

**NWU-EMELTEN-REC**

**CHECKLIST FOR ATTACHMENTS**

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| **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):***

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| --- | --- | --- |
| **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  |  |  |