



<b>Title of Project</b>	
<b>Name of Approving DRIC</b>	
<b>Date of DRIC Approval</b>	

**APPLICANT'S PERSONAL DETAILS**

Full name of Principle Investigator / Student \_\_\_\_\_

Supervisor / Research Lecturer \_\_\_\_\_

Student Number \_\_\_\_\_

Department \_\_\_\_\_

Faculty \_\_\_\_\_

Current AD / PG Qualification \_\_\_\_\_

Research Module Code and Name \_\_\_\_\_

Contact number of PI<sup>1</sup> \_\_\_\_\_

Mobile number of PI \_\_\_\_\_

e-mail of PI \_\_\_\_\_

<b>ATTACHED DOCUMENTS</b>	<b>PLEASE TICK OR INDICATE AS "Not Applicable" (N/A)</b>
1. Full Research Project Proposal is attached – see Appendix A for template	
2. 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).	
3. Research instrument such as questionnaires, interview guides and similar documents	
4. Letter(s) of permission from relevant bodies (if applicable)	

Project description or Research 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 Annexure B.

<sup>1</sup> The PI is the Principle Investigator. In the case of degree research, this is the student.

**ANNEXURE A**

1. Title

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2. Scientific background of the research (Concise description)

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3. Aims and objectives

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4. Study design

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

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4.2 Methods of data collection, storage and disposal

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4.3 Methods of data analysis

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5. Summary of potential ethics issues and how they will be addressed

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## PROPOSAL AND ETHICS APPLICATION RELATED DOCUMENTS

### 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 SUPERVISOR  
OR PROJECT LEADER

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D D M M Y Y Y Y  
DATE

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SIGNATURE OF LECTURER

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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

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SIGNATURE