Important background information: Kindly note that it is necessary for written and signed gatekeeper (institutional) permission to be obtained (on an official letterhead) from the participating institution if 1) if you plan to obtain quantitative data (i.e. financial data, consumer demographics, statistical data, etc) that is not in the public domain; and/or 2) if you plan on inviting the members/customers/staff/students of that particular institution to participate in your research. Kindly note that institutional permission depends on whether the researcher requires access to people who are affiliated with a specific institution. As such, if a researcher has targeted a specific institution and would like to interview the members/customers/staff/students of that specific institution (even if, for example, all the questions are geared towards the prospective participant’s personal opinion about things that aren’t in any way related to the institution itself), then the researcher would still need to apply for institutional permission in order to invite the members/customers/staff/students of that particular institution to participate in the research.

NB: If you plan on inviting Stellenbosch University students and/or staff members to participate in your research, then it is absolutely vital that you apply for institutional permission from Stellenbosch University’s Division for Information Governance (DIG) as soon as possible, seeing as the approval process takes approximately 2 - 4 weeks. Kindly note that submitting this ethics application form is not a simultaneous application for institutional permission – you must apply separately for SU institutional permission via the DIG Service Desk: http://www.sun.ac.za/permission

Once you’ve clicked on the above web link, you’ll be asked to enter your username and password, but before you can do so you’ll first need to create an account by clicking on the sign up for an account link.

It is important to note that a letter of institutional permission needs to be obtained from the DIG before you can start with your data collection (or the recruitment of students and/or staff members to participate in your research). For inquiries regarding SU institutional permission, please send an email to permission@sun.ac.za.

Please follow these instructions step-by-step:

• **Question 1:** Please select the “YES” option for this question (is gatekeeper permission required to access information/individuals for this study).

• **Question 2:** Please select the “NO” option for this question (would seeking permission from gatekeepers jeopardise access to data/participants).

• **Question 3:** Please select the “NO” option for this question (have you obtained permission from the relevant organisations/authorities).

• **Question 5:** Please stipulate the names of the relevant institutions/organisations that will participate in your research.

  o **Question 5.1:** (only applicable when applying for institutional permission from external institutions): In order to help you save time in this regard, we’ve created Template 4 (Application Letter for Institutional Permission) and Template 6 (Permission Letter), which you can download in order to create the necessary documents required for obtaining institutional permission.

  o **Template 4 (Application Letter for Institutional Permission):**
    - Click on the following link in order to obtain access to Template 4 (Application Letter for Institutional Permission).
    - This template should be customised before emailing it to the relevant institution. As such, please complete all the sections marked in yellow in Template 4, including the specific name, telephone number and email address of the person in charge of granting you the necessary institutional permission.
Once you’ve completed all the sections marked in yellow, you will need to email (as soon as possible) the customised version of Template 4 to the person in charge of granting you institutional permission, seeing as it may take some time for the institution to grant you the official permission you’ll need before you can start with your data collection at their institution.

Thereafter you’ll need to upload the customised version of Template 4 under this section of the application form.

Please ensure that a separate “Application Letter for Institutional Permission” is created (and uploaded under this section of the application form) for each and every participating institution.

- **Template 6 (Permission Letter):**
  - The relevant institution then needs to provide you with a signed Permission Letter (on an official letterhead) in order to indicate that they have read your Application Letter, and that they have given you permission to go ahead and start with your data collection at their institution.
  - Click on the following link in order to obtain access to Template 6 (Permission Letter).
  - This template should be customised before emailing it to the relevant institution. As such, please complete all the sections marked in yellow in Template 6, including the specific name, telephone number and email address of the person in charge of granting you the necessary institutional permission.
  - Please note that you do not need to upload the customised version of Template 6 under this section of the application form (we only need you to upload the customised version of Template 4 under this section of the application form).
  - Once you’ve completed all the sections marked in yellow, you will need to email (as soon as possible) the customised version of Template 6 to the person in charge of granting you institutional permission, seeing as it may take some time for the institution to grant you the official permission you’ll need before you can start with your data collection at their institution.
  - In your email to the person in charge of granting you the institutional permission, ask them to complete all the sections marked in green in Template 6.
  - As soon as the person in charge has completed all the sections marked in green, he/she will need to send you (as soon as possible) an electronic copy of the completed and signed Permission Letter on a company letterhead.
  - Once the relevant institution has sent you an electronic copy of the signed Permission Letter on a company letterhead (please note that this process may take some time, so you can go ahead and resubmit your online ethics application in the meantime without having to wait for the Permission Letter), the signed Permission Letter needs to be emailed to Ms Clarissa Graham (cgraham@sun.ac.za) and to Mr Aden Williams (aden@sun.ac.za) at the Research Ethics Committee (REC) for recordkeeping. Kindly also ensure that your ethics application reference number (i.e. ING-2017-1668) is included in your email.

NB: Kindly note that once you’ve emailed both the Application Letter and the Permission Letter to the relevant institution/s, you will need to wait until you receive a copy of the completed and signed Permission Letter from the relevant institution/s before being able to start with your data collection at that specific institution/s (i.e. the conducting of interviews, the distribution of online questionnaires, the collection of company data, etc).