

Supported in principle with the **caveat that (i) implementation must be subject to availability of adequate secretariat and other administrative resources; and (ii) that dialogue with Deans and Deputy Deans for Research in each of the faculties is required in taking the project forward**

REGISTER OF ETHICS APPROVALS FOR RESEARCH CONDUCTED UNDER THE AUSPICES OF UCT

[Last updated March 2012]

The purpose of the register is to provide an accessible record of the status of approvals of approved proposals/protocols submitted for ethical approval by Research Ethics Committees (RECs), according to Faculty guidelines.

1. The Register

This will include

- a) the name of the PI (Principal Investigator or Primary Researcher)
- b) the name of the research project
- c) the full proposal/protocol
- c) the approval reference number

Of these a), b) and d) will be publicly accessible on the web.

The full proposal/protocol will be accessible on a password-protected basis, to members of the REC concerned and the University Research Committee, and to the Senate Ethics in Research Committee and the Senate Animal Ethics Committee.

2. The approval reference number

The unique reference number for each research proposal will have the following structure:

Uct/aaa/n/year/<status>

Where

- a) aaa is the organizational unit code of the faculty or department in which the REC that deals with this project is located (e.g. HUM if in the Faculty of Humanities, or SAN if in the Department of Anthropology);
- b) n is the running number (i.e. the next integer) in the sequence for the year;
- c) <status> is the approval status, which can be one of the following:
 - (i) under consideration
 - (ii) approval granted
 - (iii) approval denied
 - (iv) approval withdrawn
 - (vi) approval expired
 - (vii) project completed

Highlighted portion requires amendment in due course.

3. **The register will be on a section of the research portal.**
4. **If details change (e.g. a change in PI), the reference number will not change, but the register will be updated.**
5. **Procedure:**

The secretariat of an REC or, where administration is devolved, the appropriate departmental-level body:

- a) will assign a reference number to a project on receipt of a proposal/protocol, and post the register details on the register (at this stage, the status will be <under consideration>);
- b) will submit the proposal/protocol to the REC; and
- c) keep the register up to date as and when the status changes.