

## Ethics Application Procedure: New Applications

	Steps	Procedure	Documents	Tips	Due Dates 2014
1	Defend your Proposal	Enquire by your Supervisor or departmental secretary			
<b>NB: Please note</b>		Should wish to conduct a study with staff or students registered at the University of Pretoria, you will first require permission from the Dean <b>BEFORE</b> applying for Ethics Clearance.			
2	Obtain your Application form	<ul style="list-style-type: none"> <li>• Make sure you <u>ONLY</u> use the Ethics Application <b>2014/1</b></li> <li>• The 2014/1 Application Form is divided into <b>5</b> sections representing different categories of applications.</li> <li>• Ensure that you complete the correct section for your research.</li> <li>• The different categories are: <ul style="list-style-type: none"> <li>○ <b>Section A:</b> <i>Research</i></li> <li>○ <b>Section B:</b> <i>Research based on a community engagement project</i></li> <li>○ <b>Section C:</b> <i>Secondary analysis of existing data</i></li> <li>○ <b>Section D:</b> <i>Commissioned research</i></li> <li>○ <b>Section E:</b> <i>Amendments to approved application</i></li> </ul> </li> </ul>	Go to <a href="http://www.up.ac.za">www.up.ac.za</a> Faculty of Education – Ethics Committee to download application form, policies, dates and procedures.	<i>To add additional members on to Application: type name in space provided and press enter to form a new line where the name can be typed.</i>	5 February 2014 5 March 2014 09 April 2014 07 May 2014 11 June 2014 09 July 2014 06 August 2014 03 September 2014 08 October 2014 05 November 2014
3	Hand in application form to your Departmental Representative	<ul style="list-style-type: none"> <li>• Consult the <u>due dates</u> to see when you can next submit your Application. Your Departmental Representative to the Ethics Committee will check your Application.</li> <li>• You must submit <b>3</b> copies of your Application Form to the Departmental Representative.</li> <li>• You have one week from the due date to correct any errors the Departmental Representative points out.</li> <li>• Your Application is then submitted to the Ethics Assistant for distribution to Reviewers.</li> </ul>	<p>You will receive a Representatives Checklist on your application that will indicate if any changes are necessary with a date on which you should return it.</p> <p>This document is provided by your Departmental Representative to the Ethics Committee.</p> <p>You will receive an e-mail indicating that your application has been received. Your reference number will be provided on the e-mail. <b>KEEP THIS NUMBER SAFE.</b></p>	<p>If your application is late for the due date it will stand over to the next month.</p> <p>Save the letter that is e-mailed to you with your reference number - this reference number is also used to submit when your supervisor registers your title with the Postgraduate Committee</p>	

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				<p>'dwarsvorm' procedure.</p> <p>This reference number allows you to be assisted by the Ethics Office - tracking.</p>	
4	Receive feedback from Ethics Committee	<p>Your Application will be sent out for a double blind review, after which a final decision is made.</p> <p>You may receive one of 4 responses</p> <ol style="list-style-type: none"> <li>1. <u>Approved</u>: there were no significant ethics related issues in your application.</li> <li>2. <u>Approved with conditions</u>: Minor mistakes or ethics related challenges were found.</li> <li>3. <u>Revise Resubmit</u>: significant ethics related challenges were found in your application. Revision of specified sections must be addressed and resubmitted for an additional round of reviews</li> <li>4. <u>Rejected</u>: The ethics challenges present in the application go against University policies, laws and regulations, and you may not continue with the suggested research</li> </ol>	<p>An e-mail will be sent to you to inform you of the decision by the Ethics Committee.</p> <p><b>KEEP THIS LETTER SAFE.</b></p>		
5	UP-staff and/or students	<p><b>ANY</b> research that involves University of Pretoria <u>students</u> or <u>staff</u> members must be submitted to the Dean of Education for approval PRIOR to submission to the Ethics Committee. The Dean's letter needs to be included in the Ethics Application.</p> <p>Following review of your Application by the Ethics Committee, and an 'Approved' decision, the Application will automatically be sent to the Registrar for consideration. This process takes a few days only.</p> <p>After the response from the Registrar, the Ethics Office will inform the applicant of the decision.</p>			
6	Complete your research	<b>ETHICS CLEARANCE CERTIFICATE</b>			
6.1	Ready to submit research	When you are ready to submit your completed research for programme/qualification requirements,	The following documents can be requested from the Ethics Office (Ethics Assistant) when you	The Ethics Office (Ethics Assistant) has <i>Five (5) working days</i>	

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		<p>you will need to follow the following procedure”</p> <ol style="list-style-type: none"> <li>1. If you received an ‘<i>Approved with conditions</i>’, provide the Ethics Office (Ethics Assistant) with evidence that the stipulated conditions were adequately addressed.               <ol style="list-style-type: none"> <li>a. If you received ‘<i>Approved</i>’ follow on to step 2</li> </ol> </li> <li>2. Request an Integrated Declarations Form (D08) from the Ethics Office (Ethics Assistant). This form must be completed and signed by both your self and your supervisors and submitted to the ethics office.</li> <li>3. Once the D08 has been received by the Ethics Assistant, an ethics clearance certificate can be issued.</li> </ol>	<p>want to submit your research for programme/qualification requirements :</p> <ul style="list-style-type: none"> <li>• Integrated declaration form (<b>D08</b>). (<i>Only obtainable from the Ethics Office (Ethics Assistant)</i>).</li> <li>• Ethics Clearance Certificate. (<i>Only obtainable from Ethics Office (Ethics Assistant) and once D08 document has been handed in</i>).</li> </ul>	<p>to issue you with an Ethics Clearance Certificate once all conditions have been met – allow for this time when you wish to submit.</p>	