



APPLICATION TO CONDUCT PSYCHOLOGICAL RESEARCH

1. All applications must be submitted with the documentation outlined in the attached form.
2. All documents should be submitted electronically.
3. The University of Cape Town's Department of Psychology actively supports research as an essential academic function. It is essential that all applicants consult the UCT Code for Research involving Human Subjects (available from the UCT website).
4. In the case of research involving clinical populations, drug trials, neuroimaging, and recruitment from Groote Schuur Hospital or any affiliated medical institutions, approval must also be obtained from the Faculty of Health Sciences Research Ethics Committee (FHS REC).
5. Final responsibility for the ethical and effective conduct of the research lies with the principal investigator.

HONOURS STUDENTS:

Complete this application form, and submit it to Rosalind Adams with the formal research proposal that forms part of your research methods module in the Honours programme.

MASTER'S AND DOCTORAL STUDENTS:

Complete this application form, and submit it in electronic form to Rosalind Adams attached to the research proposal you will present to a departmental thesis committee.

DEPARTMENTAL STAFF, VISITING SCHOLARS AND POST-DOCTORAL FELLOWS:

Complete this application form, and submit it in electronic form to Prof. Cathy Ward (Catherine.Ward@uct.ac.za). The application must be accompanied by a detailed proposal (maximum length 25 1.5-spaced pages).



**UNIVERSITY OF CAPE TOWN
DEPARTMENT OF PSYCHOLOGY
APPLICATION FOR ETHICAL APPROVAL TO CONDUCT PSYCHOLOGICAL RESEARCH**

Section A	Proposal Identification Details	To be completed by all applicants
Section B	Study Information	To be completed for all studies
Section C	Financial and Contractual Information	To be completed by all applicants
Section D	Declaration on Conflict of Interest	To be completed by all applicants
Section E	Ethical and Legal Aspects	To be completed by all applicants
Section F	Checklist	To be completed by all applicants

Section A: Proposal identification details.

1. Title of the proposal/protocol:			
2. Has this protocol been submitted to any other Ethical Review Committee?		Yes	No
2.1 If so, list which institutions and any reference numbers.			
2.2 What was/were the outcome/s of these applications?			
3. Is this proposal being submitted for ethical approval for an amendment to a protocol previously approved by this committee?		Yes	No
3.1 If so, what was the previous protocol's reference number?			

4. Investigator details

4.1 Principal Investigator (if a student project, the student is the principal investigator):

Title	Initials & Last Name	Department and Institution	Phone	Email	Signature	Date

4.1.1 (If different to 4.1 above) UCT Principal Investigator

Title	Initials & Last Name	Department and Institution	Phone	Email	Signature	Date

4.2 Co-investigators: (if a student project, add the supervisor's name here)

Title	Initials & Last Name	Department and Institution	Phone	Email

5. Is the study being undertaken for a higher degree?	Yes	No
If yes:		
5.1 What degree?		
5.2 Student name:		
5.3 Supervisor name:		
5.4 In what department is the degree?		

Section B: Study Information (summarize the information contained in the proposal).

6. Who will act as participants in the study?
7. Estimated number of participants:
8. Estimated duration of study:

9. Location of study (e.g. UCT, school, hospital, etc., where you will gather data from the participants):

10. Recruitment: Please describe how and from where the participants will be recruited. Attach a copy of any posters or advertisements to be used.

11. Vulnerable groups: Are there pre-existing vulnerabilities associated with the proposed participants, e.g., relating to pre-existing physiological or health conditions, cognitive or emotional factors, and socio-economic or legal status?

Yes

No

If yes, explain briefly what vulnerability would entail in the study, and how you propose to safeguard participants' wellbeing.

12. Risks: Briefly describe the research risk associated with your study, i.e. the probability and magnitude of harms participants may experience. Minimal risk means that the probability and magnitude of harm due to participation in the research are no greater than that encountered by participants in their everyday lives.

13. Costs: Give a brief description of any costs or economic considerations for participants.

14. Benefits: Discuss any potential direct benefits to the participants from their involvement in the project.

15. Compensation: If participants are to receive compensation for participation, please provide details.

16. Consent. Describe the process to be used to obtain informed consent. Where applicable, attach a copy of the information letter and consent form.

17. Confidentiality. Please describe the procedures to be used to protect confidentiality of the data.

18. Does the protocol comply with UCT's Intellectual Property Rights Policy (including ownership of the raw data)?

Yes

No

Section C: Financial and contractual information

19. Is the study being sponsored or funded?	Yes		No
If yes: 19.1 Who is the sponsor/funder of the study?			
19.2 Are there any restrictions or conditions attached to publication and/or presentation of the study results?	Yes		No
19.3 Does the contract specifically recognize the independence of the researchers involved?	Yes		No
(Note that any such restrictions or conditions contained in funding contracts must be made available to the Committee along with the proposal.)			
20. Will additional costs be incurred by the department?	Yes		No
20.1 If yes, specify these costs:			

Section D: Statement on Conflict of Interest

The researcher is expected to declare to the Committee the presence of any potential or existing conflict of interest that may potentially pose a threat to the scientific integrity and ethical conduct of any research in the Department. The committee will decide whether such conflicts are sufficient as to warrant consideration of their impact on the ethical conduct of the study.

Disclosure of conflict of interest does not imply that a study will be deemed unethical, as the mere existence of a conflict of interest does not mean that a study cannot be conducted ethically. However, failure to declare to the Committee a conflict of interest known to the researcher at the outset of the study will be deemed to be unethical conduct.

Researchers are therefore expected to sign **either** one of the two declarations below.

- a) As the Principal Researcher in this study (name: _____), I hereby declare that I am **not aware** of any potential conflict of interest which may influence my ethical conduct of this study.

Signature: _____ Date: _____

- b) As the Principal Researcher in this study (name: _____), I hereby declare that I am **aware** of potential conflicts of interest which should be considered by the Committee:

Signature: _____ Date: _____

Section E: Ethical and legal aspects

21. Have you read the UCT Code for Research involving Human Subjects (available from the UCT website)?	Yes		No
--	-----	--	----

Section F: Checklist**Tick**

Application form	1 electronic copy	
Covering letter and all other correspondence (e.g., ethics approval from other bodies, letters to parents, etc.)	1 electronic copy	
Detailed proposal, including a 200-word summary/abstract	1 electronic copy	
Consent/Assent form/s	1 electronic copy	
Participant information sheet/Debriefing form (if separate from consent form)	1 electronic copy	
Other documents (e.g., advertising posters)	1 electronic copy	

IMPORTANT NOTES:

- All applicable sections of this application form must be filled in OR justified why not.
- All applicable signatures must be sought
- All additional number of copies must be included with application
- All incomplete applications will be returned to the applicant, leading to delays in review.

Version December 2019