## 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](mailto: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.** |

## 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

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| --- | --- | --- | --- |
| 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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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)*

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| **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** | |  |  | |  |