conditional Approval and a request for additional documents from the Ethics Committee? No
(Answer NO if this is your first and initial application)

ATTACHMENTS (Attach all of the following documents relevant to your application)

Where TEMPLATES are provided in some of the sections below, the Ethics Committee requires that these approved templates be used.

1. Copies of all data collection instruments, including survey forms, interview questions, etc.

* Do you have copies to attached?

Click on the yellow + to add copies of all data collection instruments, including survey forms, interview question, etc.

* Upload copies of all data collections instruments	* Name of document.

2. Copies of any psychometric or other tests to be used by research subjects

* Do you have copies to attached?

3. Copies of all consent and information forms, including translated forms needed.

* Do you need to add consent and information forms?

TEMPLATES to use: Click on the 'LINKS' below and open the TEMPLATE. Save and complete the template and upload where applicable.

- **Research participants cannot sign consent forms before ethical clearance has been granted by the Ethics Committee.**
- **Where applicable these consent forms need to be translated.**

PARTICIPANT CONSENT FORM - Click [HERE](#)

CHILD ASSENT FORM TEMPLATE - Click [HERE](#)

PARENTAL CONSENT FORM (CHILDREN)- Click [HERE](#)

Click on the yellow + to add copies of all consent and information forms, including translated forms needed.

* Upload copies of all consent and information forms, including translated forms needed.	* Name of document.

4. Copies of all written text, advertising or script used to recruit subjects.

* Do you have copies to attached?

5. Copies of any third party or sponsorship agreements related to this research.

* Do you have copies to attached?

6. Signed approval from any relevant authorities required for this project

* Do you need to attach approvals from authorities?

TEMPLATE to use: Click on the 'LINK' below and open the TEMPLATE. Save and complete the template and upload where applicable.

REQUEST FOR PERMISSION TO CONDUCT RESEARCH - Click [HERE](#)

Click on the yellow + to add signed approval from any relevant authorities required for this project. (Including from other institutions linked to this research).

* Upload signed approval documentation from any relevant authorities (including from other institutions linked to this research).	* Name of document.

7. Short CV of principal researcher.

TEMPLATE to use: Click on the 'LINK' below and open the TEMPLATE. Save and complete the

template and upload where applicable.

CV TEMPLATE - Click [HERE](#)

* Upload a short CV of the Principal Researcher: One page (click on the icon to upload the document)

8. Short CV of all research contributors and/or assistants

* Do you have copies to attached?

9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).

* Do you have copies to attached?

10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research

* Do you have copies to attached?

11a. Proof of title registration of the research project

* Academic status

Are you doing a mini-dissertation? Yes No

* Upload the Title Registration Approval Letter for the research project (click on the icon to upload the document)

11. Any other relevant documentation which may impact on the research itself

* Do you have copies to attached?

12. Research Proposal

* Do you have a Research Proposal?

* Upload your Research Proposal

