



## Health Research Ethics Committee (HREC)

### ETHICS EXEMPTION APPLICATION: Guidance and instructions for researchers

#### Instructions

The Health Research Ethics Committee (HREC) uses an electronic ethics review management system, *Infonetica*®, to manage the application and review process.

- ⇒ To access the electronic submission platform for your HREC e-form application, please click to our HREC website: [Electronic Application Process](#)
- ⇒ **To login**, type in your SU username followed by @sun.ac.za followed by your SU password
- ⇒ Should log in be unsuccessful please verify your Sun ID account with your home department and try again at a later stage
- ⇒ **Select the “Create Project” tile** on the second row on the left hand side under the actions drop down list
- ⇒ **Enter the full project title** and then **select the appropriate form**; in this case it’s the **HREC Exemption Application Form**
- ⇒ **Click the “Create” button**
- ⇒ You can now start the application by **clicking on “Page 1”** in line with Section 1 marked “Filter Questions “
- ⇒ For further details on how to navigate the e-form please consult the [APPLICANT MANUAL](#)

#### What needs to be submitted?

The HREC office accepts new exempt research applications at any time, on a rolling basis. The application for an HREC exemption letter requires:

1. Submission of an application for exemption to the Health Research Ethics Committee (HREC) via *Infonetica*®;
2. Protocol synopsis (**max 2 pages**); and
3. For those cases in which the HREC letter is required for publication purposes, a copy of the submitted manuscript.

#### What qualifies for exemption from HREC review?

Certain types of research may be exempt from HREC review. These may include, but are not limited to:

1. Systematic reviews using information that is available in the public domain;
2. Research involving the collection or study of existing data, documents, records and/or pathological specimens that are publicly available;
3. Research on commercial cell lines;
4. Quality assurance audit (no intention to publicly present or publish).
5. The University of Stellenbosch HREC deems that FDA studies do not qualify for exempt review.

#### Post submission guidance

1. The Health Research Administrator will review the submitted material and decide whether the research qualifies for exemption.
2. Once the decision is made that the research is exempt from review, an HREC official notification will be sent to the investigator.