



## BaSSREC APPLICATIONS

### FIRST-TIME SINGLE AND NO RISK HONOURS' RESEARCH PROJECT PROCEDURES

The following procedures inform the ethics application process for **first-time single and no risk studies of honours' research project** applications:

Submit all **no risk** (refer to the risk descriptions on the BaSSREC web page) ethics applications to the BaSSREC for review. This will qualify for an expedited process.

The project leader should complete the following documentation:

- BaSSREC checklist
  - Ensure that this is signed by the applicant and research director or programme leader.
  - This will serve as the ethics application form.
- Short research proposal:
  - Write a 2-page background in which you outline the following:
    - The title: The module code and name.
    - The background/orientation for the proposed student projects: include references to the particular module name and its outcomes.
    - The research design, sampling procedures and methods of data collection and analysis.
    - A brief ethics component that corresponds with the content in the ethics application form.
- Scientific approval letter/letter from the programme leader approving the project.
- Gatekeeper approval letters (if applicable): This may include the NWU Gatekeeper letter or letters from particular organisations or institutions that provide approval/consent for the students to use the literature or documents for the purpose of their study.
- Project leader and supervisors' proof of ethics training: Proof of the successful completion of ethics training courses should accompany the application.

- Very important: After approval, the project leader will be responsible to submit an annual monitoring report to the BaSSREC Chairperson (available on the BaSSREC web page) in which they indicate the continuation of the approved project and/or any potential amendments to the study that requires approval.
- Successful applications will be approved for a period of five (5) years – depending on the submission of annual monitoring reports. Any and all changes should be reported to the BaSSREC during this time as part of the noted monitoring report.

**Please note: Incomplete documentation will be sent back.**