**Health Research Ethics Committee (HREC)**

**NEW CASE REPORT/CASE SERIES 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**](http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics_application_package.aspx)
* **To login**, type in your SU username followed by @sun.ac.za
* 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 Case Report form**
* 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**](http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics_application_package.aspx)

**What needs to be submitted?**

The HREC office accepts new case report and case series applications at any time, on a rolling basis. The application for HREC review requires:

1. Submission of an application for case report/case series to the Health Research Ethics Committee (HREC) via *Infonetica*©;
2. Signed consent from each patient or their legally appointed representative; or a clear and adequately motivated justification for a waiver of informed consent, for HREC consideration\*
3. The case report or draft article/presentation

*\* In general, informed consent should be obtained from each patient before publishing or presenting a case report or case series. Case reports can sometimes reveal very personal information of patients and may even possibly lead to their recognition by readers of the report, particularly if photographs are used.*