

***Checklist for attachments for a single study research ethics approval application to the HSSREC\*.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | | **Tick if attached** | **Comment** |
| 1 | A cover letter written by the Principal Investigator/Study Leader that indicates:   * The title of the research study, * The researcher/s, * The type of research ethics application, * The documents attached with the application. * The discipline and/or research entity in which the research study is undertaken. * Any explanations to further clarify your application |  |  |
| 2 | Executive summary of the project (150 words only). |  |  |
| 3 | Proposal approved by a scientific/proposal committee. |  |  |
| 4 | An HSSREC Ethics Application form. |  |  |
| 5 | Recruitment and Enrolment (If applicable)   * Advertising materials * Any other recruitment materials |  |  |
| 6 | Budget: (Compulsory for all research studies. Include expenses such as printing, transport, reimbursements etc. and how these expenses will be covered).   * + Reimbursements   + Inducements for participants   + Costs for participants |  |  |
| 7 | Informed consent documentation (Please use the template provided by HSS-REC). |  |  |
| 8 | Questionnaire/s, interview schedules for interviews or focus groups, observation schedules. |  |  |
| 9 | Approval letter of the study by the scientific committee. |  |  |
| 10 | Two-page narrative CVs of all the researchers in the research study (including promoters, co-promoters, students, and any other person directly involved with the research). |  |  |
| 10 | Proof of ethics training over the past three years for all the researchers in the project (compulsory for promoters, co-promoters, students, and any other person directly involved with the research study). |  |  |
| 11 | Permission letters to conduct the research (Can be in draft form and must be written on official NWU letter head by Principal Investigator/Study Leader with his/her contact details on it):   * Government departments * Gatekeepers, such as gatekeeper committees at universities, heads of institutions, CEOs of companies, etc. * Principals and SGB’s of schools * Parents/guardians of minor participants (if applicable) |  |  |
| 12 | Goodwill permission letters (Can be in draft form and must be written on official NWU letter head by Principal Investigator/Study Leader with his/her contact details on it):   * For example, community leaders, church leaders, tribal chiefs etc |  |  |
| 13 | Any other applicable documentation:   * Memorandum of Understanding * Contracts with collaborators Permits etc. |  |  |
| 14 | Signed NWU code of conduct for researchers for each research team member (Compulsory for promoters, co-promoters, students, and any other person affiliated with the NWU directly involved with the research). |  |  |

*\*Refer to the above procedures for particular documentation required for larger studies, systematic reviews, applications for amendments and the monitoring report.*