



BaSSREC APPLICATIONS

FIRST-TIME SINGLE STUDY APPLICATION PROCEDURE

The following procedures inform the ethics application process for **first-time single study (i.e. Master's and doctoral studies) applications**:

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

1. Supervisors or project leaders (applicants) submit the complete ethics application on the InfoED portal. The applicant may also submit the full ethics application to the BaSSREC Administrator if this is requested by the BaSSREC chairperson due to technical errors with the InfoED portal. *Refer to the BaSSREC webpage for the links to the BaSSREC Administrator's email address and the InfoEd website information, procedures and meeting dates.*
2. Received application will be sent by the BaSSREC Chairperson for review to one or two selected members of the BaSSREC on the scheduled dates indicated on the calendar of that year.
3. Reviewers will submit a feedback report with their recommendations regarding the application to the BaSSREC Chairperson on the dates indicated on the BaSSREC calendar of that year.
4. The BaSSREC chairperson consolidates the reviewer reports using the BaSSREC summary report and indicates a final assessment recommendation for discussion during the scheduled BaSSREC meeting.
5. The BaSSREC chairperson and administrator compile the agenda and supporting documentation for the scheduled BaSSREC meeting.
6. The BaSSREC chairperson and committee members discuss, make recommendations and decide on a final assessment regarding the approval or further referrals of the application. After consensus has been reached, the meeting will be adjourned.
7. If the final assessment of an application requires a deferral with major revisions, applicants will be required to resubmit the application to the BaSSREC to be tabled at the next BaSSREC meeting. After amendments have been submitted to the administrator, along with response to the feedback (rebuttal) letter, the application is placed on the relevant next BaSSREC agenda. The administrator sends the revised documents and applicant response to the chairperson and the same reviewers for re-evaluation. This is followed by presentation at the relevant BaSSREC meeting, and debate to

reach consensus on decision (i.e., approve, approve with minimal/minor corrections, defer again because of major corrections, or disapprove).

8. Reviewers' feedback and BaSSREC recommendations will be sent to the applicant by the BaSSREC within three (3) days following the meeting. It is also the responsibility of the researcher/project leader/study leader/promoter to support the necessary corrections/amendments to ethics applications. Students should be guided in this process.
9. 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 the official BaSSREC rebuttal report and full ethics application (with indications of where changes were made or how recommendations were implemented, by highlighting these in **YELLOW**).
10. After receipt of the changes and report pertaining thereto, reviewers will peruse the changed documents and make final recommendations regarding approval. Reviewers have five (5) working days to review, confer and approve, or confer and request further minor revisions (the latter speaks to the teaching mandate of the university: reviewers support applicants to perfect application). Should reviewers not have consensus, the chairperson and/or deputy chairperson will arbitrate. Should approval be recommended, the final information/consent documents must be forwarded (via the administrator) to the chairperson to be signed off. Once approved by the appointed committee members, the BaSSREC administrator will formulate an ethics approval letter, which will be signed off by the chairperson or deputy chairperson. The BaSSREC administrator will send the ethics approval letter to the applicant and to the North-West University SCRE.
11. After final recommendations, the signed BaSSREC approval letter and, where applicable, BaSSREC informed consent statement, will be sent to the applicant.
12. Once approved by BaSSREC, the applicant must submit a set of completed, updated, corrected study documents (proposal, informed consents, and participants' information leaflets) to the BaSSREC administrator. These documents must indicate the final ethics approval number and respective date in a header or footer format. If the informed consent letters will be used in a language other than English, the translated versions (designed for Gr 8. Readership level) and a letter of a formally registered language practitioner (responsible for the translation and/or editing of the informed consent statement) must be submitted to BaSSREC at this final stage too. No fieldwork may commence without these documents.
13. When making use of NWU students in research, the NWU Gatekeeper's permission must be obtained after the BaSSREC approval letter has been awarded. The contact person is Mr. N. Machine at the Research Support Office: nkosinathi.machine@nwu.ac.za.