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**Ethics Committee**

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**GAINING ACCESS TO THE NWU FOR RESEARCH: GATEKEEPER PROCESS**

This document includes the procedure that needs to be followed in the case of additional requests from researchers or students from other universities to use NWU students or personnel in their research projects.

1. All applicants must comply with the Access to Information Act 2 of 2000 and Protection of Personal Information Act 4 of 2013. Therefore a request form first needs to be completed (which can be found and completed at <http://www.nwu.ac.za/access-to-information-act>). For further information contact Mrs Amanda van der Merwe ([Amanda.VanDerMerwe@nwu.ac.za](mailto:Amanda.VanDerMerwe@nwu.ac.za)) or Mrs Jacoline Jansen van Vuuren ([Jacoline.JansenVanVuuren@nwu.ac.za](mailto:Jacoline.JansenVanVuuren@nwu.ac.za)).
2. In the case where researchers wish to include students in their research, permission must be obtained from the relevant Student Dean (if applicable).

**At the same time**, the application should be handled by the Department of Research Support employing the following process:

1. All relevant documentation needs to be received by the Department of Research Support contact persons, from the applicant. Upon receiving the documentation the application needs to be checked to ensure that all documents are present.
  - A protocol approved by the institution or department from where the applicant is applying.
  - An approval letter from the Research Ethics Committee (REC) of the applicant's institution; indicating that the project has been approved by the institution's REC.
  - All supporting documentation (example, informed consent, short CVs, advertisement, etc.)
2. Issue a unique ethics number for the application and store the documentation on the database.
3. Upon receiving the application, the contact person at the Department of Research Support must determine to which NWU Research Ethics Committee the application needs to be sent for review.

**Mafikeng Campus**

- **Animal Research Ethics Committee, Mafikeng Campus** for all research pertaining to animals for the sake of animals.

- **Health Science Ethics Committee (FAST)** for all research relating to the research which includes humans and that is in line with the research done by the Faculty of Agriculture, Science and Technology on Mafikeng Campus.
- **Human Sciences Ethics Committee, Mafikeng Campus** for all research relating to the research which includes humans and that is in line with research done by the Faculty of Commerce and Administration; Faculty of Education and Training; Faculty of Human and Social Science; and Faculty of Law.

#### Potchefstroom Campus

- **Animal Research Ethics Committee [The Ethics Committee on Animal Care, Health and Safety in Research (AnimCare)]** for all research pertaining to animals or research done on animals for the sake of humans.
- **Ethics Committee of the Faculty of Economic and Management Sciences** for all research relating to economic and management sciences.
- **Ethics Committee of the Faculty of Arts** for Social Sciences research excluding research that is in line with research done by the School of Languages.
- **Ethics Committee of the Faculty of Education Sciences** for educational research.
- **Health Research Ethics Committee (HREC)** for health and health-related research with humans.
- **Ethics Committee of the Faculty of Law** for all law related research.
- **Ethics Committee of the Faculty of Theology** for all research relating to theology.
- **Engineering Research Ethics Committee** for all research pertaining to Engineering.

#### Vaal Triangle Campus

- **Ethics Committee for Language Matters** for research that is in line with research done by the School of Languages on the Vaal Triangle Campus and Potchefstroom Campus.
- **Ethics Committee for Economic Sciences and Information Technology** for research that is in line with research done by the Faculty of Economic and Information Technology on Vaal Triangle Campus.
- **Humanities and Health Research Ethics Committee (HHREC)** for health and humanities research on Vaal Triangle Campus.
- **Basic and Social Sciences Research Ethics Committee (BaSSREC)** for non-health research with human participants in the field of basic and social sciences.

4. Communicate with the identified, relevant REC and ask them if they are willing to review the ethics application. This can be done via (Ms Anneke Stols – 22987770@nwu.az.za).

5. The application (with all the relevant documentation) is sent to the relevant NWU Ethics Committee for review. The purpose of the review is to ensure the protection of the NWU students and/or personnel in the research process.

6. The relevant REC reviews the application.

The period provided for reviewers are usually approximately two weeks.

7. The REC communicates their decision to the Department of Research Support contact person (Ms Anneke Stols). This will include expectations and conditions under which access to the NWU is approved.

8. The Department of Research Support contact person communicates the feedback to the applicant.

- In the case of approval: Issue a certificate/ gatekeeper letter on behalf of the NWU IRERC.

9. Send the 'gatekeeper' letter for access to the NWU for research to the applicant and store the letter on the data base.