

LIST OF DOCUMENTS TO BE ATTACHED FOR ETHICS REVIEW BY THE RESEARCH ETHICS COMMITTEE (REC): HUMANITIES

The following is a list of documents that should be attached to ensure a thorough and timely review of an ethics application. Please note that **red text** and an **asterisk (*)** indicates documents that should be attached regardless of the nature/objective of the research study.

The checklist on page 3 may be used to check whether the required documents applicable to your study have been developed and attached. The checklist is not required for ethics review, but is merely a guide for applicants to check that their applications are complete for REC consideration.

1. * Research proposal

A complete and detailed research proposal is required (+ 3 pages), whether the application involves human participants or not. The research proposal should contain an *ETHICAL CONSIDERATIONS* section where the ethics risks and steps for mitigation of those risks are considered. The research proposal should also outline the steps for selection and recruitment of human participants who will be asked to participate in the study.

2. Data collection instruments i.e. questionnaire or interview questions

The instruments to be used for data collection should be attached to your ethics application. This includes, but is not limited to, interview questions, questionnaires, observation schedules, film and or visual/audio instruments.

If these instruments are **not** in the public domain (i.e. you do not own the copyright or you need to obtain permission to use the instruments), please include the letter from the copyright-holder, granting you permission to use the instrument.

3. Consent form

An informed consent form should be prepared for all participant groups. The Stellenbosch University template for written informed consent should be used. This document can be downloaded via <http://www0.sun.ac.za/research/research-integrity-and-ethics/human-research-humanities-ethics-1/rec-documents.html>.

If these forms require translation into other languages, proof of translation should be attached to the application to certify that it is an accurate representation of the original document. If a verbal consent process will be followed, please refer to point 5 (Information sheet) below.

If different participant groups will be asked to participate, or different data collection methods will be employed, it is advised that distinct (and appropriate) consent forms be created specific to each participant group/data collection method.

4. Assent form

Assent forms should be prepared when obtaining assent from minors (children under the age of 18 years). This document can be downloaded via <http://www0.sun.ac.za/research/research-integrity-and-ethics/human-research-humanities-ethics-1/rec-documents.html>.

Please note that for minors aged 15 years or older; it may be appropriate to develop an assent form using the SU template for informed consent (adult participant form). The researcher is advised to consult the DESC in this regard.

If these forms require translation into other languages, proof of translation should be attached to the application to certify that it is an accurate representation of the original document.

Please note that consent forms (point 3) should be prepared for the parents/ legal guardians of participating minors for their permission to allow the child to participate in the research study.

5. Information sheet

An information sheet is a copy of the informed consent form that is given to participants which they can take home and read in their own time. An information sheet also refers to the written script that will be used when obtaining verbal consent from participants. It is required that the SU template for informed consent be used and adapted accordingly when formulating the verbal script.

6. Permission letters

The researcher should obtain permission from relevant authorities, organisations or institutions to access their data/information that is **not** in the public domain. Permission should also be sought from an employer/organisation if their employees/members will be invited to participate in the study. In addition, permission to use archives/data collection instruments that is **not** in the public domain should be sought from the relevant curators/copyright holders.

7. Application or request for permission letters

If permission has been applied for, but the official letter granting permission is not yet available for review, the researcher may attach the letters used to request such permission for the Committee's acknowledgement.

8. Recruitment material

If flyers, email correspondence or advertisements will be used to recruit participants to participate in the research study, the documents/emails should be attached for review.

Research Ethics Committee: Humanities

ATTACHMENT CHECKLIST FOR ETHICS APPLICATIONS

You may use the checklist below as a guide to check whether the required documents that are applicable to your research study have been attached to your application. Please note that the checklist is a list of most frequently requested documents that are necessary for ethics review. Additional documents may be requested, depending on the nature and ethical risk assessment of your study.

It is the responsibility of the researcher to ensure that the necessary permission(s) from relevant authorities/organisations/institutions have been obtained to conduct data collection.

Please note that this checklist serves as a guide for applicants to check whether they have all the necessary documents to ensure a timeous and relevant review of their proposal. This checklist is not required for ethics review.

LIST OF ATTACHMENTS	YES/JA	NO/NEE	NOT REQUIRED/ NIE BENODIG	COMMENTS/KOMMENTAAR
*Research proposal				
Data collection instrument(s)				
Permission to use data collection instruments				
Informed consent form(s)				
Assent form(s)				
Information sheet				
Organisational/Institutional permission letters to approach participants				
Application/request for organisational/institutional permission or access				
Recruitment material				