

Basic and Social Sciences Research Ethics Committee (BaSSREC) checklist

Documents to be included in ethics clearance applications.

Please ensure that the following, relevant documentation is included together with the [BaSSREC Application Form](#): Please indicate with a tick(✓) as applied

1. BaSSREC Ethics Application Form (all sections completed)	✓
2. Research proposal as approved by the Scientific Committee	
3. Approval letter from the Scientific Committee.	
4. Participant information and consent form (please strictly use the BaSSREC template)	
5. Copies of all recruitment material (i.e., written text-, advertising the study or script used to recruit participants)	
6. Proof of ethics training received by the primary investigator/ principal researcher/study-leader	
7. Proof of ethics training received by the researcher/student/applicant	
8. Proof of ethics training received by the research assistant(s)	
9. Two-page narrative CV of the primary investigator/ principal researcher/study-leader	
10. One-page narrative CV of the researcher/student/applicant	
11. One-page narrative CV of the research assistant(s)	
12. NWU Code of Conduct for Researchers signed by the primary investigator/principal researcher/study-leader	
13. NWU Code of Conduct for Researchers signed by the researcher/student/applicant	
14. NWU Code of Conduct for Researchers signed by the research assistant(s)	
15. BaSSREC Confidentiality Undertaking signed by the primary investigator/ principal researcher/study-leader	

16. BaSSREC Confidentiality Undertaking signed by the researcher/student/applicant	
17. BaSSREC Confidentiality Undertaking by signed the research assistant(s)	
<p>18. Copies of all data collection instruments including survey forms, interview questions/protocols, observations protocols, psychometric or other tests, etc.</p> <p>Note: If questionnaires and/or interview questions 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 and/or interview protocol. No data gathering may proceed before final approval has been granted. The questionnaires and/or interview protocol 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three months (for a Master's study) and six months (for a Doctoral study), otherwise conditional approval will be withdrawn.</p>	
19. Any other relevant documentation which may impact on the research itself. (<i>i.e., letter to gatekeepers, letters to authorities required for this project, including from other institutions linked to this research</i>)	