|  |  |  |
| --- | --- | --- |
| HR194 | **ACCESS TO UCT STAFF FOR RESEARCH PURPOSES** |  |

NOTES

* Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
* This form must be completed by applicants who are requesting to access UCT staff for the purpose of research.
* A copy of the research proposal as well as the Ethics Committee approval must be attached.
* It is the **responsibility of the researcher/s to apply for ethical clearance** from the relevant Faculty’s Research in Ethics Committee (RiEC).
* If you are requesting staff information, you are required to complete the [HR Information Request Form](http://web.uct.ac.za/depts/sapweb/forms/hr190.doc) (HR190) and submit it together with all the required documentation.
* The turnaround time for a reply is **approximately 10 working days unless specified as urgent.**
* Return the completed application form and all the above documentation to Joy Henry via email: [joy.henry@uct.ac.za](mailto:joy.henry@uct.ac.za); or deliver to:   
  For the Attention: Executive Director, Human Resources Department, Bremner Building, Room 214, Lower Campus, UCT.

## SECTION A: APPLICANT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | | Name |  |
| Telephone number |  | | Email address |  |
| Student number |  | | Staff number |  |
| Visiting researcher ID / passport number |  | | | |
| Faculty Officer contact details |  | | | |
|  | | | |
| University or institution at which employed or a registered student | |  | | |
| Faculty or department in which you are registered or work |  | | | |
| Address (if not UCT) |  | | | |
|  | | | |
|  | | | |

## SECTION B: SUPERVISOR DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title and name | Telephone number | Email address |
| Supervisor |  |  |  |
| Co-Supervisor |  |  |  |

## SECTION C: APPLICANT’S FIELD OF STUDY (if applicable) / TITLE OF RESEARCH PROJECT / STUDY

|  |  |  |  |
| --- | --- | --- | --- |
| Degree |  | | |
| Research project or title |  | | |
| Research proposal attached | Yes | No |  | |
| Target population (number of UCT staff) |  | | |
| Amount of time required for an interview and/or questionnaire |  | | |
| Lead Researcher details |  | | |
| Proof of ethical clearance status attached | Yes | No |  | |

## SECTION D: FOR OFFICE USE (Approval status to be completed by the Executive Director, Human Resources or Nominee)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Support or approval | | | Role | Signature | Date |
| Supported? | Yes | No | Joy Henry (Office Co-Ordinator) |  |  |
| Approved? | Yes | No | Miriam Hoosain (Executive Director: HR) |  |  |

## 