

INFORMATION FOR APPLICANTS 2022

1. INTRODUCTION

The SANBS reviews research applications for both scientific as well as ethical merit. The processes are managed through two committees viz. the Scientific Review Committee (SRC) and the Human Research Ethics Committee (HREC). Your application will first be reviewed by the SRC Administrator for administrative completeness before it is forwarded to the SANBS SRC and, if approved, sent to the SANBS HREC for their review. May we draw your attention to the submission deadlines detailed in section 5 below.

The existing online platform, Fluid Review, has come to end-of-life and is no longer available for applicants to submit new research applications. While a new system is still in development, we have drafted a set of forms that must be used during this transition period.

During the application submission process, you will be required to provide a number of approval or consent documents and the names and contact details of individuals involved in the proposed research. These documents are listed under section 3 so that you may have them readily available during the submission process.

2. APPLICATION PRE-APPROVAL REQUIREMENT

Before you commence the submission process, you must obtain pre-approval from the SANBS to ensure that the organisation is able to meet your particular research requirement(s) e.g. request for blood specimens, data, testing facilities etc.

You are therefore requested to send an e-mail stating your requirements to hrecpre-approval@sanbs.org.za for consideration by the SANBS. Once approved by the SANBS, an official confirmation letter will be issued to you. This confirmation letter is a requisite for completion of the submission process.

3. REQUIRED INFORMATION FOR SUBMISSION

1. Name and contact details of the Principal Investigator.
2. Name and contact details of other Investigators (up to 5 Investigators).
3. Name and contact details of person(s) carrying out the procedures (up to 10 persons).
4. Pre-approval confirmation letter from the SANBS.
5. If not a SANBS employee, approval letter from your Institutions' Ethics Committee.
6. If approved by another Scientific Review Committee, approval letter from that committee.
7. Site permission letter per site where the procedures are to be undertaken (up to 20 sites).
8. Participant written consent letter and participant information leaflet.
9. If the participant is under 18 years of age, Parental written consent, Assent letter and Parental information leaflet.
10. Sample of the data collection sheet or questionnaire.

4. EMAIL SUBMISSION

Email submissions must only be made by the principal investigator (and not a proxy) who accepts full responsibility for the research to be undertaken. In addition to the documents listed in section 3 above, the following documents must be submitted (these are available for download from the SANBS website):

- 4.1 HREC Application

4.2 HREC Investigator CV

4.3 HREC Investigation declaration (duly signed by the Principal Investigator and his/her HOD or Supervisor).

In order to ensure a speedy review of your application, please ensure that all relevant documents are emailed to SRCAdmin@sanbs.org.za. As there are several documents to be submitted, you may save them as PDF format documents and then compress (zip) all documents and send the zipped file.

Incomplete documents or submission will delay the approval process with a resultant delay in the commencement of your research.

NOTE: Depending on the timing of your submission and the launch of the new system (which is expected to be before end April 2022), you may be required to resubmit your application on the new system. Where this is required, you will be contacted by the SRC Administrator to do so. The actual launch details will be published on the SANBS Website.

5. SRC AND HREC MEETING DATES FOR 2022

Please be aware of the following SANBS Scientific Review Committee (SRC) and Human Research Ethics Committee (HREC) meeting dates for 2022.

For review by the SANBS SRC and HREC

2022	Application submission deadline to SRC	SRC meeting dates	Application submission deadline by SRC to HREC	HREC meeting dates
1 st Quarter	02 March	16 March	30 March	13 April
2 nd Quarter	04 May	18 May	01 June	15 June
3 rd Quarter	03 August	17 August	31 August	14 September
4 th Quarter	05 October	19 October	02 November	16 November

Applications submitted between the submission deadline and the next committee meeting will be reviewed for the subsequent sitting of these committees.

6. GENERAL POINTS WHEN COMPLETING THE SUBMISSION

1. The Principle Investigator of the project must submit the application using his/her email address. All future communication from the SANBS will be to that email address.
2. As the templates are developed in MS Word, certain functionality embedded in an online system are no longer available.
 - a. Not all items marked with an asterisk (*) are compulsory e.g. the document allows for up to 5 investigators, up to 10 people undertaking the research procedures and up to 20 sites at which the research can take place. If e.g. there are only 2 investigators, the mandatory information for investigators 3 to 5 cannot be provided. In such a situation,

please ignore those sections for investigators 3 to 5. The same will apply for the persons carrying out the procedures and the number of sites.

- b. Where selection options in a question are marked with radio buttons you may choose only one selection from the list of options. Your selection may be changed by clicking on another option.
 - c. Where selection options in a question are marked with check boxes, you may choose more than one option from the list (except for Yes/No type questions). Your selection may be changed by clicking on the incorrect choice for a second time.
3. Use clear, unambiguous English in your submission.
 4. For the first occurrence, type out abbreviations in full followed by the abbreviation in brackets. Thereafter you may use the abbreviation only.
 5. Check for spelling and grammatical errors and correct them before submission.
 6. For each question, only enter text in the space provided or select an entry from the dropdown list.
 7. Ensure that you have attached the correct documents against the correct requirement. Clearly name your filename which should include the question number e.g. S3-8 followed by a meaningful name.
 8. Ensure that you have signed and submitted any required documents. Unsigned documents will result in delays in processing your application, bearing in mind that the committees only meet 4 times a year and you may miss your own deadlines.
 9. Ensure that you are realistic with the start and end dates of your research, bearing in mind that the committee only meet 4 times a year. You will not be allowed to start with your research prior to receiving HREC approval to proceed with the project.
 10. Should you be requested to provide extra information by the SRC or HREC committees, you will have 3 months from the date of the request to submit that information. Failure to submit the information within the stipulated timeframe may result in your application being rejected. You will then have to submit a new application should you wish to again apply for HREC approval.

7. GETTING HELP

Should you require help with completing the application or any other follow-up communications, please contact SRCAdmin@sanbs.org.za.

Thank you

SANBS HREC Committee