

**NWU-EMELTEN-REC**

**CHECKLIST FOR ATTACHMENTS**

|  |  |
| --- | --- |
| **Application number** |  |
| **Applicant** |  |

***Checklist for attachments for a research study ethics approval application to the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences (NWU-EMELTEN-REC):***

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | | **Tick if attached** | **Comment** |
| **NWU-EMELTEN-REC: FOR OFFICE USE ONLY** | |  |  |
| 1 | Application cover sheet with progress report |  |  |
| 2 | Checklist of attachments |  |  |
| 3 | Feedback Letter to applicant |  |  |
| 4 | Extract from minutes of meeting |  |  |
| 5 | Reviewer reports |  |  |
| **Ethics Applications submission:** | |  |  |
| 6 | Cover letter that indicates:   * The title, * The researcher/s, * The type of research ethics application, * Documents attached * Discipline and or entity the study belongs * Explanations to clarify your application |  |  |
| 7 | Executive summary of the project (150 words only) |  |  |
| 8 | Proposal approved by a scientific/proposal committee |  |  |
| 9 | Ethics application form to provide additional information not covered in the proposal. |  |  |
| 10 | Recruitment and Enrolment   * Advertising materials * recruitment materials |  |  |
| 11 | Budget:   * Reimbursements * Inducements for participants * Costs for participants |  |  |
| 12 | Informed consent documentation   * Informed consent form * Checklist (if collaborative study, informed consent from all the centres OR if an affiliated study, the original informed consent documentation of the original study) |  |  |
| 13 | Questionnaire/s: Interview schedules for interviews or focus groups |  |  |
| 14 | Risk-Benefit Assessment   * Safety reviews |  |  |
| 15 | Scientific/ Research Committee evaluation:   * Approval letter * Extracts from the minutes of meeting |  |  |
| 16 | 2-page narrative CVs of all the researchers in the project |  |  |
| **Document** | | **Tick if attached** | **Comment** |
| 17 | Proof of ethics training over the past three years for all the researchers in the project |  |  |
| 18 | Permission letters to conduct the research:   * Governing bodies * Parents (if applicable) * Guardians (if applicable) |  |  |
| 19 | Goodwill permission letters |  |  |
| 20 | Any other applicable documentation:   * Memorandum of Understanding * Contracts with collaborators * Permits etc. |  |  |
| 21 | Signed NWU code of conduct for researchers for each team member |  |  |
| 22 | Declarations by the:   * Project leader, * Statistical consultation services, * Director of the research entity |  |  |
| 23 | Ethics review checklist |  |  |
| **If applicable:** | |  |  |
| 24 | Confidentiality agreement |  |  |
| 25 | Indemnity form and Insurance Certificate |  |  |
| 26 | Permission from the project leader if a study is done as an affiliated study under another study or a sub-study under a larger study |  |  |
| 27 | Signed statistical review form |  |  |
| 28 | Form A for delegated ministerial consent in the case of greater than minimal risk research in children with no prospect of direct benefit to them |  |  |
| 29 | Permission letter of the chairperson of the NWU-EMELTEN-REC if the study is an affiliated study or sub-study under a larger study falling on another campus than that where the student is registered |  |  |
| 30 | Additional information documents |  |  |