



Standard Operating Procedures Research Ethics Committee (Human) (REC-H)

- Research conducted off-campus or involving other sites or sectors

1 RESEARCH CONDUCTED OFF-CAMPUS OR INVOLVING OTHER SITES OR SECTORS

1.1 GATEKEEPER PERMISSION

1. Research conducted by university researchers (staff and/or students) under the auspices of Nelson Mandela University at sites other than the university premises requires relevant gatekeeper permission.
2. Relevant gatekeepers are required to be approached in order to gain access to participants after REC-H approval of the study and prior to recruitment.
3. Researchers, when planning their study, must allow for the extra time incurred in obtaining these permissions.
4. All communications granting permission to access staff and/or students must be retained by researchers for possible active monitoring or auditing of the study.

1.2 PUBLIC SECTOR HEALTH FACILITIES

1. To co-ordinate health research, facilitate efficient use of limited health research resources and minimise the impact of research on staff and patients in the public health sector, the relevant Health Research Committee may require an independent review of the study to be conducted.
2. In addition, researchers must obtain administrative permission from medical superintendents or health facility managers to conduct research in their facilities.
3. Failure to obtain permission may result in the institutional suspension of the study.
4. Copies of permission letters signed by the relevant Health Research Committee, and relevant medical superintendents/facility managers must be forwarded to REC-H for filing with the researchers' protocols within 14 days of receiving such permission letters.

1.3 EDUCATIONAL FACILITIES

1. The Department of Education (DoE) has confirmed that it is a requirement that **ALL** research done at schools needs ethics approval from the DoE. In addition, the DoE need an undertaking that they will receive a full research report (bound copy).
2. Internal ethics processes need to be completed (FRTI & REC-H, where applicable) before seeking approval from the DoE as they require a complete copy of the NMU-approved protocol.
3. To co-ordinate research in educational facilities, facilitate efficient use of limited educational research resources and minimise the impact of research on staff and learners in the educational sector, the relevant provincial Education Department does require an independent review of the study to be conducted.
4. Researchers must obtain administrative permission from school principals to conduct research in their facilities.
5. Further, written parental/legal guardian consent and written learner assent, where relevant, is required.
6. Failure to obtain permission/consent/assent from all stakeholders in the study may result in the institutional suspension of the study.
7. Copies of permission letters signed by the relevant Education Department and school principals must be forwarded to REC-H for filing with researchers' protocols within 14 days of receiving such permission letters.
8. All signed consent and assent forms (whichever is relevant) must be retained by the researchers in the case of an audit or active monitoring being required.

1.4 OTHER FACILITIES

1. Researchers must obtain permission from relevant authorities to undertake research in institutions, including but not limited to, homes for the aged, homes for children in need of care or homes for the disabled.
2. Copies of permission letters signed by the relevant facility manager must be forwarded to REC-H for filing with the researchers' protocols within 14 days of receiving such permission letters.

1.5 PRIVATE PROPERTY

1. Researchers must obtain administrative permission owners of private property to conduct research in their facilities.
2. Copies of permission letters signed by the relevant private property owners must be forwarded to REC-H for filing with the researchers' protocols within 14 days of receiving such permission letters.