

SPH DRC and HREC process for staff

Step 1: Develop your full research proposal

Work with your team to develop your full research proposal

Consult the Human Research Ethics Committee (HREC) [site](#) for details on ethical considerations including document guidelines, policies, requirements for expedited review

Step 2: Internal scientific review

Download and complete the Scientific Review of Research Proposals Form ([R1](#))

Contact your Supervisor, Head of Division, Unit or Centre Director, or DRC chair to assign an internal scientific reviewer.

- this reviewer must be a senior researcher with expert knowledge of the research topic or area.
- If a protocol has already been through external review include these details and proof of review.

Fill in your details on the R1 and send this with your completed proposal and all related study documents (ICFs, CRFs, etc) to the internal scientific reviewer

Make any changes requested by the R1 reviewer

- When you submit to DRC you will need to detail these changes in your cover letter
- Make sure the R1 is complete and signed

Step 3: Complete the required forms for ethics

Download and complete the latest required ethics forms from <https://forms.uct.ac.za/>

- FHS013 - New protocol application form
- FHS014 - Pointers for preparing a synopsis
- FHS015 - Guide to preparing a research proposal/protocol

Step 4: Submit to the SPH DRC

Submit to the DRC for review: sph-drcethics@uct.ac.za

Submit a single combined pdf including:

- Cover letter to HREC with motivation for expedited review (where applicable) and details of changes made after R1 review
- Synopsis of your research
- Research protocol
- Any other supporting documents

See these tips: [SPH Pointers for new protocol submissions](#)

The DRC will review the application and may send you queries or corrections.

Once final, DRC and HOD will sign off and you will receive an email communication from the DRC with your signed application package and instruction to submit to HREC.

Step 5: Submit to HREC

Submit your final full signed pack to HREC per the DRC email instructions:

HREC-submissions@uct.ac.za

Once reviewed, your HREC number and approval letter will be sent to you

Step 6: Before you start your research

If your research is being conducted in South Africa, involving public sector staff/clients or facilities:

- you will need to get the relevant government department clearance (e.g. the provincial DoH, the National DoH)

If your research is being conducted outside of South Africa,

- you will need to check whether local ethical clearance and institutional approval are required and comply with all requirements where applicable

Proceed with your study

- only begin to collect data or to analyse your secondary data once you have all required approvals

Step 7: Continuing ethical review

Annual renewal: Submit an annual report and renewal to HREC every year before your ethics approval expires

- Download FHS016 from <https://forms.uct.ac.za/>
- Ethical approval must be kept active until all research activities including publications are complete

Amendments: If you need to make changes to your protocol submit an amendment to HREC

- Download FHS006 from <https://forms.uct.ac.za/>

Complete the required forms

Email to hrec-enquiries@uct.ac.za

Protocol amendments and annual reports are submitted directly to HREC and do not go via the DRC

NOTE ON DATES: Expedited review protocols can be submitted at any time. We do recommend adhering to the DRC and HREC deadlines for full committee review meeting dates even if you are motivating for expedited review just in case your motivation is declined.