Dear name of applicant

(Protocol number: title of the study)

The above application has been reviewed under Section 5.6 of the Policy on Research Ethics. Section 5.6 stipulates that “Human, animal, plant, molecular and cell research conducted by UNISA staff and students must have ethics clearance from the relevant Ethics Review Committee before it may commence”.

Decision: Referred back for amendment and clarification

In principle the college/departmental RERC supports the research, but requested that you should attend to the matters stipulated in the feedback letter attached before the research could be finally approved.

To reply to the Committee

We ask for your assistance to enable us to process your application as quickly and efficiently as possible.

1. Please provide a letter of response that addresses all points raised in the attached feedback by resubmission date. In addition, kindly highlight or use the track changes function indicating all the amendments done of ALL documents to allow for speedy processing of the review.

2. The college/departmental RERC seeks a response from you by the due date indicated in this communique. If no communication is forthcoming within the next three months the application will be automatically removed from the agenda and a new submission will be required for consideration. If for some reason you cannot meet this timeframe, please contact the college/departmental RERC chairperson (email address of the chairperson). Please copy the Administrator, name of administrator/RERC secretary and email address

3. Please note that you may not recruit research participants until you have received a written approval certificate from the college/departmental RERC

4. We remind you that under the Policy for Conducting Research Involving Unisa Staff, Students and Data your project may proceed only after receipt of written approval from the Unisa Research Permission Subcommittee of the Senate Research and Innovation and Higher Degrees Committee. The next meeting will take place on ……

5. The college/departmental RERC has decided that your response to the request for amendments and clarifications may be expedited.

6. Please note that you have to comment on all points in the feedback letter.