## 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. |

## 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** |  | | | | | |