## NOTES

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| --- |
| 1. **Purpose:** This form must be **FULLY** completed by all applicants who want to access UCT students for the purpose of research or surveys.
2. **Application submission:** Return the following with your application **by email** to: Nadierah.Pienaar@uct.ac.za:
3. Fully completed **DSA100a** and [**DSA100b**](https://forms.uct.ac.za/studentadmin/dsa100b.docx) application forms (in the same Word format);
4. Your **full research proposal** inclusive of your research methodology process, i.e. questionnaire/interview document, tests, etc.; (c) Copy of your ethics approval letter / proof;
5. **Informed consent** document;
6. **Information and invitation** document;
7. If a **non-UCT** applicant, your **home institution ethics approval**.
8. **Application processing:**
* Your application will be attended to by the Executive Director, Department of Student Affairs (DSA), UCT.
* The turnaround time for a reply is **approximately 2 to 4 weeks**.
1. **Researcher responsibility and protocol compliance requirements:**
* It is the responsibility of the researcher/s to apply for and to obtain **ethics approval and to comply with amendments that may be requested;** as well as **to obtain** approval to access UCT staff and/or UCT students, from the following, at UCT, respectively:
1. **Ethics**: Chairperson, Faculty Research Ethics Committee’ (FREC) for ethics approval,
2. **Staff access:** Executive Director: HR for approval to access UCT staff, and
3. **Student access:** Executive Director: Student Affairs for approval to access UCT students.
* UCT Senate Research Protocols requires compliance to the above, **even if prior approval has been obtained** **from any other institution/agency. UCT’s research protocol requirements apply to *all* persons, institutions and agencies from UCT and external to UCT who want to conduct research on human subjects for academic, marketing or service-related reasons at UCT.**
1. **Approval principles:**
* **Should approval be granted to access UCT students for this research study, such approval is effective for a period of one year from the date of approval (as stated in Section D of this form), and the approval expires automatically on the last day.**
* The **approving authority reserves the right to revoke an approval based on reasonable grounds and/or new information.**
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## SECTION A: RESEARCH APPLICANT’S DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Staff / Student No | Title and Full Name | Contact Email | Contact Number |
| A.1 Student Number  |       |       |       |       |
| A.2 Academic / PASS Staff No. |       |       |       |       |
| A.3 Visitor/ Researcher ID No. |       |       |       |       |
| A.4 Name of University at which you are a student or employee |       | University address, if not UCT |       |
| A.5 Faculty & Department/ School |       | Department/School |       |

## SECTION B: RESEARCHER’S SUPERVISOR DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Title and Full Name | Tel. | Email |
| B.1 Supervisor |  |  |  |
| B.2 Co-Supervisor/s  |       |       |       |

## SECTION C: APPLICANT’S RESEARCH STUDY FIELD AND APPROVAL STATUS

|  |  |
| --- | --- |
| C.1 Degree – if applicable |       |
| C.2 Research Project Title  |       |
| C.3 Full Research Proposal | Provided | Yes | [ ]  | No | [ ]  |
| C.4 Target population |       |
| C.5 Lead Researcher details  | If different from applicant:       |
| C6 Research Assistant/s | Yes | [ ]  | No | [ ]  |
| If yes, provide a list of title and full names, staff / student / ID / passport number, e-mail and contact details: |       |
| C.7 Research Methodology and Informed Consent  | **Quantitative** | **[ ]**  | **Qualitative** | **[ ]**  | **Mixed Method** | **[ ]**  |
| **Describe method** |  |
| **Is there Informed consent with full research participation details provided?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| C.8 Ethics clearance status from UCT’s Faculty Ethics in Research Committee /Chair (EiRC) | Approved by the UCT EiRC | Yes | [ ]  | No | [ ]  | With amendments | Yes | [ ]  | No | [ ]  |
| Attach copy of your UCT ethics approval | Yes | [ ]  | No | [ ]  |
| **Date of your UCT Ethics Approval** |  | **UCT Ref. / Faculty Approval** |  |
| C.9 Ethics approval from Home University/ Organisation | **Date of your Home University/Organisation Ethics Approval** |  | **Home/Organisation Ref. / Faculty Approval** |  |

## SECTION D: APPROVAL STATUS FOR ACCESS TO STUDENTS FOR RESEARCH PURPOSE (*To be completed by the ED, DSA, or NOMINEE)*

|  |  |  |  |
| --- | --- | --- | --- |
| **D.1 APPROVAL STATUS** | **Approved / With Terms / Not** | **\* Conditional approval with terms**  | **Applicant/s Ref. No.:** |
| 1. **Approved**
 | **[ ]**  | 1. Access to students for this research study must only be undertaken **after** written ethics approval has been obtained.
2. In event any ethics conditions are attached, these must be complied with **before** access to students.
 |       |
| 1. **With terms**
 | **[ ]**  |
| 1. **Not approve~~d~~**
 | **[ ]**  |
| **D.2 PREPARED BY:**  | **Designation** | **Name** | **Signature** | **Date of Approval**  |
|  |  |  |  |
| **D.3 APPROVED BY:**  | **Designation** | **Name** | **Signature** | **Date of Approval**  |
| **Executive Director / Nominee****Department of Student Affairs** |  |  |  |