

SPH DRC & HREC ETHICS APPLICATION SUBMISSION DATES 2025

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)
12 November 2024	20 November 2024	31 January 2025
10 January 2025	15 January 2025	28 February 2025
5 February 2025	12 February 2025	28 March 2025
5 March 2025	12 March 2025	25 April 2025
9 April 2025	16 April 2025	30 May 2025
7 May 2025	14 May 2025	27 June 2025
11 June 2025	18 June 2025	25 July 2025
9 July 2025	16 July 2025	29 August 2025
6 August 2025	13 August 2025	26 September 2025
10 September 2025	17 September 2025	31 October 2025
8 October 2025	15 October 2025	28 November 2025

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 but do not need to come via the DRC.

Please note the following relevant dates for the year end of 2025:

END-OF-YEAR HREC DATES for 2024	
<i>Last submission date for new protocol applications for possible FULL COMMITTEE meeting review in 2025</i>	HREC Wednesday, 15 October 2025 SPH DRC deadline 8 October 2025
<i>Last submission date for new protocol applications for EXPEDITED review in 2025</i>	HREC Monday, 3 November 2025 SPH DRC deadline 23 October 2025
HREC CLOSED	23 December 2025 to 11 January 2026
First 2025 submission deadline	HREC 19 November 2025 SPH DRC deadline 12 November 2025

Important links for more information: For HREC processes and guidance: <https://health.uct.ac.za/home/human-research-ethics> | For SPH DRC processes: <https://health.uct.ac.za/school-public-health/research-departmental-research-committee/new-research-protocol-submission-processes> or contact the DRC Administrator on sph-drcethics@uct.ac.za