

RESEARCH ETHICS COMMITTEE

Guidelines for successful ethical review

Crucial documentation to be included in submission

- Completed Research Ethics Protocol Application (R7/R7a)
- Proof of Registration (Current year of application)
- Research Methodology
- University Higher Degrees Committee (UHDC) Approval letter (If not available, then full proposal)
- Participant information letter(s)
- Participant consent form(s)
- Data collection tool e.g. questionnaire (if applicable)
- Interview guide/schedule i.e. the list of questions to be asked (if applicable)
- Letters from researcher to respective gatekeepers asking permission to conduct research
- Copy of advertisements to be used (if applicable)

2. The Research Ethics Protocol Application (R7 / R7a)

- Latest version of UNIVEN website?
- All signatures present – student, supervisor, and school/department?

Research methodology:

- Research population and sample to be clearly explained
- Inclusion and exclusion criteria to be clearly stated
- Recruitment process to be clearly explained; how will potential participants be approached to participate
- Process of obtaining informed consent to be clearly described
- Sampling method/technique to be clearly stated
- Data collection procedure to be clearly explained – include (if applicable) the dissemination and retrieval of questionnaires, and the application of measurement tools to collect data
- Interviews: specify time required for the interview, state duration of interview and advice regarding venue
- Provide a detailed explanation of what will be required of recruited participants
- Describe who the gatekeepers are and how permission from such gatekeepers will be obtained
- Describe how participant's identity will be protected; explain the way in which confidentiality and/or anonymity will be ensured
- Incentives (if any) to be declared in the methodology

Ethics checklist

- ✓ Every question answered either, yes/ no/n.a?
- ✓ Comments provided where needed – questions read carefully and answered fully?
- ✓ Signed by researcher and supervisor?



1. Participant information letter

- The official UREC template used?

Items to be included:

- Friendly greeting i.e. Dear research participant, thank you for showing interest in this study
- Title of the study
- Names and qualifications of researcher
- Names and qualifications of supervisor
- Brief introduction and purpose of the study
- Outline of the procedures – where, when, how, who, what?
- Risks, discomforts to participants – if none state so
- Benefits (to participant and researcher) – if any
- Reasons why participant may be withdrawn or may withdraw themselves from the study
- Remuneration of participants (if any) if none state so.
- Costs of the study to the participant (if any) if none state so
- Confidentiality – how will it be maintained/ensured – if responses are anonymous then say so and how

