

Directorate of Research and Innovation

2022 Research Ethics Committees Meeting Dates

Oversight University Research Ethics Committee

Meeting	DATE	DAY OF THE WEEK	TIME
1	09 March 2022	Wednesday	10:00 – 12:30
2	10 May 2022	Tuesday	10:00 - 12:30
3	30 August 2022	Tuesday	10:00 – 12:30
4	16 November 2022	Wednesday	10:00 – 12:30

Human and Clinical Trails Research Ethics Committee (HCTREC)

No	Date	Day of the week	Time
1	08 February 2022	Tuesday	10:00 – 12:30
2	14 April 2022	Thursday	10:00 - 12:30
3	02 June 2022	Thursday	10:00 - 12:30
4	04 August 2022	Thursday	10:00 - 12:30
5	15 September 2022	Thursday	10:00 - 12:30
6	03 November 2022	Thursday	10:00 – 12:30

Research Ethics Social Sciences Committee (RESSC)

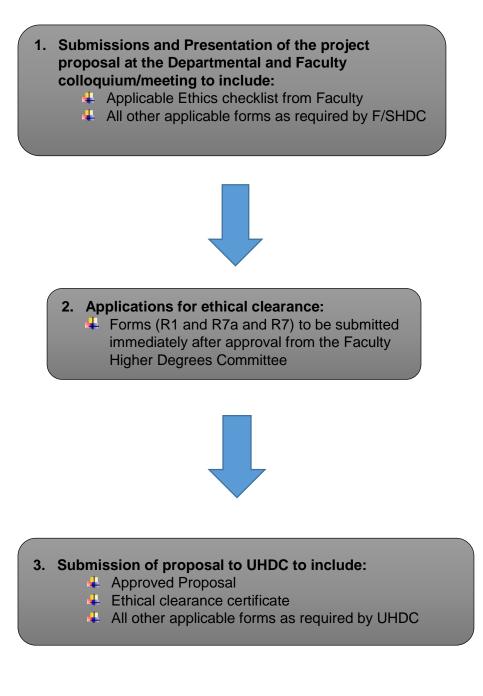
No	Date	Day of the week	Time
1	15 February 2022	Thursday	10:00 - 12:30
2	06 April 2022	Wednesday	10:00 - 12:30
3	09 June 2022	Thursday	10:00 – 12:30
4	11 August 2022	Thursday	10:00 - 12:30
5	22 September 2022	Thursday	10:00 - 12:30
6	10 November 2022	Thursday	10:00 – 12:30

Animal, Environment and Biosafety Research Ethics Committee (AEBREC)

No	Date	Day of the week	Time
1	22 February 2022	Tuesday	10:00 - 12:30
2	26 April 2022	Tuesday	10:00 – 12:30
3	15 June 2022	Wednesday	10:00 - 12:30
4	18 August 2022	Thursday	10:00 – 12:30
5	29 September 2022	Thursday	10:00 – 12:30
6	24 November 2022	Thursday	10:00 – 12:30

Note: Closing date for submission to meetings is 2 weeks prior the meeting

Process flow for the Research Ethics Clearance applications is as follows:



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:

- Research classified as Category 1 is exempt from RECs review however ethical review must still take place but at the faculty level. Faculties are charged with the responsibility of reviewing and approving research classified as category 1 and a record of approved research should be submitted to the relevant RECs on a quarterly basis. It is thus imperative that school members are trained in research ethics and the South African requirements in this regard e.g. requirements for informed consent.
- Research classified as Category 2 and 3 will follow the review of research proposal process as indicated in the Standard Operation Procedures (SoPs).
 - 1. Research classified as Category 1 will be given ratification/noting from Research Ethics Committee (RECs). (*straightforward research without ethical problems*)
 - 2. Research classified as category 2 may serve at RECs after faculty's' recommendation for ethical clearance. (*minimal risk to humans, animals or environment*)
 - 3. Research classified as category 3 must serve at RECs after faculty's' recommendation for ethical clearance(*risk to humans, animals, environment, or a sensitive research area*)

Refer to the <u>Guidelines for Classification of Prospective Research with Respect to</u> <u>Research Ethics and SOPs.</u>

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 (FHDC)
 - 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 RECs to make an informed decision regarding the research.

Yearly Submission Deadlines

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 should have the proof of registration for the current academic year.