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**NUMBER:**

**(for office use)**

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**APPLICATION FOR ETHICAL APPROVAL IN THE FACULTY OF LAW FOR RESEARCH INVOLVING HUMAN PARTICIPANTS**

SECTION A: GENERAL INFORMATION

1. **Name(s) of Principal Investigator (and Co-Investigator(s) where applicable):**
2. **Name(s) of External Investigator(s) and institutional affiliation(s):**
3. **Contact details of investigators:**
4. **Title of the research project:**
5. **Anticipated start and end dates of the research project:**
6. **How will the research be funded?**

 **Self funded**

 **Publically funded**

 **Privately funded**

**7. Indicate the level of the research project:**

 **Staff research project**

 **Student research project**

SECTION B: RESEARCH METHODOLOGY

1. **What is the purpose of the research?**

**(Please limit your answer to no more than 500 words)**

**9. Provide a brief description of your research methodology. Where the research deals with humans, please include a description of: (a) the nature of the interaction(s) with human subjects; (b) their frequency and duration; (c) the procedure(s) involved. Where the research deals with data in the private domain, please include a description of how individually identifying information will be dealt with.**

**(Please limit your answer to no more than 1000 words)**

**10. Is gatekeeper permission required in order to access information and/or participants and/or research sites? (Refer to Ethics Handbook for requirements for permission)**

 **No**

 **Yes**

**10.1 If yes, please indicate the name and contact details of the institution and attach a copy of the letter requesting permission**

1. **Indicate the minimum/maximum sample size required and provide a justification for such sample size**

**(Please limit your answer to no more than 200 words)**

1. **Will you be accessing personal records containing private and/or confidential information?**

 No

 Yes

**12.1 If yes, please set out the following:**

**Nature of information:**

**Format of information (aggregated or disaggregated):**

**Estimated sample size:**

1. **Will you be obtaining informed consent from each participant in respect of their participation and/or perusal of their data/records?**

 **No**

 **Yes**

**13.1 If no, justify why consent is not sought, with reference to best practice in research ethics:**

**(Please limit your answer to no more than 500 words)**

* 1. **Describe the process by which consent to participate in the research will be negotiated and obtained (attach information sheets (see template at annexure A and consent forms where applicable).**

**(Please limit your answer to no more than 200 words)**

**18.Will any of the information be obtained from, or pertain to, people who may be considered vulnerable?**

 **No**

 **Yes**

**18.1 If yes, explain how such vulnerabilities will be dealt with by the researcher:**

SECTION C: RISKS AND BENEFITS OF THE RESEARCH

**19. Does this research pose any risk of harm, embarrassment or offence, however slight or temporary to participant(s) and/or any third parties and/or to a particular social group or institution or a community or society at large?**

** No**

 **Yes**

**19.1 If yes, describe the nature of the risks involved, remedial measures put in place and any experience the investigator has in dealing with the particular risk factors:**

**(Please limit your answer to no more than 200 words)**

**20. Which benefits, if any, are expected to accrue to individual participants, and/or third parties, and/or a particular social group and/or institution and/or community or society at large as a result of the research?**

**(Please limit your answer to no more than 200 words)**

SECTION D: CONFLICTS OF INTEREST

**21.Do you and/or any of the research partners have a potential or actual conflict of interest in this project’s conduct or outcome?**

 **No**

 **Yes**

**If yes, state nature of the conflict (financial or otherwise), any potential risks arising from this, and how they can potentially be managed.**

**(Please limit your answer to no more than 200 words)**

SECTION E: DATA MANAGEMENT, STORAGE AND USE

**22. How will you ensure that information is captured, transferred and stored securely?**

**(Please limit your answer to no more than 200 words)**

SECTION F: FEEDBACK TO PARTICIPANTS AND STAKEHOLDERS

**23.How will you disseminate and feedback project outcomes at the end of the research? (if you do not intend to give feedback, justify this decision here)**

**(Please limit your answer to no more than 200 words)**

SECTION G: RESEARCHER DECLARATION

Please confirm each of the statements below:

 All of the information provided in this application is complete and accurate

 This research will not proceed before a recommendation for ethical approval is obtained

 Only authorised persons will have access to the data

 The information collected will only be used for the purposes for which approval has been obtained

 This research project will only be conducted if funding is adequate to enable it to be carried out according to good research practice and in an ethical manner

 Any and all additional information required by the subcommittee either before approval is obtained or as the research progresses will be provided immediately upon request

 The subcommittee will be immediately notified in writing of any proposed change to the project which would in any way alter the risks associated with doing this research and await approval before proceeding with the proposed change

 The subcommittee will be immediately notified in writing of any proposed change to the researchers involved in the project and will be provided the names and contact details of new and/or departing researchers

 The subcommittee will be immediately notified in writing and within seven days of any serious adverse event that occurs in the course of the research

Principal Investigator ……………………………. Date ………………………….

Co-Investigator ………………………. …………... Date: …………………………

Additional investigators: …………………………. Date: …………………………

SECTION H: ADDITIONAL DOCUMENTATION

Documents to be attached (where applicable):

 information given to participants, including privacy and anonymity provisions

 consent form for participants to sign

 research instrument (interview questionnaire or survey document etc)

 institutional permission letter(s)

ANNEXURE A: TEMPLATE FOR INFORMED CONSENT FORM

|  |  |
| --- | --- |
| **Research Project Title:** |  |
| **Principal Investigator(s) & Co-Investigator(s):** |  |

|  |
| --- |
| **Participation Information** |
| * I understand the purpose of the research study and my involvement in it * I understand the risks of participating in this research study * I understand the benefits of participating in this research study * I understand that I may withdraw from the research study at any stage without any penalty * I understand that participation in this study is done on a voluntary basis * I understand that while information gained during the study may be published, I will not be identified and my personal data will remain confidential * I understand that I will receive no payment for participating in this study |

|  |  |  |
| --- | --- | --- |
| **Information Explanation** | | |
| The above information was explained to me by: ……………………………………. | | |
| The above information was explained to me in: □English □Afrikaans □isiXhosa □isiZulu  □Other:  and I am in command of this language  **OR**, it was comprehensibly translated to me by: …………………………………….. | | |
| **Voluntary Consent** | | |
| I, ………………………………., hereby voluntarily consent to participate in the above-mentioned research. | | |
| Signature: | **OR**, mark  Witness signature: | Date: / / |

|  |  |
| --- | --- |
| **Investigator Declaration** | |
| I, …………………………, declare that I have explained all the participant information to the participant and have truthfully answered all questions ask me by the participant. | |
| Signature: | Date: / / |
| **Translator Declaration** | |
| I, …………………………….., declare that I translated a factually correct version of:   1. all the contents of this document 2. all questions posed by the participant 3. all answers given by the investigator   In addition, I declare that all information acquired by me regarding this research will be kept confidential. | |
| Signature: | Date: / / |

**Notes to Researcher**:

* The informed consent must explicitly **exclude** minors and those who are not capable of giving consent.