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| HR194b | **ACCESS TO UCT STAFF FOR RESEARCH PURPOSES**  **(General Research)** | whitebacklogo |

**NOTES**

* Forms must be downloaded from the UCT Administrative Forms website: <http://forms.uct.ac.za/forms.htm> .
* This form must be completed by applicants who are requesting to access UCT staff for institutional research purposes that is NOT in fulfilment of a degree.
* A copy of the research proposal as well as the Ethics Committee approval must be attached.
* It is the **responsibility of the researcher/s to apply for ethical clearance** from the relevant Faculty’s Research in Ethics Committee (RiEC).
* If you are requesting staff information, you are required to complete the [HR Information Request Form](http://forms.uct.ac.za/hr190.doc) (HR190) and submit it together with all the required documentation. **Please note that invites to participate in research will only be distributed once per application.**
* The turnaround time for a reply is **approximately 10 working days unless specified as urgent.**
* Please submit your application including the completed application form and all the above documentation directly to Zoe Cosmopoulos via email ([zoe.cosmopoulos@uct.ac.za](mailto:zoe.cosmopoulos@uct.ac.za)) for the attention of the COO and DVC. Please do not submit these to the delegated authorities directly.

**SECTION A: APPLICANT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | | Name |  |
| Telephone number |  | | Email address |  |
| Student number |  | | Staff number |  |
| Visiting researcher ID / passport number |  | | | |
| University or institution at which employed or a registered student | |  | | |
| Faculty or department in which you are registered or work |  | | | |

## SECTION B: SUPERVISOR DETAILS (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title and name | Telephone number | Email address |
| Supervisor |  |  |  |
| Co-Supervisor |  |  |  |

## SECTION C: TITLE OF RESEARCH PROJECT / STUDY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Research project or title |  | | | | | |
| Research proposal attached | Yes | No | |  | | |
| Target population |  | | | |  | |
| Number of UCT staff required |  | | | | | |
| Research method | Interviews | | Questionnaire | | |  |
| Amount of time required for the above |  | | | | | |
| Lead Researcher details |  | | | | | |

**Note:** In terms of the delegation of authority, the approval to access UCT staff as research subjects for research which is not linked to the achievement of a formal qualification, these are to be put to the DVC with oversight for academic staff matters and for institutional operations purposes, the COO, for consideration and approval.

## SECTION D: FOR OFFICE USE (Approval status to be completed by the DVC and COO)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UCT Proof of ethical clearance status attached | | | | Yes |  | | No | |  | |
|  | | | Role | | | Name | | Signature | | Date |
| Approval? | Yes | No | Chief Operating Officer | | |  | |  | |  |
| Approval? | Yes | No | Deputy Vice Chancellor | | |  | |  | |  |