		Standard Operating Procedure (SOP)
		Research Ethics Committee (REC): **Faculty of Theology and Religion** (FTR)
		Document Version: 02	**Review Date**: April 2023
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		Procedure Title: Functioning, Composition and Review Process

Responsibilities of researchers

1. All researchers are responsible for conducting ethically responsible research. This includes, but is not limited, to the following:

2. Researchers should see to it that they are informed about the most recent legislation and university policies.

3. Researchers should ensure that they obtain ethical clearance before they commence with their research projects. The REC of the FTR *does not provide retrospective approval.*

4. When researchers conduct research involving UP staff or students, the researcher should submit their research proposal for approval at UP's Institutional Survey Committee.

5. Researchers should apply for institutional permission, where such permission is a requirement, in a timely fashion. This should be done prior to applying for ethical clearance.