



Faculty of Health Sciences Ethics Office for Research, Training and Support
health-sciences.nwu.ac.za/healthethics

AnimCare Ethics Committee on Animal Care, Health and Safety in Research (AREC-130913-015)

Applicant Instructions for Corrections to Reviewed Ethics Applications

following review and decision by the AnimCare meeting,
in line with corrections and clarifications requested in the summary letter

AnimCare 07-02d Version 4.10 (Nov 2016)

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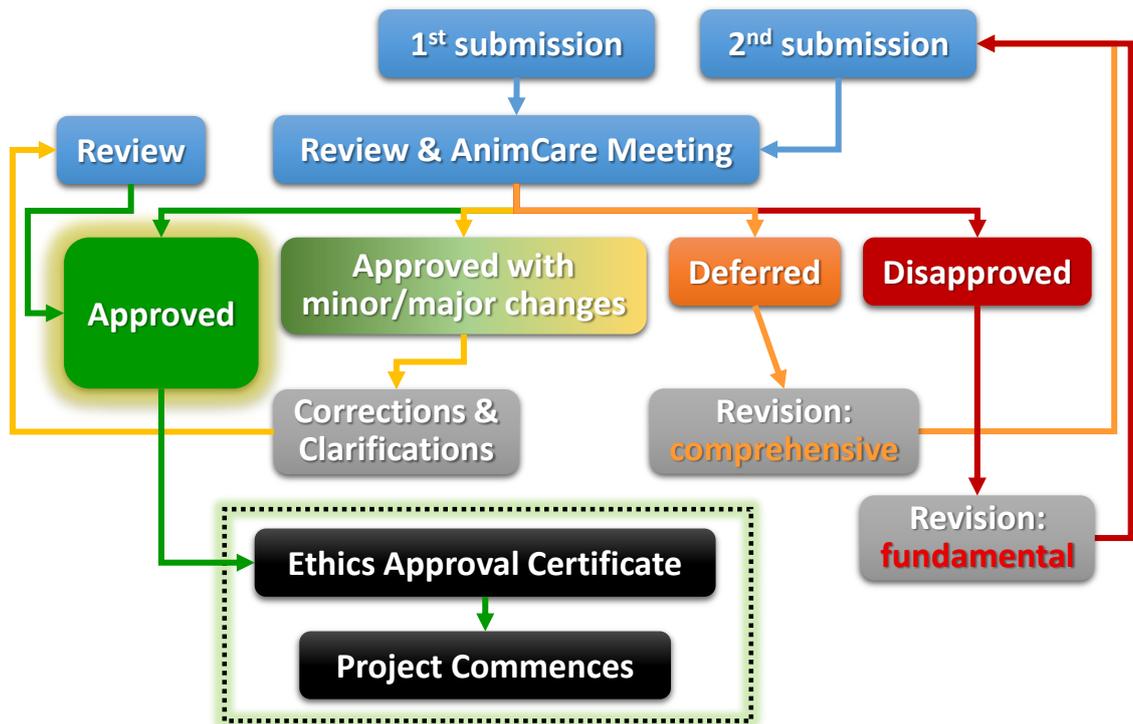
1 Review outcomes & corresponding responses required

Following review and discussion of ethics applications at a full committee meeting, the outcome may be any of the options below:

Outcome	Response required
Approved	Please await the ethics approval certificate from the Institutional Research Ethics Regulatory Committee (IRERC)
Approved with minor changes	Apply the requested corrections and clarifications as indicated in the summary letter. Now submit the amended protocol and/or application (<i>with changes clearly marked with a yellow highlighter</i>), together with a rebuttal (<i>cover letter</i>) clearly indicating for each comment how and where you made the changes in your documents (<i>exactly what was changed, in which document, which page & paragraph</i>). Clearly mention any newly attached (<i>additional</i>) documentation or other requirements requested.
Approval with major changes	Provided your corrections and clarification are accepted by reviewers, your application will be finally approved, without having to wait for the next full committee meeting, and your ethics approval certificate will be issued.
Deferred	Your proposed project and ethics application requires major revision. Revisit the application and attend to all the comments, and consider consultation (<i>by appointment via the Ethics Office</i>).
Disapproved	Your proposed project is considered fundamentally unethical. You will have to go back to the drawing board and consider consultation (<i>by appointment via the Ethics Office</i>).

2 Ethics review path

The path from submission to approval is explained in the simplified flow diagram below:



3 Important notes

The following may apply:

- Any approval may be conditional, implying that final approval is subject to first meeting the stated requirement (e.g. conditional that a permit be provided), or there may be conditions associated with the approval, implying that the applicant needs to meet the stated requirements during the execution or at completion of the project (e.g. 6-monthly report or completion within a certain time frame).
- If approved with minor or major changes, the resubmission of the improved application is NOT subject to closing date of the agenda for the next meeting. Rather, the reviewers will check that the requested corrections and clarifications have been applied satisfactorily, whereafter the final approval will be granted. However, if any of the original issues have not been addressed satisfactorily, the applicant will have to attend to these and resubmit
- If deferred or disapproved, the whole process starts from scratch, and the resubmission is subject to closing date of the agenda for the next meeting, whereafter the application will be reviewed and discussed at the next AnimCare meeting.