

Directorate of Research and Innovation

2021 **Research Ethics Committees** Meeting Dates

Oversight University Research Ethics Committee

Meeting No	DATE	DAY OF THE WEEK	TIME
1	24 th February 2021	Wednesday	10:00 – 12:30
2	13 th April 2021	Tuesday	10:00 – 12:30
3	21 st June 2021	Monday	10:00 – 12:30
4	18 th November 2021	Thursday	10:00 – 12:30

Human and Clinical Trials Research Ethics Committee

Meeting No	Date	Day of the week	Time	Submission Deadline
1	17 th February 2021	Wednesday	10:00 – 12:30	29 th January 2021
2	24 th March 2021	Wednesday	14:00 – 16:30	12 th March 2021
3	28 th April 2021	Wednesday	10:00 – 12:30	09 th April 2021
4	19 th May 2021	Wednesday	14:00 – 16:30	30 th April 2021
5	13 th July 2021	Tuesday	10:00 – 12:30	25 th June 2021
6	25 th August 2021	Wednesday	14:00 – 16:30	06 th August 2021
7	27 th September 2021	Monday	10:00 – 12:30	10 th September 2021
8	26 th October 2021	Tuesday	14:00 – 16:30	8 th October 2021

Research Ethics Social Sciences Committee

Meeting No	Date	Day of the week	Time	Submission Deadline
1	18 th February 2021	Thursday	10:00 – 12:30	29 th January 2021
2	25 th March 2021	Thursday	10:00 – 12:30	12 th March 2021
3	29 th April 2021	Thursday	10:00 – 12:30	09 th April 2021
4	20 th May 2021	Thursday	10:00 – 12:30	30 th April 2021
5	14 th July 2021	Wednesday	10:00 – 12:30	25 th June 2021
6	26 th August 2021	Thursday	10:00 – 12:30	06 th August 2021
7	28 th September 2021	Tuesday	10:00 – 12:30	10 th September 2021
8	27 th October 2021	Wednesday	10:00 – 12:30	8 th October 2021

Animal, Environment and Biosafety Research Ethics Committee

Meeting No	Date	Day of the week	Time	Submission Deadline
1	18 th February 2021	Thursday	14:00 – 16:30	29 th January 2021
2	24 th March 2021	Wednesday	10:00 – 12:30	12 th March 2021
3	28 th April 2021	Wednesday	14:00 – 16:30	09 th April 2021
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8	26 th October 2021	Tuesday	10:00 – 12:30	8 th October 2021

Reviewing and Approving of protocols

The reviewing and approving research ethics committees are required by the NHREC to give final approval during a face to face sitting of a REC. To comply with this the UNIVEN RECs will review and approve proposals as follows:

- The process of round robin will still be applicable and reports will serve during the sitting of the respective committee. Final approval on category 2 and 3 will only be issued during the meeting.
- 1. Research classified as Category 1 will be given approval/noting from Research Ethics Committee (RECs) through reviews. (*straightforward research without ethical problems*)
- 2. Research classified as category 2 may serve at RECs after schools' recommendation for ethical clearance. (*minimal risk to humans, animals or environment*)
- 3. Research classified as category 3 must serve at RECs after schools' recommendation for ethical clearance(*risk to humans, animals, environment, or a sensitive research area*)

Refer to the *Guidelines for Classification of Prospective Research with Respect to Research Ethics and SOPs*.

Crucial documentation to be included in new applications

1. Completed Research Ethics Protocol Application (R7/R7a) - Latest version, all signatures present – student, supervisor, and school/department.
2. Registration of the Project (R1)
3. Proof of Registration (Current year of application)
 - Honours Group Projects - Each student to submit proof of registration
4. Masters and Doctoral - Proposal endorsed by Schools Higher Degrees Committee (SHDC)
 - Honours Projects - Proposal endorsed by the department
5. UNIVEN Participant information letter(s) and consent form(s) (Appendix B)
6. Data collection tool e.g. questionnaire (if applicable)

7. Conflict of interest form (Appendix C)
8. Interview guide/schedule i.e. the list of questions to be asked (if applicable)
9. Letters from researcher to respective gatekeepers asking permission to conduct research
10. Copy of advertisements to be used (if applicable)
11. Other information being supplied to participants
12. Other documentation necessary for the UREC to make an informed decision regarding the research.

Yearly Submission Deadlines - *Adjustments may be made*

1) Masters, Doctoral and Staff applications

- The cut-off date for Ethical clearance applications is set for end October of each year.

2) Honours applications

- The cut-off date for honours applications is set for **end June** each year.

Proof of Registration

- Applications submitted in 2021 going forward should have the proof of registration for the current academic year.

Electronic Ethics Application Submissions

- We would to request that all electronic applications should follow this format. This will assist the office in attending to applications more efficiently.

Important: In order to protect your electronic signatures; kindly ensure that all application forms are forwarded in PDF format. All documents should be correctly named. **i.e. Ms. MV Khoza R7 January 2021** and emailed to the following:

To : Vanecia.Khoza@univen.ac.za
Cc : Antoinette.Ajmal@mvulaunivenac.onmicrosoft.com;
Supervision/Promotion team; Humbulani.Nemudzudzanyi@univen.ac.za

Submission of New Applications i.e.

Subject: School of Management Sciences Research Ethics Application
