



Ethics Committee for Language Matters (ECLM)

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 Theresa Louw and copy in Susan Coetzee-Van Rooy (Chair ECLM).
2. Received application will be sent by the ECLM Chair for review to selected members of the ECLM.
3. Reviewers will submit a feedback report with their recommendations regarding the application to the ECLM Chair.
4. Reviewers' feedback and recommendations will be sent to the applicant by the ECLM Chair together with a summary report by the ECLM chair when necessary.
5. 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 report on how recommendations would be implemented.
6. After receipt of the changes and report pertaining thereto, reviewers will peruse the changed documents and make final recommendations regarding approval.
7. Approval of all ethics clearance applications will be ratified by the ECLM at a forthcoming meeting.
8. After final recommendations, a clearance letter will be sent to the applicant.
9. When making use of NWU students in research, the NWU Gatekeeper's permission must be obtained. The contact person is Mr. N. Machine at SCORE: nkosinathi.machine@nwu.ac.za.

Documents to be included in ethics clearance applications:

1. The Scientific Committee letter (in the case of post-graduate students) of approval for the research proposal.
2. A complete NWU Ethics Application Form:
 - Long form: Application for Approval of Scientific Projects in Languages (Version 1.0: February 2016)

OR

- Preferred form: Application for Ethical Approval: Ethics Committee for Language matters (ECLM).

Note: These forms are available from Theresa Louw at the ECLM office (theresa.louw@nwu.ac.za).

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 ECLM as soon as possible. Ethics approval is still completed, as the ECLM is not in charge of gatekeeper matters.
6. Participant Information and consent letter.
7. Informed consent letter to parents where applicable.
8. Informed assent forms to be signed by youth under the age of 18 years (parental consent is still required).
9. 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.
10. All 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 ECLM until receipt of the measuring instruments. No data gathering may proceed before final approval has been granted. The questionnaires have to be submitted to the ECLM within three months (for a Master's study) and six months (for a Doctoral study), otherwise conditional approval will be withdrawn.

11. The interview schedule of questions to be used in qualitative research.

Note: Please note Item 10 above. The same conditions apply for interview protocols that still have to be developed.

12. An indication or proof of ethics training received. It remains the responsibility of supervisors to train their students in research ethics or to arrange ethics training for their students.
13. 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 where applicable.
14. The application documents for ethics approval from the ECLM, must be proof-read for language and typing errors before submission. If necessary, it should be language edited.

Prof AS Coetzee-Van Rooy

Chair: Ethics Committee for Language Matters