



BaSSREC

APPLICATIONS PROCEDURES AND DOCUMENTATION

- It is the responsibility of the researcher/project leader/study leader/promoter to submit ethics applications, using the official NWU ethics application form as available on the official BaSSREC web page (Link: <https://humanities.nwu.ac.za/basic-and-social-sciences-research-ethics-committee-bassrec>) or via the BaSSREC-approved form on the InfoED-portal. Students should complete ethical applications under supervision of study leaders/promoter. The final responsibility remains that of the study leaders/promoter to ensure that said application is detailed and in order before its submission to the BaSSREC.
- All ethics applications must be submitted via InfoEd (or, depending on communication from the BaSSREC chairperson, via email to the BaSSREC Administrator).
- The BaSSREC administrator advises the applicant (or delegate if not available) at which meeting the application will be evaluated. Where applicable the applicant (or delegate) could be invited to attend the BaSSREC meeting and represent the application should reviewers have questions. Attendance also has educative potential.
- It remains the responsibility of the BaSSREC applicant and their supervisor/promotor to familiarise themselves with the due dates of that particular year on the official BaSSREC web page.
- Applications for a **first-time single study (i.e. Master's and doctoral studies)** should include the following **documentation**. *Please note: No application will be sent for review if any of the applicable documentation is outstanding.*

1. The Scientific Committee letter (in the case of post-graduate students) of approval for the research proposal.
2. The complete official BaSSREC Ethics Application Form
Note: This form is available on the BaSSREC Ethics website and from the BaSSREC administrator.

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. The official BaSSREC Informed Consent Statement.
Note: This form is available on the BaSSREC Ethics website and from the BaSSREC administrator.
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 data collection instruments (e.g. interview guides; interview schedules; 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 data collection instruments 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.

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 from both the applicant and their supervisor/promotor (where applicable). This may not be older than three years.
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.
12. 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.