



Understanding the Research Data Gatekeeper Processes at NWU

RDGC Process
05 March 2023
11:00-13:00

Research Support Department

Purpose of the committee

Research Data Gatekeeper Committee (RDGC)



Research Data Gatekeeper Committee (RDGC)

Main Functions

To evaluate all research data requests that require access to NWU data and NWU staff and students against the prescripts of the Protection of Personal Information Act (No. 4/2013).

that these subjects would be recruited in an **open and voluntary manner**

To ensure that in instances where NWU stakeholders would be requested to participate in research projects as research subjects.

that a **transparent and objective process** is followed in obtaining data from such individuals

that any **identifiable personal information is obtained with full informed consent** from such subjects and not from any other sources or databases.

Composition of the committee

No	Name	Designation	Term
	Chairperson		
1.	Mphahlele J Prof jeffrey.mphahlele@nwu.ac.za CC: Innocentia.ngcephe@nwu.ac.za	Deputy Vice-Chancellor: Research and Innovation	Standing
	Standing members		
2.	Kose Z Ms zama.kose@nwu.ac.za	Research Support Department	-
3.	Mseleni F Ms Feziwe.Mseleni@nwu.ac.za	Research Support Department	-
4.	Neomagus H Prof hein.neomagus@nwu.ac.za	Faculty of Engineering	-
5.	Towers W Prof wayne.towers@nwu.ac.za	Faculty of Health Sciences	-
6.	Leendertz V Prof Verona.Leendertz@nwu.ac.za CC: jana.jacobs@nwu.ac.za	Faculty of Economic and Management Sciences	-
7.	Dudu W Prof washington.dudu@nwu.ac.za CC: evah.mothibi@nwu.ac.za	Faculty of Education	-
8.	Nel M Prof mirna.nel@nwu.ac.za CC: daleen.claasens@nwu.ac.za	Faculty of Humanities	-
9.	Van der Westhuizen F Prof francois.vanderwesthuizen@nwu.ac.za CC: lizelle.leroux@nwu.ac.za	Faculty of Natural and Agricultural Sciences	-
10.	Klaasen B Mr braam.klaasen@nwu.ac.za	Faculty of Law	-
11.	Goede H Dr hennie.goede@nwu.ac.za	Faculty of Theology	-
	Mpumi Shabalal : Mpumi.shabalala@nwu.ac.za CC: eulalia.johnson@nwu.ac.za	Secretariat of the Committee	



Application forms

RESEARCH DATA GATEKEEPER COMMITTEE - REQUEST FOR INFORMATION GENERAL

RESEARCH DATA GATEKEEPER COMMITTEE - REQUEST FOR INFORMATION FOR INTERNAL NWU USE



Application Process

- The NWU-RDGC application form (duly completed), which includes but is not limited to the following information:
 - Contact details of the researcher or student and the supervisor/promoter under whose supervision the empirical work is to be conducted.
 - The project title, Name of the ethics committee that provided ethics approval and the ethics reference number.
 - A full description of your research sample
 - Motivation why the data must be gathered from the NWU stakeholder group
 - An explanation how the sample of participants in the project will be identified and recruited.
 - A full description of the procedure and method used to identify and recruit research participants.

- Explanation on how the participant identification and recruitment process of your research adheres to the Protection of Personal Information Act 4 of 2013 (POPI Act)
- A full description of the data gathering process that will be followed (I.E., What will be expected of the research participants and exactly how will the data be collected).

Necessary documentation to be submitted to RDGC

1. The RDGC application form
2. The research proposal
3. Ethical Clearance
4. Instruments that will be used to collect the data
5. Informed Consent form
6. Advert to be posted online

Submission types

1. Internal application (i.e., from NWU)
2. External applications (i.e., from other Institutions)
3. Collaboration studies (i.e., Affiliated/ collaborating with NWU)
4. Requests for Amendments or Extension for research projects
5. Request for Round robin applications

Submission : NWU-RDGC@nwu.ac.za <NWU-RDGC@nwu.ac.za>; OR

Ms. Feziwe Mseleni :

Research Support Coordinator

Phone: (016) 910 3446

Feziwe.Mseleni@nwu.ac.za



After Submission

1. Application screening.
 2. Allocation of the reviewers
 3. Uploaded on the e-Fundi site for review
 4. Preparation of Agenda and sending it to the committee (7 days before the meeting)
 5. RDGC Meeting
 6. Permission letter/ Feedback letter (7 days after the meeting)
- **NB: Submission of the applications must be at least 7 days before the actually meeting date for RDGC . Please wait at least 7 days after the meeting for feedback of the application.**



Research Support Department

Research Ethics & Integrity Programme

Meet the Team



Ms. Feziwe Mseleni

**Research Ethics
Coordinator**

- Coordination of Research Ethics Committees SOPs and TOR
- Research Support POPIA Champion
 - Management of the RDGC applications process.



Mr. Kamogelo Sereo

**Research Support
Assistant**

- Maintain central database for research approvals
- Organize research ethics and integrity workshops/trainings
- Maintain research ethics and integrity webpage



Mrs. Amanda Koto

**Senior Research
Support Assistant**

- Monitoring and reporting of the REC activities
- Monitoring and reporting of Research ethics & integrity training/workshop activities
- Coordinate the development of the Online Research Ethics Support System.

