

INSTITUTIONAL ETHICS REVIEW BOARD

GUIDE FOR RESEARCH AT CPUT BY EXTERNAL RESEARCHERS

In order to manage research that involves the collection of data at this institution, by researchers who are external to the institution and with regard to; the number of projects at any one time, ability of proposed departments/participants to respond to the request, adherence to ethical standards etc. there is a process in place. Please know that it cannot be assumed that all requests will be approved.

A researcher external to CPUT (or a staff member registered at an institution other than CPUT) who proposes to utilize CPUT as a research site must follow a 3-step process before data collection may commence.

- 1) CPUT, as an institution, must give permission for the research to take place
- 2) A Memorandum of Understanding (MOU) must be negotiated with the relevant faculty, department or section of CPUT or with the staff member/s who will be directly involved in the data collection process
- 3) Ethics approval must be granted by a Research Ethics Committee (REC) of CPUT. Please note that evidence of institutional permission (copy of email is adequate) and the MOU is a requirement before the IERB will forward the application to the relevant REC.

If permission, MOU or ethics are not granted the research cannot take place at CPUT.

The process for application is:

1. The researcher to submit a written request to DVC: Academic, Prof Staak (email: staaka@cput.ac.za), to be tabled for Executive Management (EM) consideration. The insight of EM regarding the CPUT environment and will have insight into the possible impact, logistics etc of a research project taking

place. The prerogative to grant or refuse permission for any requests to use CPUT as a data collection site rests with the EM.

2. Prof Staak will notify the Chairperson of the IERB, Prof Engel-Hills (engelhillsp@cput.ac.za) , of EM's decision. Note that this is institutional permission and not ethics approval. It is important to know that at CPUT an ethics application is never processed without EM permission and EM permission is always granted pending ethics approval.
3. Once the IERB Chairperson is informed that institutional permission has been granted she will notify the researcher to proceed with negotiating an MOU with the relevant person/s at CPUT. As soon as this is concluded the researcher should notify Prof Engel-Hills and provide evidence of the MOU.
4. The researcher's completed ethics application with all accompanying documents will now be perused by the IERB Chairperson and forwarded to the REC that is most closely aligned to the type of research proposed or the participant group.

Where no appropriate REC or where circumstances dictate, the application will be processed through an Ad Hoc REC constituted by the IERB.

5. From this point the Chairperson or Secretary of the particular REC will communicate directly with the researcher on matters pertaining to the ethics review and copy the IERB in on notification of the final outcome. The REC process of application, review and approval will be followed.
6. Only after written ethics approval is granted by an REC of CPUT will the research be permitted to proceed.

Prof P Engel-Hills
Chairperson: Institutional Ethics Review Board
07 June 2013