



Title of Project	
Name of Approving DRIC	
Date of DRIC Approval	

APPLICANT'S PERSONAL DETAILS

Full name Student _____

Student Number _____

e-mail of Student _____

Research Lecturer _____

e-mail of Lecturer _____

Contact Number of Lecturer _____

Department _____

Faculty _____

Current AD / PG Qualification _____

Research Module Code and Name _____

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. Description of steps to be undertaken in case of an adverse event or when injury is experienced by the students undertaking the research.	
4. Standard operating procedures (SOP's) for the laboratories / studios where the research will be conducted.	
5. Letter(s) of permission from relevant bodies (if applicable).	
6. A statement agreeing to comply with ethical principles set out in the VUT Ethics Review Guidelines, signed by the supervisor and by each student.	

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.

1. Title

2. Scientific background of the research

3. Aims and objectives

4. Study design

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 (such as the protection of the researcher; bystanders and the environment where applicable) and how they will be addressed. Attach relevant Standard Operating Procedures for equipment and/or laboratory spaces that will be used as Annexure B_1; B-2 etc.

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

SIGNATURE OF LECTURER

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D D M M Y Y Y Y

DATE

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

ETHICS CHECKLIST FOR NON-HUMAN RESEARCH

	Yes	No	N/A
Was DRIC approval received? (Annexure B)			
Is the laboratory that is to be used a VUT laboratory?			
Do you follow Standard Operating Procedures (SOPs) for transporting and discard of hazardous materials? Attach all SOP's as Annexure D			
Did you document the hazardous material that you might be using in your research?			
Did you document the apparatuses that you will be using in your research that might be considered dangerous to yourself and your co-workers?			
Did you provide a list of VUT SOPs that you will be following in your specific laboratory work? Attach SOP's for VUT laboratory as Annexure C.			
If you are using Non-VUT laboratories, have you included the contract between VUT and that laboratory, including the SOP documents?			
Did you provide a description of how you plan to protect yourself and your fellow researchers during the carrying out of the laboratory research?			
Did you declare any products, processes, patents and the like connected to Intellectual Property that might emanate from your research? Submit IP-Provisional Registration document if relevant.			
Is the research funded by an outside entity?			
Are there any specific demands you have to adhere to because of the external funding? (Please add the list of demands in your documentation)			
Did you supply a description of the place where the research is to be undertaken, including size, vegetation, human and animal habitation and utilisation?			
Did you supply a description of how the environment is currently being utilised?			
Did you describe any measures that are in place that protect the environment before the arrival of the research project?			
Did you justify why the project needs to be undertaken in this environment?			
Did you describe the permission and procedures to access the environment, including daily access and departure procedures, and any specific procedures that are connected to this?			
Did you supply documentation on any particular prohibitions placed on the project because of the access to the environment?			

Did you receive a permission letter/access key to receive access to the environment?			
Did you describe the procedures to be carried out in the environment?			
Did you document any use of hazardous material that might be part of the research on site? (Include in this the process of transportation of the material)			
Did you declare that there is no hazardous material on site?			
Did you document the machinery and equipment that is to be used in the research project on site?			
Did you specify the SOPs of each machine and equipment, and indicate how the machinery and equipment are to be transported to and from the site, or made safe when the research team is not there? (This includes reference to all provisions of power for the machinery, such as electricity, fuel and the like)			
Did you stipulate how you are going to dispose of any hazardous or pollutant waste, upon completion of the research project? (Where applicable, refer to the relevant SOPs)			
Did you document the procedures you will undertake, upon completion of the research project, to return the environment to its original state, or, where applicable, indicate how the environment will be enhanced?			