	Standard Operating Procedure (SOP)
UNIVERSITEIT VAN PRETORIA / UNIVERSITY OF PRETORIA / YUNIBESITHI YA PRETORIA — Faculty of Theology and Religion	**Research Ethics Committee** (REC): **Faculty of Theology and Religion** (FTR)
	Document Version: 02 — **Review Date**: April 2023 — **Date Approved:** 4 April 2022
	Procedure Title: Functioning, Composition and Review Process

Review Process and Timeline

1. BDiv, BTh (Hons) and PGDip students, as well as all research and coursework Masters, and all Doctoral (PhD) students, staff and associated researchers of the FTR, submit a title, proposal and other necessary information such as Informed Consent Forms, interview or survey questions, and institutional permission (where applicable) via the online Research and Ethics Grants function on the UP Portal. The applicant completes the online generated application form.

2. The systems administrator is notified and two (reviewers) are appointed and notified.

3. The reviewers review the application and associated documents and indicate their evaluations and recommendations. This is sent back to the systems administrator.

4. If approved, the Deputy Dean and Chairperson of the REC takes note of the outcome of the evaluators and sign off on the application (protocol). An approval letter is sent to the applicant.

5. If there are additional comments or requirements by the evaluator, this must be addressed, and application resubmitted by the applicant before the application may be reviewed again and approved.

6. A student has six (6) months from date of registration to submit their proposals and one (1) month after review has taken place, to resubmit if revisions were required.