

## NWU-EMELTEN-REC

The Faculty of Health Sciences Ethics Office of the North-West University is acknowledged for the use of their document with minor adjustments by the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC).

### INCIDENT REPORT FORM WHEN CONDUCTING RESEARCH WITH HUMAN PARTICIPANTS

**Note: An incident is seen as an unanticipated situation or issue that arises while conducting your research and that has no direct cause/effect due to an intervention.**

Please complete the form according to the following guidelines:

- Researchers need to complete Sections A to C.
- The Chairperson of the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC) will complete Section D.

#### SECTION A: GENERAL INFORMATION

1. Project Leader/Principal Investigator/Study leader Details						
Surname		Initials		Title		
School/ Research unit						
E-mail						
Telephone	Work		Cell		Fax	

2. Student Details (if applicable)						
Surname		Initials		Title		
School/ Research unit						
E-mail						
Telephone	Work		Cell		Fax	

<b>3. Details of approved research</b>			
<b>Title</b>			
<b>Ethics Approval Number</b>			
<b>Approval date</b>		<b>Expiry date</b>	
<b>Last submission of a monitoring report</b>	<b>Date:</b>		

**SECTION B: INCIDENT REPORT**

<b>Please describe the progress to date of the project (not more than 500 words):</b>			
<b>Please describe the incident that is being reported in detail (please ensure that you respond to what, where, who, how, when of the incident):</b>			
<b>Please describe the action that has been taken to date in detail in order to contain the incident:</b>			
<b>Please indicate a possible strategy/action plan for correcting the incident:</b>			
<b>Please indicate a possible strategy/action plan for ensuring that it will not occur again:</b>			
	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>If yes, please ensure that an amendment request is submitted to the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC as soon as possible. Will this incident require that the proposal will have to be changed?</b>			

**SECTION C: SIGNATURE**

<b>By signing this document, I certify that the information provided is accurate and complete.</b>			
<b>Signature by the principal investigator</b>		<b>Date</b>	

**SECTION D (for office use only):**

<b>4. North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC) report</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>Has the incident been satisfactorily reported?</b>			
<b>Has the incident been satisfactorily addressed?</b>			

**If yes, please explain the manner in which the incident was managed with the project leader/principal investigator/study leader and participant/s:**

<b>NWU-EMELTEN-REC Chairperson</b>	<b>Signature</b>	<b>Date</b>

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File Reference 9.1.5