## NOTES

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| --- |
| 1. This form is for internal usage to ensure that all documents and guidelines have been submitted in full.
2. This form must be submitted with the [DSA100a](https://forms.uct.ac.za/studentadmin/dsa100a.docx) and all relevant documents.
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## SECTION A: RESEARCH APPLICANT’S DETAILS

|  |  |
| --- | --- |
| **Title & full name** |       |
| **Student/Staff/ID No** |       |
| **Contact details** |       |
| **UCT Department & Faculty** |       |
| **University/Organisation, if not UCT** |       |

## SECTION B: STUDY PARTICULARS

|  |  |
| --- | --- |
| **Degree** |       |
| **Title of study** |       |
| **Purpose/aim of the study** |       |
| **Target research population** |       |
| **Sample size** |       |
| **Research methodology** |       |

## SECTION C: DOCUMENTS CHECKLIST

|  |  |
| --- | --- |
| **Full research proposal** | **[ ]**  |
| **Approved Faculty Research Ethics Approval** | **[ ]**  |
| **Questionnaire/Interview document** | **[ ]**  |
| **Informed consent to participants with:*** **Introduction to research**
* **Platform and level of participation, i.e. questionnaire, interview, etc**
* **Confidentiality & protection of data submitted & recorded.**
* **Platform of data usage.**
* **Appropriate contact information for comments/complaints**
 | **[ ]**  |
| **Draft invitation to students for DSA list dissemination**  | **[ ]**  |
| **DSA100 Application Form** | **[ ]**  |

## SECTION D: ASSESSMENT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessed and recommended for approval** | **Yes**  | **[ ]**  | **No**  | **[ ]**  | **Date:** |  |
| **Designation** |  |
| **Name** |  |
| **Signature** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Approval by ED DSA/Nominee** | **Yes**  | **[ ]**  | **No**  | **[ ]**  | **Date:** |  |
| **Designation** |  |
| **Name** |  |
| **Signature** |  |