



UNIVERSITY OF CAPE TOWN
Faculty of Health Sciences
Human Research Ethics Committee



Room E52-24 Old Main Building
Groote Schuur Hospital
Observatory 7925

Telephone [021] 406 6338

Email: lamees.emjedi@uct.ac.za

Website: www.health.uct.ac.za/fhs/research/humanethics/forms

06 November 2019

Dear Heads of Department, Department Research Chairs and Researchers

Faculty of Health Sciences Human Research Ethics Committee: End of Academic Year Submission Deadlines and Office Closure

The Faculty of Health Sciences Human Research Ethics Committee (HREC) Office wishes to inform Heads of Department, Department Research Chairs and Researchers that the last submission date for new protocol applications that may be considered for possible expedited review in 2019 is **Monday, 25th November 2019**.

However, please note that given the low availability of reviewers over the December/January period, the HREC cannot guarantee that new protocol applications will be reviewed before the first formal 2020 submission deadline on 7th January 2020.

New protocol applications submitted after Monday, 25 November 2019 will be held over until the first 2020 submission deadline, which is **7th January 2020**.

The first 2020 Full Committee Meeting is on **31st January 2020**.

The HREC Office will also be closed from **24th December 2019 to 3rd January 2020** (inclusive).

The HREC Office will re-open on Monday **6th January 2020**.

From 1st to 24th December 2019 the HREC Office will continue to process all other research ethics-related matters, including study amendments, study staff amendments, annual progress reports, protocol deviations, and serious adverse events. New protocol applications will also be processed to facilitate review in January 2020.

The HREC wishes to thank Heads of Department, Department Research Chairs, Reviewers and Researchers for their continued support.

Yours sincerely

PROFESSOR M BLOCKMAN
CHAIRPERSON, FHS HUMAN RESEARCH ETHICS COMMITTEE

Human Research Ethics Committee: End of Academic Year Submission Deadlines and Office Closure

TABLE OF RELEVANT DATES	
Last submission date for new protocol applications for possible expedited review in 2019	Monday, 25 November 2019
HREC Office closed	24 December 2019 to 3 January 2020
Acceptance and processing of applications for study amendments, study staff amendments, annual progress reports, protocol deviations, and notifications of serious adverse events.	Until 24 December 2019, from 4 January 2020
First 2020 submission deadline	7 January 2020