

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

This document provides the process by which supervisors should inform the North-West University Health Research Ethics Committee (NWU-HREC) of *Honours studies* that are being undertaken that are *not for research publication purposes*, but rather are used for the *training of Honours students* in the process of research. This process document 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 NWU-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*.

1. Before submitting an application for Honours students, the proposals of these students should have been submitted to the appropriate committee/group in the School for review of the scientific aspects.
2. 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. See the reviewer form that will be used for review.
3. Following approval of the proposals by the appropriate committee/group, the supervisors must complete the attached *application template* individually for *each* of the research studies included in the application, indicating:
 - a. The *title of the larger study* under which the Honours study will be performed
 - b. The *ethical approval number*
 - c. The *PI of the larger study* giving permission
 - d. The *student(s) details* (name, surname and number)
 - e. *Title of the Honours study*

Note: Please do not submit more than one main study's detail per template.

4. Each complete application by a study supervisor to the NWU-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 the studies* included in the application
 - c. A *completed checklist* indicating that all the *required documentation* is attached
5. Furthermore, using the checklist, ensure that the *appropriate documentation for each study* included in the application, is attached:
 - a. The *research proposal* for the *present Honours study* as approved by the *Scientific/Proposal Committee*
 - b. A copy of the *approved research proposal of the main study*
 - c. A copy of the *ethics approval letter* for the *main study/ies* under which the Honours study will be undertaken
 - d. The *permission letter* from the *principal investigator* of the *larger study* giving permission for the Honours study and indicating what data will be used
 - e. A *copy of the informed consent form* used in the *main study*
 - f. A copy of the *proof of ethics training* for the *study leader*
6. Once all the *documentation is completed*, it should be sent electronically to Ethics-HRECAppy@nwu.ac.za.
7. 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 NWU-HREC meeting.

8. The *application* is then handled as indicated in *SOP_Ethics_1.7* (SOP for the expedited review process).
9. An *e-mail* should also *simultaneously be sent* to the *chairperson of the NWU-HREC* to inform him/her that a 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**).
10. *No ethics approval number* will be given for the application, but the *chairperson of the NWU-HREC* will send an *official letter for each student* indicating that the *Honours study can continue*, following *successful review* by the assigned committee members.
11. The *progress of each individual Honours study* will *not be dependent on any of the other studies* included in the application.
12. Should you have any *further queries*, please feel free to *contact Mrs Carolien van Zyl* at Ethics-HRECApply@nwu.ac.za.