

## 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](mailto: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	
<i>Last submission date for new protocol applications for possible <b>FULL COMMITTEE</b> meeting review in 2024</i>	HREC Wednesday, 16 October 2024 <b>SPH DRC deadline 8 October 2024</b>
<i>Last submission date for new protocol applications for <b>EXPEDITED</b> review in 2024</i>	HREC Monday, 4 November 2024 <b>SPH DRC deadline 24 October 2024</b>
<b>HREC CLOSED</b>	<b>23 December 2024 to 12 January 2025</b>
<b>First 2025 submission deadline</b>	HREC 20 November 2024 <b>SPH DRC deadline 12 November 2024</b>

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](mailto:sph-drcethics@uct.ac.za).