



**Research Data Gatekeeper Committee**

**RESEARCH DATA GATEKEEPER COMMITTEE - REQUEST FOR INFORMATION**

**1 Applicant Contact Information**

Date of application

Name of Institution

Title

Role in Application

If others – please complete

First Name

Last Name

Email Address

Phone

Title of study

**2 Supervisor/Promotor/Researcher Information (If applicable)**

Title

First Name

Last Name

E-mail Address

Phone

**2.1 Co-Supervisor/Co-Researcher Information (If applicable)**

Title

First Name

Last Name

E-mail Address

Phone

### 3 Research Ethic Approval

Name of the ethics committee that provided ethics approval.

Research Ethics approval number:

Date of research ethics approval:

Please provide a proof of ethics approval (note that your application will not be considered without the necessary approval).

Accept this condition by marking this checkbox.

### 4 Research Proposal

Name of the scientific committee that approved the study.

Date of scientific approval:

### 5 Further Questions

#### Instructions

Please refer to the RDGC Guide on page 5 for examples and explanation of each question in the application form to better understand what information is needed by the RDGC and to ensure that the questions are answered comprehensively.

1. Provide a full description of your research sample. Please state your inclusion and exclusion criteria for the designated research sample.

2. Motivate why the data must be gathered from a specific / designated NWU stakeholder group.

3. Please explain how the sample of participants in your project will be identified and recruited.

4. Explain how the participant identification and recruitment process of your research adheres to the Protection of Personal Information Act 4 of 2013 (POPI Act).

*Please see <http://www.nwu.ac.za/access-to-information-act> for more information regarding the POPI Act.*

5. Provide a full description of the data that will be gathered.

6. *Provide a full description of the data gathering process that will be followed (What will be expected of the research participants and exactly how will the data be collected).*

## **RDGC Application Guide**

### Question 1

- Please include your inclusion and exclusion criteria of research participants, along with the description of your research sample and size of the sample.

### Question 2

- Motivate why the data must be gathered from the specific NWU stakeholder group.

### Question 3

- Please include specific details such as:
  - What specific information will be used to identify your prospective participants?
  - How will the researcher make initial contact with the prospective participants in order to invite them to participate in this research?
  - Where and how will the researcher get the information to be able to make contact with prospective participants?
  - How exactly will the participants be invited to take part in the research? (i.e. What will the researcher do to invite the participants to participate in the research?)

- Who will recruit the prospective participants? Researcher to disclose if there is a relationship between himself/herself and the prospective participants. If yes, how will the researcher ensure independence in the data gathering and data processing?
- When and where will the recruitment of participants take place?
- How will the researcher ensure that participants do not feel pressured into participating in the research (i.e. truly voluntary participation)

#### Question 4

- Informed consent will be obtained which allows the participants to choose when and how they would like to share their information. Explain the informed consent process including information regarding anonymity, confidentiality and willing participation.
- Note that no personal information is used to identify or to recruit participants (e.g. contact details or academic records).
- The researcher may place adverts on various platforms which allows participants with the opportunity to choose if they want to participate in the research. This would allow the participant to opt to participate in a project, thus giving consent that his/her personal information would be accessed; also when and how this information would be share.
- Measures the researcher will put in place to ensure the confidentiality of the institutional information and/or the anonymity of the NWU student/staff.

#### Question 5

- Please explain what data or information will be gathered/requested from participants or the NWU.

#### Question 6

- Please include specific details such as:
  - Who will be collecting the data?
  - What will be done?
  - Where and when will data be collected?
  - How will the data be collected?
  - How will the researcher ensure that a transparent and objective process is followed in obtaining data from individuals?

Documents required to be submitted with the application:

- Research proposal
- Ethics approval
- Consent form
- Questionnaire or interview questions

**Upon completion, please email this application form (completed), along with your proof of ethics clearance and an approved research proposal to the RDGC at NWU-RDGC@nwu.ac.za.**