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| **New protocol submission checklist** | |
| Please ensure that all the applicable sections are fully completed and included in the submission. Missing information will delay the review process as the application will be returned to the PI. | |
| **Instruction for expedited review:**   * Please submit a combined single PDF and send to [hrec-submissions@uct.ac.za](mailto:hrec-submissions@uct.ac.za) * Please prepare your submission pack in the order specified below. * Please provide a covering letter clearly indicating that the submission is for an undergraduate student research project.   **Please provide one copy of the protocol application form and all supporting documents:**   1. Covering letter 2. Completed undergraduate student research protocol application form (FHS021) 3. Research protocol (please refer to the FHS015hlp for guidance: <http://www.health.uct.ac.za/fhs/research/humanethics/forms/>) 4. Budget summary 5. Informed consent documents (see the HREC SOP for Informed Consent for guidance: <http://www.health.uct.ac.za/fhs/research/humanethics/sop/>) 6. Letters of authorization from institutions such as hospitals, clinics and schools 7. Measurement instruments (e.g., surveys, questionnaires, interview schedules) 8. Recruitment material (e.g., advertisements, flyers, posters) 9. Materials for participants (e.g. participant diaries, identification cards)   **Note**: For our scanning purposes we request that you please refrain from binding the documents. Please only use binder clips, paper clips and staples. Please avoid using ring binders. | |
| Please submit the completed form together with the supporting documents by hand delivery or registered mail to | **FHS Human Research Ethics Admin Office**  **Address:**  Human Research Ethics Committee  E 53, Room 46, Old Main Building, Groote Schuur Hospital, Observatory  Telephone: 021 406 6492 or 021 650 1236  **Electronic copy of your submission to be made available only on request from the HREC Office**  **Email contacts:**   * [hrec-submissions@uct.ac.za](mailto:hrec-submissions@uct.ac.za) * Website: <http://www.health.uct.ac.za/fhs/research/humanethics/forms/>   **Process for submission: click** [**here**](http://www.health.uct.ac.za/sites/default/files/image_tool/images/116/HREC%20-%20Electronic%20submission%20process_11.10.2021.pdf) |