



This R1 form needs to be completed for **all new research protocols being submitted to the School of Public Health Departmental Research Committee that are NOT FOR DEGREE PURPOSES.**

The completed and signed form must be included in the pack you send to the DRC for review.

Please ask your Head of Division to nominate an internal reviewer with sufficient experience and expertise to complete this review. Internal reviewers usually come from your Division/Unit or the School, and they must not be an investigator on your research protocol.

Note: if you cannot secure an R1 reviewer, you can contact the DRC for assistance (sph-drcethics@uct.ac.za)

All processes: <https://health.uct.ac.za/school-public-health/research-departmental-research-committee>

Current UCT HREC forms: <https://forms.uct.ac.za/>

PI to complete sections 1, 2, 2.1 (as applicable), 3 and sign section 4

Internal scientific reviewer to complete 2.2 and sign section 4

HOD/HODiv to sign section 4

1. General Information

Protocol title	
Name of Principal Investigator	
School of Public Health Division/Research Centre/Unit	

2. Scientific Review

Has your proposal previously undergone independent external review (through a funding agency or other external review process)? (tick ✓)	<input type="checkbox"/> Yes – internal review is not required (Complete 2.1 and skip 2.2)	<input type="checkbox"/> No – internal review is required (Skip 2.1 and complete 2.2)
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2.1 External Review:

- **Attach evidence of external review to this form (e.g., reviewers' comments from funding agency) and briefly explain review process below.**
- **Describe the changes made in response to the review comments in your HREC submission cover letter.**

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2.2 Internal Review:

Submit your proposal to your head of division (HoDiv) or director of URC unit/centre to identify an internal scientific reviewer within your division/unit, or within the School.

To reviewer: You are kindly asked to review the attached proposal on behalf of our Departmental Research Committee (DRC) and the Faculty of Health Sciences Human Research Ethics Committee (HREC). The purpose of this review is to ensure high academic standards, assess whether the proposed research is scientifically sound, and to rate it in terms of relevance, innovation and quality.

Title, first name, surname of Scientific Reviewer		
Department, Division or URC Research Unit/Centre		
Phone number		
Email address		
Do you have any conflicts of interest related to reviewing this protocol?	Yes	No
If yes, please comment on the nature of the conflict.		



2.2.1. Reviewer's Assessment of Proposal

Please complete the following based on your review of the proposal:

1. Is the motivation for the proposed study satisfactory?	Yes	No	Unsure
2. Is there adequate description of the relevant literature?	Yes	No	Unsure
3. If applicable, is an appropriate conceptual framework included and adequately described?	Yes	No	Unsure
4. Are the title, aim and objectives aligned?	Yes	No	Unsure
5. Are the research design and methodology aligned to the aim and objectives?	Yes	No	Unsure
6. Are relevant sample characteristics and size described and justified in the context of the objectives and data collection methods?	Yes	No	Unsure
7. Is the recruitment of participants, where relevant, well described and appropriate.	Yes	No	Unsure
8. Did you identify any potential issues related to bias or confounding that are not adequately addressed in the protocol?	Yes	No	Unsure
9. Do you feel the proposed methods are feasible and achievable in terms of timeline and cost?	Yes	No	Unsure
10. Are the data management and analysis plan sufficiently detailed and appropriate?	Yes	No	Unsure
11. Did you identify any ethical concerns related to this proposed research that are not adequately addressed in the protocol?	Yes	No	Unsure
12. Are consent forms, where needed, completed as per HREC requirements, and written in a language appropriate for the participants?	Yes	No	Unsure
13. Is the study likely to yield impactful and/or publishable findings?	Yes	No	Unsure

14. Overall, how do you rate this proposal (circle letter in rating scale below) based on the points above?

Rating Scale:

- No changes required** (if all responses above are 'Yes'); acceptable proposal → **skip to section 3**
- Acceptable, but minor changes required** as suggested on the proposal or detailed below.
- Major changes required**; the revised protocol should be resubmitted for internal scientific review. Both R1 forms should be included in the DRC submission of the final protocol.
- Not approved**, major flaws exist in the science or ethics of the proposal making the study unacceptable even with revision → *should be flagged with the head of division/unit and DRC chair*

If 'no' or 'unsure' to any of the above, briefly explain your reasons and any required or recommended protocol changes below. If helpful, you may use tracked changes on the protocol to provide specific comments to the investigators.



**Your HREC submission must include the final documents after revision, and the cover letter must include a brief description of the changes made in response to the internal scientific review comments.
Tracked document versions showing changes made do not need to be submitted**

3. Principal investigator checklist to complete prior to submitting to the DRC

3.1 Have you made the required changes to your protocol and related documents following the internal review (or external review if applicable)	Yes	N/A (if proposal received an "A" rating)
3.2 Does your cover letter describe the changes made to the proposal and related documents?	Yes	N/A (if proposal received an "A" rating)
3.3 Have you combined the following into a single pdf:	Yes	
Cover letter	<input type="checkbox"/>	
Motivation for expedited review (if applicable)	<input type="checkbox"/>	
The current version of the FHS013 New Protocol Application Form	<input type="checkbox"/>	
PI synopsis	<input type="checkbox"/>	
The final protocol	<input type="checkbox"/>	
All other relevant documents for review (consent forms, data collection tools, etc)	<input type="checkbox"/>	
HREC training certificates	<input type="checkbox"/>	
3.5 eRA prewards Project Applications/Approval Requests has been completed via https://eraonline.uct.ac.za	Yes	N/A If no funding attached to the project

4. Signatures

4.1 Signature of PI		Date	
4.2 Signature of Internal Scientific Reviewer Unless attaching independent external review		Date	
4.3 Signature of HoD/HoDiv/Head of Research Unit/ Head of Centre*		Date	
4.4 Signature of DRC administrator confirming full application is complete and ready to submit to the DRC Chair for review and signature		Date	

*** If HoDiv/Head of Research Unit/Centre is an investigator on the protocol, submit the completed form without this signature and the DRC administrator will obtain the HODs signature.**

Attach this completed and signed form, along with proof of external scientific review if applicable, to the email with protocol submission the DRC.

This for is for internal DRC use: Do not include it in the combined protocol pdf pack for HREC.