



Ethics Committee for Language Matters (ECLM)

PROCEDURES IN THE APPLICATION BY RESEARCHERS (STAFF AND STUDENTS) FOR ETHICS APPROVAL¹:

1. Supervisors or project leaders (applicants) send complete ethics application accompanied by all documentation to Soné Anthony and copy in Johanita Kirsten (Chair ECLM).
2. Received application will be sent by the ECLM Chair for review to selected members of the ECLM.
3. Reviewers will submit a feedback report with their recommendations regarding the application to the ECLM Chair.
4. Reviewers' feedback and recommendations will be sent to the applicant by the ECLM Chair together with a summary report by the ECLM chair.
5. The applicant or student advised by the supervisor, will make the recommended changes to both the application and proposal, indicate such changes in a contrasting colour and submit a report on how recommendations would be implemented.
6. After receipt of the changes and report pertaining thereto, reviewers will peruse the changed documents and make final recommendations regarding approval.
7. All ethics clearance applications will be approved by the ECLM at a forthcoming meeting.
8. After final recommendations, a clearance letter will be sent to the applicant.

Documents to be included in ethics clearance applications:

1. The Scientific Committee letter of approval for the research proposal.
2. A completed ECLM Ethics Application Form.
3. The proposal for the study approved by the Scientific Committee.
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 ECLM as soon as possible.
6. Participant Information and consent letter.

¹ No-risk ethics applications follow a shortened procedure: the approved proposal and approval letter, along with the short ethics checklist, must be submitted to the administrator and chairperson for approval.

7. 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.
8. All questionnaires or instruments 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 ECLM 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 ECLM within three months (for a Master's study) and six months (for a Doctoral study), otherwise conditional approval will be withdrawn.
9. The interview schedule of questions to be used in qualitative research.
Note: Please note Item 8 above. The same conditions apply for interview protocols that still have to be developed.
10. An indication or proof of ethics training received. It remains the responsibility of supervisors to train their students in research ethics or to arrange ethics training for their students.
11. 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 where applicable.
12. The application documents for ethics approval from the ECLM, must be proof-read for language and typing errors before submission. If necessary, it should be language edited.

Prof Johanita Kirsten

Chair: Ethics Committee for Language Matters