

***Checklist for attachments for a single study research ethics approval application to the HSSREC\*.***

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| **Document** | **Tick if attached** | **Comment** |
| 1 | A cover letter written by the Principal Investigator/Study Leader that indicates:* The title of the research study,
* The researcher/s,
* The type of research ethics application,
* The documents attached with the application.
* The discipline and/or research entity in which the research study is undertaken.
* Any explanations to further clarify your application
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| 2 | Executive summary of the project (150 words only). |  |  |
| 3 | Proposal approved by a scientific/proposal committee. |  |  |
| 4 | An HSSREC Ethics Application form. |  |  |
| 5 | Recruitment and Enrolment (If applicable)* Advertising materials
* Any other recruitment materials
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| 6 | Budget: (Compulsory for all research studies. Include expenses such as printing, transport, reimbursements etc. and how these expenses will be covered).* + Reimbursements
	+ Inducements for participants
	+ Costs for participants
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| 7 | Informed consent documentation (Please use the template provided by HSS-REC). |  |  |
| 8 | Questionnaire/s, interview schedules for interviews or focus groups, observation schedules. |  |  |
| 9 | Approval letter of the study by the scientific committee. |  |  |
| 10 | Two-page narrative CVs of all the researchers in the research study (including promoters, co-promoters, students, and any other person directly involved with the research). |  |  |
| 10 | Proof of ethics training over the past three years for all the researchers in the project (compulsory for promoters, co-promoters, students, and any other person directly involved with the research study). |  |  |
| 11 | Permission letters to conduct the research (Can be in draft form and must be written on official NWU letter head by Principal Investigator/Study Leader with his/her contact details on it): * Government departments
* Gatekeepers, such as gatekeeper committees at universities, heads of institutions, CEOs of companies, etc.
* Principals and SGB’s of schools
* Parents/guardians of minor participants (if applicable)
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| 12 | Goodwill permission letters (Can be in draft form and must be written on official NWU letter head by Principal Investigator/Study Leader with his/her contact details on it):* For example, community leaders, church leaders, tribal chiefs etc
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| 13 | Any other applicable documentation:* Memorandum of Understanding
* Contracts with collaborators Permits etc.
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| 14 | Signed NWU code of conduct for researchers for each research team member (Compulsory for promoters, co-promoters, students, and any other person affiliated with the NWU directly involved with the research). |  |  |

*\*Refer to the above procedures for particular documentation required for larger studies, systematic reviews, applications for amendments and the monitoring report.*