

Faculty of Health Sciences - AUTHeR

AUTHeR		Standard Operating Procedure	
Title	Standard Operating Procedure (SOP) for Field Research Support Process		
SOP no	SOP_CIR_4	Version no	1
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1 COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Compiled by:	Karlien van Schalkwyk		May - July 2022
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2 DISTRIBUTION

Department/Unit	Name	Signature	Date
CIR Office, AUTHeR	Karlien van Schalkwyk		20 July 2022

3 DOCUMENT HISTORY

Date	Version no
July 2022	1

4 PURPOSE OF THE SOP

The purpose of this SOP is to provide clarity on the Field Research Support Process followed in the Community Integrated Research (CIR) Office.

5 SCOPE

This SOP systematically guides researchers and students within the Faculty of Health Sciences through the procedures followed by the CIR Office when requesting services linked to Community Engagement (CE) field activities and Community Integrated Research rendered by the CIR Office.

Services rendered for CE field activities and Community Integrated Research include, but are not limited to:

- Access to CIR data, fieldworker support, template support, transcription support, translation support and consultation sessions on research methodology, research data analysis and monitoring and evaluation strategies (refer to the CIR Additional Researcher or Student Support Form).
- Assistance with community entry and dissemination of results back into communities, support to obtain the necessary permissions, support with recruitment and informed consent processes, support to coordinate community forum meetings, and support during the attendance of community forum meetings (refer to the CIR Fieldworker Support Request Form).

Note – for access to CIR data, also refer to SOP_CIR_1 Community Integrated Research Data Management Process.

6 ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation	Description
AUTHeR	Africa Unit for Transdisciplinary Health Research
CE	Community Engagement As defined by the NWU, CE is "the process and activities performed by the staff and students, primarily aimed at strengthening or supporting society and/or individuals in need of assistance or engagement" (Community Engagement Policy, 2021). CE is "a process, function, programme or project used by the University which integrates teaching and learning, research, innovation, outreach/volunteerism in partnership with communities to advance social responsiveness, development and an ethic of care" (Community Engagement Policy, 2021).
CIRL	Community Integrated Research Laboratory
CIR	Community Integrated Research
CIR Database	A collection of information, including images arranged in such a manner as to facilitate quick search and retrieval (DoH, 2015). A system for collecting, organising and storing health information (WMA, 2016).
SOP	Standard Operating Procedure

7 RESPONSIBILITIES

7.1 The CIR Office

The CIR Office provides additional research and fieldworker support to researchers and students within the Faculty of Health Sciences to strengthen CE field activities and Community Integrated Research. The CIR Office only takes responsibility for providing the specified support services if the request forms are submitted within the required time frame, as indicated in Figure 1.

The responsibilities of the CIR Office include:

- Process various request forms linked to CE field activities and Community Integrated Research. These request forms could include:
 - **CIR Additional Researcher or Student Support Form.** Costs may occur based on the support required. Costs for the 2-hour consultation session are also negotiated (please refer to SOP_CIR_6 Social Greenhouse Consultation Process).
 - **CIR Fieldworker Support Request Form.** Costs may occur based on the support required.
 - **CIR Data Request Form** (refer to SOP_CIR_1 Community Integrated Research Data Management Process).

- **CIR Equipment and Devices Request Form.** Costs may occur based on the equipment and devices required. The Community Integrated Research Laboratory (CIRL) Price List is available on the [CIR webpage](#).
- Make the necessary arrangements with third parties based on the services requested.
- Ensure that the services as requested are delivered to the researcher or student.
- Manage the bookings of equipment and devices within CIRL, which can assist researchers with engaged qualitative research in communities and field research meetings.
- The provision of anonymised datasets (from the CIR database) to researchers and students per request only if proof of HREC approval is provided.
- Compile an annual CE monitoring and evaluation report mandated by the Dean of the Faculty of Health Sciences using data from the various request forms linked to CE field activities and Community Integrated Research.

7.2 Faculty of Health Sciences staff members and students requesting CIR Office services

All researchers and students within the Faculty of Health Sciences involved in CE field activities and Community Integrated Research can use the additional research and fieldworker support provided by the CIR Office.

The responsibilities of researchers and students when requesting additional research and fieldworker support from the CIR Office include:

- Complete and submit the **CIR Additional Researcher or Student Support Form** online within the required timeframe should any of the following services be required:
 - Access to CIR data
 - Template support
 - Transcription support
 - Translation support
 - Research methodology consultation
 - Research data analysis consultation
 - Monitoring and evaluation strategies consultation
 - Any other form of research or student support
- Complete and submit the **CIR Fieldworker Support Request Form** online within the required timeframe should any of the following services be required:
 - Assistance with community entry
 - Support to obtain necessary permissions
 - Assistance with the dissemination of results back into communities
 - Support with recruitment and informed consent processes
 - Coordination of community forum meetings and support during attendance of community forum meetings
- Complete and submit the **CIR Data Request Form** online should any research data be required (refer to SOP_CIR_1 Community Integrated Research Data Management Process).
- Complete and submit the **CIR Equipment and Devices Request Form** online within the required timeframe should any equipment or devices be required. Costs may occur based on the equipment and devices required. The Community Integrated Research Laboratory (CIRL) Price List is available on the CIR webpage.

8 CIR PROCEDURES

The Field Research Support Process followed in the CIR Office is illustrated in Figure 1.

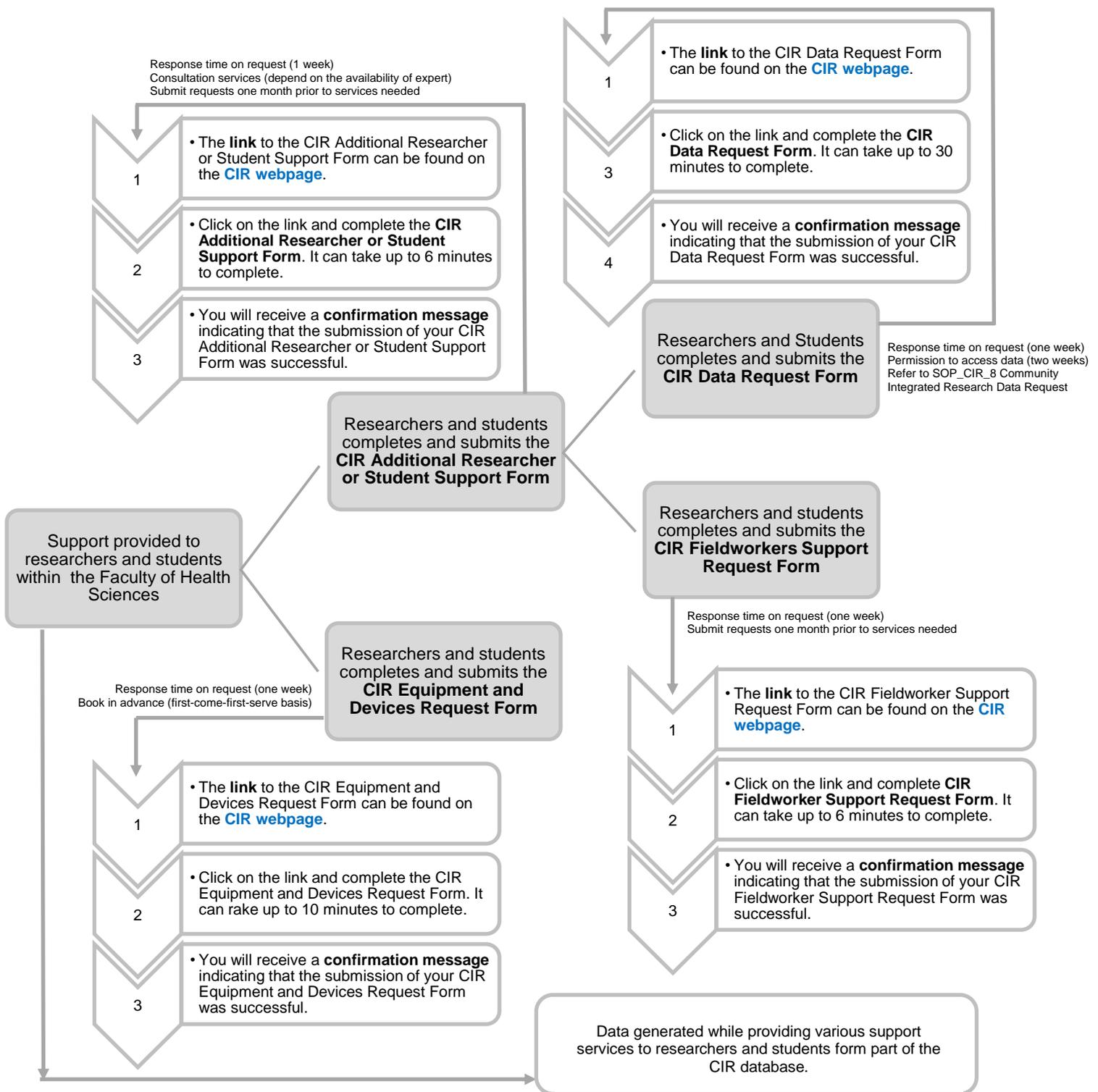


Figure 1: Illustration of the Field Research Support Process followed in the CIR Office.

9 References to important documents

SOP_CIR_1 2022. Standard Operating Procedure (SOP) for the Community Integrated Research Data Management Process <https://health-sciences.nwu.ac.za/auth/cir-office>.

SOP_CIR_6. 2022. Standard Operating Procedure (SOP) for the Social Greenhouse Consultation Process <https://health-sciences.nwu.ac.za/auth/cir-office>.