Directorate of Research and Innovation

*2023 **Research Ethics Committees** Meeting Dates*

Oversight University Research Ethics Committee

No	DATE	DAY OF THE WEEK	TIME
1	08 March 2023	Wednesday	10h00
2	09 May 2023	Tuesday	10h00
3	29 September 2023	Tuesday	10h00
4	15 November 2023	Wednesday	10h00

Human and Clinical Trails Research Ethics Committee (HCTREC)

No	Date	Day of the week	Time	Submission Deadline
1	07 February 2023	Tuesday	10h00	*Two weeks before the date of the meeting.*
2	18 April 2023	Tuesday	14h15	
3	07 June 2023	Wednesday	10h00	
4	03 August 2023	Thursday	10h00	
5	14 September 2023	Thursday	10h00	
6	03 November 2023	Friday	10h00	

Research Ethics Social Sciences Committee (RESSC)

No	Date	Day of the week	Time	Submission Deadline
1	14 February 2023	Tuesday	10h00	*Two weeks before the date of the meeting.*
2	05 April 2023	Wednesday	10h00	
3	08 June 2023	Thursday	10h00	
4	10 August 2023	Thursday	10h00	
5	20 September 2023	Wednesday	10h00	
6	08 November 2023	Wednesday	10h00	

Animal, Environment and Biosafety Research Ethics Committee

No	Date	Day of the week	Time	Submission Deadline
1	21 February 2023	Tuesday	10h00	*Two weeks before the date of the meeting.*
2	26 April 2023	Wednesday	10h00	
3	14 June 2023	Wednesday	10h00	
4	17 August 2023	Thursday	10h00	
5	28 September 2023	Thursday	10h00	
6	28 November 2023	Tuesday	10h00	

SENATE		
15 March 2023	Wednesday	09h00
24 May 2023	Wednesday	09h00
16 August 2023	Wednesday	09h00
18 October 2023	Wednesday	09h00

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 faculty 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 serve at the Faculty REC and receive noting/ratification through the Research Ethics Committee (RECs). (*straightforward research without ethical problems*)
   2. Research classified as category 2 must 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 versions, all signatures present – student, supervisor, and faculty/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 Faculty 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 in 2023 going forward should have the proof of registration for the current academic year.