SPH DRC & HREC ETHICS APPLICATION SUBMISSION DATES

NB: To ensure that your application has been approved in time by the Departmental Research Committee (DRC) in the School of Public Health **please submit as early as possible on or before the DRC submission date below**.

Applications for the DRC must be submitted to the DRC administrator electronically at sph-drcethics@uct.ac.za.

DRC final submission dates (all Tuesdays)	HREC submission dates (all Wednesdays)	HREC meeting dates (all Fridays)
7 December 2023	13 December 2023	26 January 2024
10 January 2023	17 January 2024	23 February 2024
6 February 2024	14 February 2024	5 April 2024
5 March 2024	13 March 2023	26 April 2024
9 April 2024	17 April 2024	24 May 2024
7 May 2024	15 May 2024	28 June 2024
4 June 2024	12 June 2024	26 July 2024
9 July 2024	17 July 2024	30 August 2024
5 August 2024	14 August 2024	27 September 2024
3 September 2024	11 September 2024	25 October 2024
8 October 2024	16 October 2024	29 November 2024

NB: Protocols should be submitted as early as possible on or BEFORE the submission date. Please ensure that the DRC & HOD(iv) sign your application before submission to the HREC Office. All these are essential to facilitate assessment by the reviewers prior to the meeting. Any delay/late submission will require the protocol to be held over to a later meeting date.

Note: Please download the latest application forms found on the UCT Administrative Forms site.

Please submit your expedited applications in a single PDF and Full Committee submission in a PDF portfolio and send electronically to our email.

NB: Any protocol amendments or annual approvals for FULL COMMITTEE review MUST be submitted on the above submission dates as well.

Please note the following relevant dates for the year end of 2024:

END-OF-YEAR HREC DATES for 2024	
*Last submission date for new protocol applications for possible **FULL COMMITTEE** meeting review in 2024*	HREC Wednesday, 16 October 2024 **SPH DRC deadline 8 October 2024**
*Last submission date for new protocol applications for **EXPEDITED** review in 2024*	HREC Monday, 4 November 2024 **SPH DRC deadline 24 October 2024**
HREC CLOSED	**23 December 2024 to 12 January 2025**
First 2025 submission deadline	HREC 20 December 2024 **SPH DRC deadline 12 December 2024**

For information on submitting a Research Proposal, please click on this link: Departmental Research Committee | School of Public Health (uct.ac.za) or contact the DRC Administrator on sph-drcethics@uct.ac.za.