

06 April 2016

To whom it may concern

APPLICATION PROCESS FOR HONOURS STUDIES THAT ARE NOT FOR RESEARCH PUBLICATION PURPOSES

This correspondence provides the process by which supervisors should inform the Health Research Ethics Committee of Honours studies that are being undertaken that are not for research publication purposes but are used for the training of Honours students in the process of research. This cover letter and the attached documentation (the application template form and the checklist) should be used to guide supervisors in the preparation of these types of applications.

Please note: If the supervisor is intending to publish the outcome of the Honours study, they have to *prospectively submit* a full single/sub-study research ethics application to the HREC. It should be understood that *under no circumstances can retrospective approval be given* for publication of the study if the study did not have ethical approval i.e. if it is decided that the results of the study are publishable after the study is completed, the applicants *cannot request retrospective ethics approval of the study*.

Before submitting an application for Honours students, the proposals of these students should have been submitted to the appropriate Scientific/Proposal committee for review of the scientific aspects. It should further be ensured that the *relevant ethical aspects appropriate to the Honours study* are included in the proposal e.g. the ethics of using previously collected data, data integrity etc.

Following approval of the proposals by the Scientific/Proposal Committee, the supervisors must complete the attached application template for each of the research studies included in the application, indicating: the title of the larger study under which the Honours study will be performed and the ethical approval number, the PI of the larger study giving permission, the student's details (name, surname and number), title of the Honours study,

Each complete application to the HREC should include:

- a. A cover letter specifically indicating that this is an application for Honours studies that will not be used for research publication purposes.
- b. A completed application template indicating the aforementioned information for all the studies included in the application
- c. A completed checklist indicating that all the required documentation is attached

Furthermore, using the checklist, ensure that the appropriate documentation for each study included in the application, is attached:

- a. A copy of the research proposal approved by the Scientific/Proposal Committee
- b. A copy of the ethics approval certificate for the larger study/s under which this Honours study will be undertaken
- c. A copy of the permission letter from the principal investigator of the larger study giving permission for the Honours study

- d. A letter from the appropriate Scientific/Proposal Committee indicating that the proposal has been presented and approved
- e. Proof of ethics training for each student (this will be School specific e.g. in the course)
- f. A copy of the informed consent form used in the larger study

Once all the documentation is completed, it should be sent electronically to Ethics-HRECApply@nwu.ac.za. The application can be sent in at any time as it will be handled via the expedited process, and is thus not dependent on the typical application deadline for the HREC meeting. The application is then handled as indicated in SOP_Ethics_1.7 (SOP for the expedited review process).

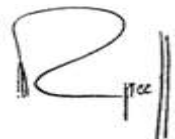
Note: An e-mail should also simultaneously be sent to the chairperson of the HREC to inform him/her that an research ethics application for Honours studies not intended for research publication purposes has been submitted **(please do not attach all the application documentation to this e-mail sent to the chairperson)**.

No ethics approval number will be given for the application, but the chairperson of the HREC will send an official letter for each student indicating that the Honours study can continue, following successful review by the assigned committee members. The progress of each individual Honours study will not be dependent on any of the other studies included in the application. Should you have any further queries, please feel free to contact Mrs Carolien van Zyl at Ethics-HRECApply@nwu.ac.za.

Yours sincerely



Associate Professor Wayne Towers
Chairperson: HREC



Professor Minrie Greeff
Head of the Faculty of Health Sciences Ethics Office