

Basic and Social Sciences Research Ethics Committee (BaSSREC):

Procedures in the application by researchers (staff and students) for ethics clearance:

1. Supervisors or project leaders (applicants) send complete ethics application accompanied by all documentation to the **committee's administrative coordinator** (Ms Yvette van der Merwe) and also on the **InfoEd online platform**. *Refer to the BaSSREC webpage for the links to Ms Van der Merwe's email and the InfoEd website.*
2. Received application will be sent by the BaSSREC Chair for review to selected members of the BaSSREC.
3. Reviewers will submit a feedback report with their recommendations regarding the application to the BaSSREC Chair.
4. The committee's administrative coordinator will arrange an online or personal meeting between the BaSSREC committee members, the supervisor and student. During this meeting the committee members will request clarification on particular matters in the applicant's ethics application.
5. The BaSSREC Chair and committee will make recommendations regarding the approval or further referrals of the application.
6. Reviewers' feedback and BaSSREC recommendations will be sent to the applicant by the BaSSREC after the meeting.
7. 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 rebuttal report on how recommendations would be implemented, to the BaSSREC.
8. After receipt of the changes and report pertaining thereto, reviewers will peruse the changed documents and make final recommendations regarding approval.
9. After final recommendations, a clearance letter will be sent to the applicant.
10. When making use of NWU students in research, the NWU Gatekeeper's permission must be obtained. The contact person is Mr. N. Machine at RERC: nkosinathi.machine@nwu.ac.za.

Compiled by Professor Chrizanne van Eeden