**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

University of Pretoria Oral Health Centre

PO Box 1266

Pretoria, 0001

Tel:012 319 2328/2651

**E-mails**

**Chairperson:** [razia.khammissa@up.ac.za](mailto:razia.khammissa@up.ac.za)

**Secretary:** [renata.vanaswegen@up.ac.za](mailto:renata.vanaswegen@up.ac.za)

**RESCOM Protocol Review Standard Operating Procedure (SOP)**

**(*Research for MSc, MChD, and non-degree purposes*)**

**Please note:**

* *ALL RESEARCH MUST BE SUBMITTED TO RESCOM, AND FOLLOWING RECEIPT OF THE APPROVAL LETTER SIGNED BY RESCOM AND THE CHAIR OF SCHOOL / CEO, SUBMITTED TO THE FACULTY OF HEALTH SCIENCES ETHICS COMMITTEE (FHS REC).*
* *ONCE APPROVAL IS RECEIVED FROM THE FHS REC, PERMISSION MUST BE OBTAINED FROM THE CHAIR OF SCHOOL / CEO FOR STUDIES THAT WILL BE CONDUCTED ON THE SCHOOL OF DENTISTRY PREMISES / ON SCHOOL OF DENTISTRY PATIENT(S) / RECORDS.*
* *RESEARCH CANNOT BE CONDUCTED UNLESS ALL THESE HAVE BEEN OBTAINED.*
* *Case reports need not be submitted to RESCOM for approval before submission to the FHS REC (submission to FHS REC is compulsory).* *However,**please inform the secretary of RESCOM via email (details below) of your case report submission for documentation and record purposes only.*
* Systematic and scoping reviews are review articles and do not require approval from RESCOM or the FHS REC.
* Clinical trials: Students (MSc/MChD) cannot do clinical trials. Clinical trials have strict guidelines and cannot be performed without prior knowledge.
* Prospective studies for MChD and MSc are not recommended due to the time frame available for these students. However, permission may be granted if the logistics can be justified.
* **Protocols can only be submitted to RESCOM after the student has completed the TNM course.**
* **Submitting a protocol to RESCOM after 31 October may delay the reviewing process** due to the busy academic program during this period of the year. Feedback may be delayed, and respective presentations will only occur in January.
* **NB: When submitting your protocol to FHS REC (online), please select the CORRECT DEPARTMENT on the system and NOT the School of Dentistry. Your protocol will be hanging in the system and will not be approved.**

**1.** A protocol (Word document in Word format), as well as **a hard copy**, needs to be submitted to the RESCOM secretary with all required documentation (documentation listed A0 to A8, available on the website: <https://www.up.ac.za/school-of-dentistry/article/2760993/research-committee-school-of-dentistry-rescom> and ClickUP.

*Mrs. Renata van Aswegen (Secretary for RESCOM)*

*Room 3 - 86 (Level 3)*

*Department of Periodontics and Oral Medicine*

*Oral and Dental Hospital*

*Email:* [*renata.vanaswegen@up.ac.za*](mailto:renata.vanaswegen@up.ac.za)

**2**. A member of RESCOM is assigned to manage the review process (*this is decided upon via email communication with all members for transparency*). The RESCOM member, now termed the collator, suggests two reviewers who hold master’s degrees (preferably one junior and one senior – to continue building capacity) to review the protocol. (**Note:** Reviewers do not need to have knowledge in the field of research).

**3.** The Secretary requests reviewers (based on the suggestion by the collating RESCOM member) assistance in the review process via email.

**4.** Once reviewers accept the review process, a deadline of ten (10) working days is instituted to ensure a good turnaround time.

**5**. The reviewer’s comments return to the RESCOM member (collator) allocated to the protocol (*as per point 2*).

**6**. RESCOM member (collator) goes through the reviewer’s comments to ensure appropriateness/ relevance within two (2) working days after receiving reviewer feedback. Collated feedback is returned / feedback can be discussed with both reviewers to learn from each other (*and for the development of the junior reviewer*).

**7. Independent Research: Once the RESCOM member (collator) is satisfied, the formal reviewer’s comments go back to the researcher for corrections (*the* *normal principle applies regarding whether reviewers wish to see corrections or not*).**

**NB: Please see point 18 for the process if submitting a protocol for MChD or MSc purposes.**

**8**. The RESCOM member (collator) may elect to contact the researcher to mentor or give appropriate guidance/feedback.

**9**. Researchers are given ten (10) working days to implement the suggested changes and re-submit to RESCOM. ***When you re-submit, please submit a cover letter (point-by-point) using each issue raised as a heading, followed by your response that may include clarification, revision of documents, or substantiation of your disagreement with the raised issue. Revised documents should be submitted both with changes marked (e.g., “Track Changes”) and a “clean” document.***

***Delays after thirty (30) days may require the researcher to re-submit the protocol***.

**10**. Once all parties are satisfied, the final protocol is approved and signed off by the Chair of RESCOM for submission to the Chair of School / CEO.

**11**. Approval from the Chair of School / CEO is sent to the researcher so that submission to the FHS REC can be made.

**12**. Ethics certificates from FHS REC, once received, MUST be forwarded to RESCOM.

**13**. Research that involves surveys conducted among staff and/or students, should, following approval from both RESCOM, and the Ethics Committee, be submitted to the Institutional Survey Committee.

**14**. All signed permission letters (i.e. Letters from the HOD, the Chair of School / CEO and the Institutional survey committee, etc.) must also be submitted to RESCOM for record keeping.

**15**. ***Regarding reciprocity: The School EXCO committee and the RESCOM committee confirmed that ALL protocols must be evaluated/assessed by RESCOM. This is to inform the Chair of School / CEO that the study is appropriate for our context and that permission from the Chair of School / CEO can be given to collect data. A member of the RESCOM committee will be selected to review the protocol based on their expertise. This will expedite the process and not delay the researcher.***

**16.** **Only PhD protocols that have been approved by a respective PhD Committee within the Faculty of Health Sciences, University of Pretoria, do not need to be approved by the School of Dentistry RESCOM. However, the RESCOM secretary should still be informed *for documentation and record purposes, and an approval letter must be obtained from the Chair of School / CEO to collect data in the School of Dentistry.***

**17.** The Faculty of Health Sciences requires that qualified biostatisticians be consulted for research done for degree purposes (MChD and MSc). Researchers are advised to contact a statistician as soon as possible for support to avoid delays.

Biostatisticians can be offered co-authorship on a publication but **NOT** co-supervisor.

**18. MChD and MSc research:**

**Please see the flow diagram for the reviewing process in the case of MChD and MSc students:**

**MChD and MSc students must present their research (in the form of a PowerPoint presentation) following this process. Presentation meetings will take place at either the online DLL / Soap Box time slot or on an ad-hoc basis as needed. *All RESCOM committee members (when available), supervisors and reviewers will have to attend these presentations, and it will be open to the School to attend as well.***

The PowerPoint presentation should contain the following suggested slides (but not more than eight (8) slides):

\* Title \* Material and Methods \* Discussion / Conclusion

\* Short background \* Statistical analysis

\* Aims and Objectives \* Ethics

The timeslot for each presentation should be no longer than 10 minutes, followed by 5 minutes of questions and answers per presenter.

**19**. Comments received at the presentation must be implemented, and the researchers are given ten (10) working days to implement the suggested changes and re-submit to RESCOM. ***When you re-submit, please submit a cover letter (point-by-point) using each issue raised as a heading, followed by your response that may include clarification, revision of documents, or substantiation of your disagreement with the raised issue. Revised documents should be submitted both with changes marked (e.g. “Track Changes”) and a “clean” document.***

***Delays after thirty (30) days may require the researcher to re-submit the protocol***.

**20**. Once all parties are satisfied, the final protocol is approved and signed off by the Chair of RESCOM for submission to the Chair of the School / CEO.

**21**. Approval from the Chair of the School / CEO is sent to the researcher so that submission to the FHS REC can be made.

**22**. Ethics certificates from FHS REC MUST be forwarded to RESCOM once received.

**23**. Research that involves surveys conducted among staff and/or students, should, following approval from both RESCOM, and the FHS REC, be submitted to the Institutional Survey Committee.

**24**. All signed permission letters (i.e. Letters from the HOD, the Chair of School / CEO and the Institutional survey committee, etc.) must also be submitted to RESCOM for record keeping.