

NWU ETHICS APPLICATION FORM
**THEOLOGY[[1]](#footnote-1)**

**Application for ethics approval of a systematic review / literature study**

***(January 2022)***

This document contains confidential information that is intended exclusively for the applicant(s), the non-Registered Committee of Faculty of Theology (TREC), Registered Research Ethics Committees of the North-West University and the designated reviewers. Should this document or parts thereof come into your possession in error, you are requested to return it to the TREC without delay or destroy it. Unauthorised possession, reading, studying, copying or distribution of this material, or any other form of abuse, is illegal and punishable.

**Instructions and recommended path for the completion of the application**:

1. Research proposal: The research proposal forms the main document that is evaluated (by the Committee of Advanced Degrees of the Faculty of Theology) in conjunction with this ethics application form. This application form gives the researcher the opportunity to expand on specific ethical issues required for approval. Ensure that the research proposal has been approved by the relevant scientific committee and attach proof of its approval. The study leader and research director must sign this application.
2. Attach the following additional documents:
	1. CV for all participating researchers
	2. Proof of ethics training for all participating researchers
	3. Code of conduct for all participating researchers

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| **NWU Ethics Number**

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| Campus |  | Faculty |  |
| Principle Investigator/Study Leader |       | Research entity |  |
| Study Title |       |

1. Section 1: Study identification
	1. Full, descriptive title of the study (title to be registered)

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* 1. Name of the study leader / primary investigator (Not the student's name)

Only NWU staff members or extraordinary staff members, in collaboration with staff members of the NWU, may register as study leaders / principal investigators, as they have to accept final, overall responsibility for the total study.

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* 1. Name of the Student

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* 1. Student number

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* 1. Research entity

Unit for Reformational Theology and the Development of the SA Society (URT); or

Ancient Texts: Text, Context, and Reception (AT)

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* 1. Research focus

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* 1. Discipline

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* 1. Envisaged commencement and completion date of the study

Indicate the expected commencement and ending dates of the study. The full expected duration of the study should be filled in. Even if the expected duration of the study is uncertain, the applicant can still make an estimate duration and report the progress of the study with the annual monitoring report.

|  |  |
| --- | --- |
| Commencement Date (Please update) | Completion Date (Please update) |
| Click or tap to enter a date. | Click or tap to enter a date. |

1. Section 2: Study Classification
	1. Name of Ethics Committee handling application

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| --- |
| REC-FT |

* 1. Date of REC-FT meeting (first application)

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| Click or tap to enter a date. |

* 1. Date of REC-FT meeting (revised application -if applicable)

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| Click or tap to enter a date. |

* 1. Version number

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| --- |
| Version:  |

* 1. Estimated risk level

Please indicate the estimated risk level of the application for the community in general by using the risk level table indicated.

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| --- | --- |
| No/Low risk | **[ ]**  |
| Minimal risk | **[ ]**  |

* 1. Context of the Study

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| --- | --- | --- |
| **Description** | **Yes** | **No** |
| Scientific Research  | Study falls within a research entity | **[ ]**  | **[ ]**  |
| Study falls outside a research entity | **[ ]**  | **[ ]**  |
| Study includes postgraduate students(e.g. masters or doctorate) | **[ ]**  | **[ ]**  |
| Study includes contract work | **[ ]**  | **[ ]**  |

I hereby declare that the above information in “**Section 2: Study Classification**” is complete and correct and that I did not withhold any information.

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| --- | --- |
| Yes | No |
| **[ ]**  | **[ ]**  |

1. Section 3: Detail of Study Leader/PRINCIPAL INVESTIGATOR AND Co-workers
	1. Details of study leader / principle investigator

Only NWU staff members or extraordinary staff members, in collaboration with staff members of the NWU, may register as study leaders / principal investigators, as they have to accept final, overall responsibility for the total study.

[Please attach **CV of the study leader**, which indicates researcher’s qualifications, career path to date, specific research experience applicable to the present study (e.g. methodology or skills required), supervisory experience, and publication list (for the past 4 years)]

1. Section 4: Research proposal and scientific committee approval
	1. Research proposal

 Provide an executive summary (150 words max) of the study in the following format:

* brief problem statement (approx. 3 sentences)
* aims and objectives of the study
* study design and method

For each application a **descriptive research** **proposal** has to be submitted as approved by the Committee for Advanced Degrees and is used as the main document for evaluation. The proposal should reflect the ethical considerations of the research where applicable. The research proposal should indicate risk factors, biases, and trustworthiness.

[ATTACH THE **RESEARCH PROPOSAL** SEPARATELY]

1. Section 5: Declarations

The study leader and the research director must complete and sign this section. If this form cannot be signed electronically, the pages must be printed and the signed scanned copies must be attached to this form.

5a: Application and declarations by study leader

I, the undersigned, hereby apply for approval of the research study as described in the preceding proposal and declare that:

* + 1. The information in this application is, to the best of my knowledge, correct and that no ethical codes will be violated with the study;
		2. I will make sure that the study is managed ethically justifiably from start to finish;
		3. I and all co-workers are appropriately qualified, capable and legally competent to implement the proposed studies;
		4. The study is scientifically justifiable;
		5. I undertake to respect intellectual property rights throughout and to avoid any form of plagiarism;
		6. I will report in writing any incidents, adverse or serious adverse events that occur during the study without delay to the REC-FT;
		7. I will notify REC-FTshould the study be terminated for one or another reason.

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| Name (Title, Full Names and Surname) |
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| Click or tap to enter a date. |
| Signature | Date |

5b: Declaration by the research director

I, the undersigned, hereby declare that the above study has been reviewed by a scientific committee / committee for advanced degrees and may proceed to the relevant ethics committee, and that the study leader / researcher has enough facilities at his/her disposal to complete the study.

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| Name (Title, Full Names and Surname) |
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| Click or tap to enter a date. |
| Signature | Date |

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1. The Faculty of Health Sciences Ethics Office is acknowledged for the use of their document, with certain adjustments for use by the Faculty of Theology at the North-West University. [↑](#footnote-ref-1)