

## INFORMATION FOR APPLICANTS 2023

### 1. INTRODUCTION

The South African National Blood Service 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.

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.

The new SANBS HREC system can only be accessed via a desktop or notebook computer. The system cannot be accessed on a smartphone or tablet.

### 2. APPLICATION PRE-APPROVAL REQUIREMENT

Before you commence the submission process, you must obtain pre-approval from 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](mailto:hrecpre-approval@sanbs.org.za) for consideration by SANBS. Once approved by 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, where applicable.
3. Name and contact details of person(s) carrying out the procedures, where applicable.
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, where applicable.
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. APPLICATION SUBMISSION

All submissions must only be made by the principal investigator (and not a proxy) who accepts full responsibility for the research to be undertaken.

## 5. SRC AND HREC MEETING DATES FOR 2023

Please be aware of the following SANBS Scientific Review Committee (SRC) and Human Research Ethics Committee (HREC) meeting dates for 2023.

For review by the SANBS SRC and HREC

2023	Application submission deadline to SRC	SRC meeting dates	Application submission deadline by SRC to HREC	HREC meeting dates
1 <sup>st</sup> Quarter	01 February	15 February	01 March	15 March
2 <sup>nd</sup> Quarter	03 May	17 May	31 May	14 June
3 <sup>rd</sup> Quarter	26 July	09 August	23 August	06 September
4 <sup>th</sup> Quarter	20 September	04 October	18 October	01 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. Not all items marked with an asterisk (\*) are compulsory.
3. 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.
4. 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.
5. Use clear, unambiguous English in your submission.
6. For the first occurrence, type out abbreviations in full followed by the abbreviation in brackets. Thereafter you may use the abbreviation only.
7. Check for spelling and grammatical errors and correct them before submission.
8. For each question, only enter text in the space provided or select an entry from the dropdown list.
9. Ensure that you have attached the correct documents against the correct requirement.
10. 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.
11. 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 will result in your application being automatically locked by the system. 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](mailto:SRCAdmin@sanbs.org.za).

Thank you

SANBS HREC Committee