

Checklist for submission of Ethics Applications

A complete application requires the following:

- Your name
- Department
- Preferred email address
- Degree
- Supervisor
- Project Title
- Questions 1 – 4 answered
- Your signature
- Supervisor's signature
- HOD's signature (only if the application does **not require** approval from the Ethics Committee, will the HOD sign). For instance, if you have answered NO to all 4 questions on the application form, the HOD's signature is required and the form need not be submitted to the Ethics Committee for approval – the HOD will be the final authority.)
- SUPPORTING DOCUMENTATION
 1. A copy of the research proposal
 2. Copies of any interview schedules or questionnaires
 3. A copy of a consent form – or an explanation detailing how consent will be dealt with (WHERE APPLICABLE). **Refer to the EBE EiR handbook for further details.**

The application form, together with all necessary supporting documentation, needs to be submitted **electronically (as pdf files)** to zulpha.geyer@uct.ac.za

Applications which do not meet the above requirements will be returned. Resubmission may be made for the next review cycle.