

The Human Research Ethics Department will be processing all submissions as per below:

PI Submissions to the HREC

Please send all **forms and queries** (amendments, annual progress reports, SAEs etc.), email to hrec-enquiries@uct.ac.za

- ✚ Email subject lines for forms must be clearly titled as follows, HREC REF [insert reference number] – [type of form] and PI name
- ✚ Email queries must be clearly titled as follows: query and reference number where applicable
- ✚ All Documents submitted needs to be in a combined single PDF.

Please send **New Applications & PI Responses** to: hrec-submissions@uct.ac.za

- ✚ Email subject lines must be clearly titled as follows:
 - New protocol application – Full Committee review and PI name OR o
 - New protocol application – Expedited review and PI name
 - PI Responses – HREC REF [insert reference number] and PI name

✚ **Expedited Review Submissions**

- Attachments of up to 35MB can be sent via email.
- Should the documents exceed 35MB, PIs are requested to send a dropbox folder link via email to the HREC; so that the HREC administrators may download and save the submission documents.
- No hard copies of submission documents will be accepted during the lockdown period.
- All documents must be submitted as a single PDF. No scanned documents will be accepted.
- PDF files must not be password protected.

✚ **Full Committee Review Submissions**

- Attachments of up to 35MB can be sent via email.
- Should the documents exceed 35MB, PIs are requested to send a dropbox folder link via email to the HREC; so that the HREC administrators may download and save the submission documents.
- No hard copies of submission documents will be accepted during the lockdown period.
- All documents must be submitted in a PDF Portfolio, if you cannot do a PDF Portfolio, kindly send all the documents in a ZIP Folder via dropbox. No scanned documents will be accepted.
- PDF files must not be password protected.

Only the latest version of HREC forms dated will be accepted. All new protocol applications, amendments and annual progress reports must include information about research plans during COVID-19.

Please refer to the HREC recommendations regarding research involving human participants during COVID-19, available on the HREC website: <https://health.uct.ac.za/home/human-research-ethics> .

Also note that updated the HREC forms can be found on the following link:
<https://health.uct.ac.za/home/human-research-ethics>

Thank you kindly for your co-operation and understanding
Kind regards,

Human Research Ethics Department