1. **Submit** Concept Note (1 page) to Departmental Research Committee (DRC) - please see the Concept Note Template on the board.
2. **Present** Concept to DRC committee (once approved then given 6 months to submit your research protocol)
3. **Submit** research protocol to DRC for review (prior to HREC submissions)
4. Protocol sent to **reviewer** by the DRC secretary
5. If reviewer has questions, please submit your answers/ response to these via the DRC secretary Olivia Langenhoven at olivia.langenhoven@uct.ac.za
6. Once approved by the reviewer, submit to HREC:

Either email your protocol and FHS013 form to the DRC **secretary** and arrange for her/him to submit to HREC

 ALTERNATIVELY

**Submit** 3 hard copies of your protocol and 3 copies of the FHS013 form **directly** to UCT HREC NOTE: The FHS013 form requires both the DRC chair’s signature as well as the HOD’s signature prior to submission to ethics

