

INFORMATION FOR APPLICANTS WHEN SUBMITTING A RESEARCH PROTOCOL FOR ETHICS APPLICATION /APPROVAL



1. INTRODUCTION

SANBS reviews research applications for scientific and ethical merit. The processes are managed through two committees: the Scientific Review Committee (SRC) and the Human Research Ethics Committee (HREC). Your application will first be reviewed by the SRC Administrator for administrative completeness before it is forwarded to the SANBS SRC and, if approved, sent to the SANBS HREC for their review.

The online Research Application Portal (RAP) is accessible on the SANBS website.

2. SUBMISSION DATES: 2025

The closing dates for submission of applications are listed below:

SRC	Submission date
Quarter 1	29 January 2025
Quarter 2	23 April 2025
Quarter 3	16 July 2025
Quarter 4	1 October 2025

3. REQUIRED INFORMATION FOR SUBMISSION

- 3.1 Send a request for pre-approval from SANBS to hrecpre-approval@sanbs.org.za
- 3.2 Complete the ethics application at:
https://k2.sanbs.org.za/Runtime/_trust/Login.aspx?ReturnUrl=%2fRuntime%2fRuntime%2fForm%2fSANBS.HREC.Dashboard or <https://sanbs.org.za/research>
- 3.3 Cover letter: Submit a cover letter outlining what you are submitting and what you perceive are the ethical considerations associated with your research. In addition, include a consent form or request for waiver of consent, as applicable.
- 3.4 The SANBS Research Application Portal currently does not allow for the upload of all required support documents. To overcome this shortcoming, please submit your protocol and additional associated support documents to SRCAdmin@sanbs.org.za
The support documents include:
 - 3.4.1 A letter of motivation when requesting an expedited review.
 - 3.4.2 A copy of the protocol.
 - 3.4.3 An informed consent form.
 - 3.4.4 If the participant is under 18, provide Parental written consent, an Assent letter, and a Parental information leaflet.
 - 3.4.5 The participant information leaflet.
 - 3.4.6 SANBS HREC CV.
 - 3.4.7 For non-SANBS employees, an approval letter from the Ethics Committee at your Institution.
 - 3.4.8 An approval letter from an external Scientific Review Committee where applicable.
 - 3.4.9 A site permission letter for each research site where research procedures will be undertaken.
 - 3.4.10 An example of the data collection sheet or questionnaire where applicable

- 3.5 A South African co-investigator should be appointed if the PI is not from South Africa. Where research impacts SANBS practice and policy, the co-investigator must be from SANBS.
- 3.6 Transportation of samples outside SANBS will require a **Material Transfer Agreement** (MTA).
- 3.7 Information or data sharing outside South Africa or any other institution/s will require a **Data Transfer Agreement** (DTA).

4. ASSISTANCE

- 4.1 SRC Admin email - SRCAdmin@sanbs.org.za
- 4.2 HREC Admin email - HRECAdmin@sanbs.org.za
- 4.3 RAP Online Application -
https://k2.sanbs.org.za/Runtime/_trust/Login.aspx?ReturnUrl=%2fRuntime%2fRuntime%2fForm%2fSANBS.HREC.Dashboard or <https://sanbs.org.za/research>
- 4.4 Investigator RAP Training Manual - <https://sanbs.org.za/wp-content/uploads/2016/09/PI-HREC-application-submission.pdf>