



**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:**

**1. Submissions and Presentation of the project proposal at the Departmental and Faculty colloquium/meeting to include:**

- ✚ Applicable Ethics checklist from Faculty
- ✚ All other applicable forms as required by F/SHDC



**2. Applications for ethical clearance:**

- ✚ Forms (R1 and R7a and R7) to be submitted immediately after approval from the Faculty Higher Degrees Committee



**3. Submission of proposal to UHDC to include:**

- ✚ Approved Proposal
- ✚ Ethical clearance certificate
- ✚ All other applicable forms as required by UHDC

## **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 *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 (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.