

CENTRAL RESEARCH ETHICS COMMITTEE

C/o Research Directorate

Vaal University of Technology

Vanderbijlpark.

Dear Researcher,

ACCESS TO RESEARCH DATA AT VAAL UNIVERSITY OF TECHNOLOGY (VUT)

Thank you for your enquiry pertaining to the conducting of research on our campus. The procedures that you need to follow and the forms that you need to submit for research approval, on the VUT campus, are set out hereunder. The guidelines which follow address the gathering of data from our students, our staff, our working and teaching environment, and any other domain that is part of our university's function and *raison d'être*. The guidelines are applicable to both external applicants (researchers from outside VUT) and for internal VUT applicants who wish to gather information within the VUT environment.

PREAMBLE:

Please note that your application will follow two, asynchronous, paths:

1. Your application will first be scrutinised for research ethics matters. If approved:
2. Your application will then require approval by the gatekeeper to the University, namely the Registrar.

On satisfying these two requirements, and on receiving written confirmation thereof, you may proceed to gather your data. Please note that approval in one domain does not automatically assume approval in the other.

An outline of the information and documentation required by the university, to enable an informed decision to be made on both the above matters, appears below.

APPLICATION FOR RESEARCH ETHICS APPROVAL

Before considering an application for research ethics approval, the Central Research Ethics Committee requires the following documents:

1. A copy of the proposal, submitted and approved by the institution at which you are registered or within whose ambit (or for whom) you are conducting the research. It should be the same proposal that served as such when you applied for research ethics approval within your institution.
2. Copies of all documents that served at your research ethics committee that have direct bearing on your research and data gathering processes: all information Leaflets and Informed-Consent documents, all questionnaires, sets of probing questions (for interviews or focus groups) and the like. In essence, what your ethics committee scrutinised, we need to scrutinise as well, EXCEPT for the application form (should you have been required to produce one for your institution).
3. A relevant, completed, VUT application form (the application forms are available on our website at www.vut.ac.za/XXXXXXXXXXXX)
4. A copy of all Ethics Clearance or Approval letters from your institution.

Please be advised of the following:

1. It is acknowledged that your institution's final research ethics approval might be reliant on our approval. This is acceptable practice, and you need to know that we are aware of this.
2. Approval by your institution does not automatically assume that VUT will approve. This should not, in any way, be seen to impugn the research scrutiny of either institution.
3. It is conceivable that VUT will impose further conditions before you may conduct your research. These conditions must be fulfilled and guaranteed before research may continue at VUT. The implications of this are for your own consideration within your own institution.

GATEKEEPING APPLICATION:

You were asked to develop an Information Leaflet, specifically designed to convince the gatekeeper of VUT to allow you access to staff, students, environment and the like (in accordance with the needs of your research). Besides normal Information Leaflet procedures, we ask you to specifically also comply with the following requests:

1. Please make it clear to the gatekeeper why it is that you are targeting VUT's staff, students or the working environment specifically (and, where appropriate, how your research fits into the settings of other universities).
2. Please ensure that that you make the gatekeeper aware that you will be informing participants that the gatekeeper has given permission for you to access the participants.
3. Please document how VUT may, in some way, benefit from your study and what that benefit might be.
4. Please indicate, in writing, how you will protect the reputation and integrity of VUT, as this applies to your research and the reporting of the findings of your research.
5. Please make sure that what you share with the gatekeeper aligns accurately with your application for research ethics clearance.

Thank you for considering our university in the planning of your research. We look forward to working with you.