

## **Basic and Social Sciences Research Ethics Committee (BaSSREC):**

### **Documents to be included in ethics clearance applications:**

1. The Scientific Committee letter (in the case of post-graduate students) of approval for the research proposal.
2. A complete NWU Ethics Application Form:
  - Application for Ethical Approval: Ethics Committee for Basic and Social Sciences Research Ethics Committee (BaSSREC).  
**Note:** This form is available on the BaSSREC Ethics website and from Ms Yvette van der Merwe and Dr Jacques Rothmann.
3. The proposal for the study approved by the Scientific Committee (in the case of post-graduate students).
4. Letters to gatekeepers requesting permission to do the research (where necessary).
5. Letters from gatekeepers giving permission to do the research if available. Gatekeepers may require ethics clearance before they give their approval and in such instances the gatekeeper's approval must be submitted to the BaSSREC as soon as possible. In these cases, the BaSSREC may grant conditional approval until receipt of all relevant documents.
6. Participant Information and consent letter.
7. Informed consent letter to parents where applicable.
8. Informed assent forms to be signed by youth under the age of 18 years (parental consent is still required).
9. Where support, debriefing or counselling will be made available for participants who may experience emotional discomfort related to the research, a letter to the counsellor who will perform such service as well as the agreement by the counsellor to provide the service, must be included.
10. All questionnaires to be used in the study.  
**Note:** If questionnaires are to be developed after ethics approval have been requested, it must be stated clearly in the application form and requested that conditional approval be granted by the BaSSREC until receipt of the measuring instruments. No data gathering may proceed before final approval has been granted. The questionnaires have to be submitted to the BaSSREC within **three months** (for a **Master's study**) and **six months** (for a **Doctoral study**), otherwise conditional approval will be withdrawn.
11. The interview schedule of questions to be used in qualitative research.

**Note:** Please note Item 10 above. The same conditions apply for interview protocols that still have to be developed.

12. An indication or proof of ethics training received.
13. Where a researcher intends to do research in any other country than the RSA, documents pertaining to the approval of such research by the authorities of the relevant country, must be submitted.
14. The application documents for ethics approval from the BaSSREC, must be proof read for language and typing errors before submission. If necessary, it should be language edited.

**Adapted from the documents compiled by Professor Chrizanne van Eeden**