



Title of Project	
Name of Approving DRIC	
Date of DRIC Approval	

APPLICANT'S PERSONAL DETAILS

Full name of Principal Investigator / Student _____

Student Number _____

e-mail _____

Research Lecturer _____

Department _____

Faculty _____

Current AD / PG Qualification _____

Research Module Code and Name _____

e-mail of Lecturer _____

Contact Number of Lecturer _____

Mobile Numbers of Supervisor(s) _____

ATTACHED DOCUMENTS	PLEASE TICK OR INDICATE AS "Not Applicable" (N/A)
1. Full Research Project Proposal is attached – see Appendix A for template	
2. DRIC Chair declaration of approval of project	
3. Information Leaflet and Informed Consent forms, in English (an accredited translation in the language of the potential participants may be required at a later stage).	
4. All material that will be given/sent out to participants is language edited	
5. Description of steps to be undertaken in case of an adverse event or when injury is experienced by the students undertaking the research.	
6. Description of steps to be undertaken in case of and adverse event or when injury of harm is experienced by the participants attributable to their participation in the study	
7. Statement agreeing to comply with ethical principles set out in the VUT Ethics Review Guidelines has been signed	
8. Research instrument such as questionnaires, interview guides and similar documents	
9. Standard operating procedures (SOP's) for the laboratories/studios where the research will be conducted.	
10. Letter(s) of permission from relevant bodies (if applicable)	

APPENDIX A

Research proposals, including student proposals, submitted for approval to FREC are expected to include the following information in a way that is understandable to a lay member. Please also include the research instrument such as questionnaires, interview guides and similar documents as Appendix B.

1. Title

2. Scientific background of the research

3. Aims and objectives

4. Study design

4.1 Participants – who (inclusion and exclusion criteria), how many, how potential participants are identified and recruited and potentially vulnerable groups.

4.1 Description of the sites where the research will be conducted, whether in-situ or in laboratories / studios.

4.2 Methods of data collection, storage and disposal

4.3 Methods of data analysis

5. Summary of potential ethics issues and how they will be addressed. Include also issues such as the protection of the researcher; bystanders and the environment where applicable.

ETHICAL ISSUES

The VUT Research Ethics Policy applies to all members of staff and postgraduate students who are involved in research on or off the campuses of VUT. In addition, any person not affiliated with Vaal University of Technology who wishes to conduct research with VUT students and / or staff is bound by the same ethics framework. Each member of the University community is responsible for implementing this Policy in relation to scholarly work with which she or he is associated and to avoid any activity which might be considered to be in violation of this Policy. ***By signing this application, the signatories bind themselves to the following conditions:***

1. That the project presented here and in the submitted proposal will be carried through as it is documented here;
2. That any deviations from the application and proposal that are significant enough to change the methodologies and methods envisioned must be reported and an amendment to the project be approved by the CREC (via the relevant FREC, where applicable);
3. The reporting of any Serious Adverse Events (SAEs) will be undertaken within the guidelines laid out by the VUT Standard Operating Procedures;
4. Progress reports will be submitted according to the dates presented in the Approval letter, and a completion report will be submitted;
5. That, by submitting this application, the PI and the research team declare that no data collection beyond that which is required for the preparation for the proposal and this application has taken place;
6. The ethics clearance number will be presented in any correspondence with the FREC.

FORMALISATION OF THE APPLICATION

Principle Investigator/ Student

I have familiarised myself with the University's Research Ethics Review Guidelines and undertake to comply with them. I understand that it is also my duty to inform the University timeously in cases where Serious Adverse Events occur and to take every precaution to avoid these happening.

The information supplied above is correct to the best of my knowledge.

SIGNATURE OF THE RESEARCH
LEADER OR STUDENT

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D D M M Y Y Y Y

DATE

SIGNATURE OF LECTURER

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D D M M Y Y Y Y

DATE

FOR OFFICE USE ONLY

Project Approval

Approval by DRIC Chairperson

NAME OF CHAIRPERSON _____

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D D M M Y Y Y Y

DATE

SIGNATURE

Approval by FREC Chairperson

APPROVED **CONDITIONALLY APPROVED** **REJECTED**

NAME OF CHAIRPERSON _____

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D D M M Y Y Y Y

DATE

SIGNATURE