



APPLICATION FORM 3

RESEARCH DATA GATEKEEPER COMMITTEE: REQUEST FROM PARTIES WISHING TO GATHER INFORMATION FOR NON-RESEARCH PURPOSES

The following completed application form and accompanying appendices must be submitted by e-mail to NWU-RDGC@nwu.ac.za.

NOTE:

- 1) Follow the NWU-RDGC Terms of Reference and accompanying Appendix A (Guidance document) for detailed description of the process.
- 2) See concept definition of *non-research purposes* in Appendix A (Guidance document).

1. Applicants contact information

First name:		Last name:	
E-mail:		Phone number:	

2. Information of additional project members

Title, Name, Surname	Role in project

3. Title of the intended project

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4. The faculty/faculties (staff and/or students) or system/department/laboratory that the applicant wishes to approach to obtain required data for the project

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6. A full description of the NWU data (staff, students or system/department/laboratories previously collected data) or the nature of the data should the applicant involve NWU staff, students, or system/department/laboratories to be used for the project for the first time

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

8. A motivation for why the NWU is the appropriate institution to approach for the data collection of the project

9. Stipulation of the project period (*Not to exceed one year*)

10. A thorough explanation on how the applicant will adhere to the Protection of Personal Information Act 4 of 2013 in the protection of the acquired NWU data

Note: Do not describe the Protection of Personal Information Act 4 of 2013 content but apply to your own project.

11. Required attachments

- 11.1 A detailed description of the process to be followed to either 1) gather the required NWU data previously collected or to 2) gather new data involving staff, students and/or other participants. (Note: In the latter case, ensure that the description of the process includes a full description of the method to be followed with special reference to the way the person plans to gain entry to the participants, gain informed consent for the use it is intended for, the data gathering process and the storing of the data. See Appendix A).

Note: *Please provide an indication of RDGC approval during the actual process of data gathering.*

- 11.2 The informed consent form.
- 11.3 The interview schedule/questionnaire to be used in the project.
- 12.4 Declaration indicating that the data gathered will under no circumstances be published or used for research purposes.

Signature of applicant: _____

Date of application: _____