



SPH DRC protocol review process and things to check before submission:

Our mailbox (sph-drcethics@uct.ac.za) is checked every Tuesday and Thursday. If you submit a research protocol for review by the DRC, your submission will be administratively reviewed, logged and sent for DRC review. Once signed by DRC it will be sent for HOD signature. Following receipt of the full submission package, we aim to get this back to you within 5 working days. This can take longer if there are corrections to be made on your part, or if there is a major backlog ahead of HREC deadlines. The signed package will be returned to you/the PI for you to submit to HREC (hrec-submissions@uct.ac.za).

Please double-check the following to ensure a smooth review process:

- ✓ Was a cover letter included, placed on a UCT letterhead, and signed by the PI, which states what is included in the submission, specifies if student research, and also explains if an expedited review is requested, and if so, why/under what conditions?
- ✓ If this is a new staff research protocol:
 - Have you included a completed and signed R1 form (*An R1 is not required for student research*)
 - Have you included in the cover letter a description of any changes made based on the internal review (the protocol submitted should be the updated version incorporating these changes)
- ✓ Does the package include (in this order in a single PDF):
 - a cover letter
 - the latest version of the FHS13 with all fields completed
 - the PI synopsis (FHS14)
 - the protocol (FHS15) (With R1 comments incorporated if needed)
 - any further required Appendices (data collection tools, consent forms, etc)
- ✓ Did you check that you were using the latest version of the application forms?
 - HREC will not accept old form versions
 - Access the latest version here: <https://forms.uct.ac.za/>
- ✓ Have the forms been signed by
 - The PI (Primary supervisor is PI on student research)
 - The supervisor (if student research)
 - The student (if student research)
 - If your Head of Division is not an investigator/PI on the protocol they can sign in the HOD space which can speed up the process
- ✓ Has the package been converted into PDF format, and organised into a single pdf file in the order specified above (the HREC requires Expedited applications in a single PDF and Full Committee submissions as a PDF portfolio)
 - Please ensure the PDF is not security-locked so we are able to add signatures
- ✓ Is the file named in a way that enables tracking (e.g Smith_MPHstudent protocol_2024)

Thank you in advance for checking this before you submit!

Tammy Phillips

Chair: SPH Departmental Research Committee