**Department of Pathology**

**Research Administration (3 links:)**

* **Departmental Research Committee**
* **Research Proposal Submission**
* **Links and Downloads**

**Departmental Research Committee**

The Departmental Research Committee (DRC) oversees reviewing research projects and proposals in the Department of Pathology The terms of reference are aligned with the Faculty of Health Science Research Committee. **Responsibilities of the DRC include the following:**

* Review and authorisation of research proposals for grants, postgraduate student projects amongst others
* Recording of research output

The DRC chair represents the Department of Pathology on the Faculty Research Committee.

**Getting Advice from the DRC**

* Please review information on the pages of this research administration section of the Pathology web site.
* Should the required information not be available, please contact your divisional representative on the DRC

**Composition of the DRC**

The Departmental Research Committee is constituted of representatives of each division in the department.

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| **DRC Pathology** |
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| **Name** | **Division** | **e-mail** |
| A/Prof R Naidoo (Chair) | Anatomical Pathology | richard.naidoo@uct.ac.za  |
| Dr M Heyns (D/Chair) | Forensic Medicine & Toxicology | marise.heyns@uct.ac.za |
| Dr Dee Blackhurst | Chemical Pathology | dee.blackhurst@uct.ac.za  |
| Dr Gloudi Agenbag  | Human Genetics | gloudi.agenbag@uct.ac.za  |
| Dr Clinton Moodley | Medical Microbiology | clintonmoodley@yahoo.com  |
| A/Prof Jo-Ann Passmore | Medical Virology | jo-ann.passmore@uct.ac.za  |
| Dr Shaheen Mowla  | Haematology | shaheen.mowla@uct.ac.za  |
| Prof Muazzam Jacobs | Immunology | muazzam.jacobs@uct.ac.za  |
| Dr Alexandra Muller | GHJRU | alexandra.muller@uct.ac.za  |

**DRC Chair**

A/Prof Richard Naidoo

**Contact Details**

Ms Thelma Galsworthy

* Tel: +27 21 406 6162
* Fax: +27 21404 7611
* Email: Thelma.galsworthy@uct.ac.za

**Research Proposal Preparation and Submission**

All research proposals must be submitted to the DRC for approval. Then all research proposals must be submitted to Ethics. Thereafter, non-degree purpose research may commence **BUT** degree purpose research must first be submitted to the PG office before commencement.

These three steps in the process are described below:

1. **Research proposal to the DRC (with accompanying documentation for steps 4 and/or 5 and/or 6)**
2. **Research proposal to Ethics**
3. **Degree purpose research proposal (with accompanying documentation) to PG office**
4. **Research Proposals to the DRC**

All researchers need to prepare a research proposal according to requirements of their division and submit the proposal to review for scientific rigour and merit. If the project involves research with human participants (e.g. healthy participants or patients), data from human participants, or research animals, the proposal needs also undergo ethics review and authorisation through the FHS Human Research Ethics Committee (HREC) or Research Animal Ethics Committee (RAEC). Once the scientific and ethical review is completed, students need to submit their research proposal along with required forms to the FHS Postgraduate Office (PGO) for approval of the project by the Faculty.

**Students need to consult in the first place with their divisional supervisor on proposal format and procedures specific to their division.** Divisional rules may for example include the presentation of the proposal at a divisional seminar. The supervisor will also in most cases be able to advise on the timing of ethics applications.

1. Prepare your research/project proposal according to divisional guidelines.
2. Decide (discuss with your supervisor, if for degree purposes) on the proposal of two independent experts in the field of the proposed research to be named as reviewers. These reviewers must be UCT staff members, and can also be from other divisions or departments if necessary, e.g. if your research is very inter-disciplinary, or your division is small. Please note that supervisor or co-supervisors may not act as scientific reviewers of degree purpose proposals.
3. Present your research proposal at a divisional seminar (if applicable in your division).
4. Download (see links on the right of this page) and complete the departmental Research Proposal Form and get the signatures of the principal investigator (PI) and other co-investigators that will be involved in your research (Postgraduate students can’t be the PI).
5. If your research project will involve human participants, data from human participants, or research animals, you need to prepare an application for review and authorisation of your research to one (or both) of FHS Research Ethics Committees. Complete the relevant ethics application form and supporting documents as stipulated by the HREC or AEC. More information on follow on the page "Ethics Applications".
6. For degree purpose projects: Download (see links on the right of this page) and complete the administrative forms D1 (incl D3), D2(a) and D3 (only if you have more than one co-supervisor) and get all required signatures from your supervisor, co-supervisor(s) and Head of Division. Please work with your supervisor to complete the forms of the FHS Postgraduate Office required for submission of a postgraduate degree proposal.
7. Submit an electronic copy of the completed and signed departmental research proposal form, Ethics application form(s) and D1 form (if applicable) as well as the research proposal for approval by the Departmental Research Committee by email to Thelma.galsworthy@uct.ac.za
8. **Proposal to Ethics (Human and / or Animal)**

After approval by the DRC, the proposal must now undergo Ethical approval.

Research studies involving human participants (patients, volunteers) or research animals need to be authorised by the FHS Human Research Ethics Committee (HREC) or the FHS Animal Research Ethics Committee (AEC) before the research can be conducted.

All applications for ethical authorisation of research studies must undergo review and approval of scientific merit and rigour prior to submission to HREC or RAEC. Make sure to always use the latest version of the application forms as applications in outdated forms are returned from the ethics committees without review. Consult the guidelines for applications provided on the HREC and RAEC web pages and in the applications forms.

Should the PI agree that the project does not require Research Ethics approval, a letter to this regard must be submitted to the Chair of the Faculty Research Ethics committee, for a letter of agreement and acknowledgement to be provided. It is suggested that an ethics number for this agreement be obtained at this time.

1. Submit your proposal including the Ethics application form correctly signed off by the Chair of the DRC, supervisors and students (degree purpose projects) and HOD to the FHS Research Ethics Committee. Upon approval you will receive a letter to this effect as well as an approval number.
2. **Proposal (with accompanying documentation) to PG office**
3. Submit the FHS PGO the required forms and degree purpose proposal once you received authorisation from the FHS Research Ethics Committee
4. Request an acknowledgement of receipt.

**Links and Downloads**

**FHS Postgraduate Office links**

The forms download link will open a resources folder of the Health Sciences Postgraduates Vula site in a new window. You may need to log in with your UCT credentials. If you cannot get access, please contact the PGO and ask for assistance with access to that Vula site and download of the forms.

* [Download forms D1 (incl D3), D2(a) and D3](https://vula.uct.ac.za/access/content/group/7071ff8c-58b6-4173-82f4-cc17f1fecead/D-Forms/)
* [PGO contact details](http://www.health.uct.ac.za/fhs/postgrad/registration)

**Departmental Links**

Download Departmental Research Proposal Form

**Research Ethics Links**

Faculty Research Committee

* [Administration contact details](http://www.health.uct.ac.za/fhs/research/humanethics/adminteam)

FHS Human Research Ethics Committee (HREC)

* [Forms and instructions](http://www.health.uct.ac.za/fhs/research/humanethics/forms)
* [SOPs](http://www.health.uct.ac.za/fhs/research/humanethics/sop)
* [Submission dates](http://www.health.uct.ac.za/fhs/research/humanethics/dates)
* [Committee Members](http://www.health.uct.ac.za/fhs/research/humanethics/members)

FHS Animal Research Ethics Committee (AEC)

* [Forms](http://www.health.uct.ac.za/fhs/research/animalethics/forms)
* [Guidelines and regulations](http://www.health.uct.ac.za/fhs/research/animalethics/policies)
* [Submission dates](http://www.health.uct.ac.za/fhs/research/animalethics/submission)
* [Committee Members](http://www.health.uct.ac.za/fhs/research/animalethics/members)