



# ***GUIDELINES FOR SUCCESSFUL ETHICAL REVIEW***

### **Crucial documentation to be included in submission**

- Completed PG 2a
- Participant information letter(s)
- Participant consent form(s)
- Data collection tool e.g. questionnaire (if applicable)
- Interview guide/schedule i.e. the list of questions to be asked (if applicable)
- Letters from researcher to respective gatekeepers asking permission to conduct research
- Copy of advertisements to be used (if applicable)

#### **1. The PG 2a**

- Latest version off DUT website?
- All signatures present – student, supervisor and FRC?

#### *Research methodology:*

- Research population and sample to be clearly explained
- Inclusion and exclusion criteria to be clearly stated
- Recruitment process to be clearly explained; how will potential participants be approached to participate
- Process of obtaining informed consent to be clearly described
- Sampling method/technique to be clearly stated
- Data collection procedure to be clearly explained – include (if applicable) the dissemination and retrieval of questionnaires, and the application of measurement tools to collect data
- Interviews: specify time required for the interview, state duration of interview and advise regarding venue
- Provide a detailed explanation of what will be required of recruited participants
- Describe who the gatekeepers are and how permission from such gatekeepers will be obtained
- Describe how participant's identity will be protected; explain the way in which confidentiality and/or anonymity will be ensured
- Incentives (if any) to be declared in the methodology

#### *Ethics checklist*

- Every question answered either, yes/no/n.a?
- Comments provided where needed – questions read carefully and answered fully?
- Signed by researcher and supervisor?

#### **2. Participant information letter**

- The official IREC template used?

#### *Items to be included:*

- Friendly greeting i.e. Dear research participant, thank you for showing interest in this study
- Title of the study
- Names and qualifications of researcher
- Names and qualifications of supervisor
- Brief introduction and purpose of the study
- Outline of the procedures – where, when, how, who, what?
- Risks, discomforts to participants – if none state so
- Benefits (to participant and researcher) – if any
- Reasons why participant may be withdrawn or may withdraw themselves from the study
- Remuneration of participants (if any) if none state so.
- Costs of the study to the participant (if any) if none state so
- Confidentiality – how will it be maintained/ensured – if responses are anonymous then say so and how

- Research related injury – if unlikely then state so.
- Persons to contact if problems or queries – standard as per IREC template.

*General points to consider:*

- Language style/word choice appropriate for the target population?
- Written in the first person – narrative style i.e. *I will* give you an information letter to read then *you will* have the opportunity to ask questions...
- Participants assured that participation is voluntary
- Participant assured that they can withdraw from the study at any stage should they wish to without providing a reason and without their withdrawal impacting negatively on them in any way.
- Translation into the dominant language spoken by the research population e.g. in KZN isiZulu and attached – see ethics checklist question 15.
- If illiterate participants are to be recruited space for a thumb print should provided as well as space for a literate observer known to the participant to verify that informed verbal consent was obtained.
- If there is more than one research group then individual letters for each research group included?

### **3. Participant consent form**

- As per official IREC template layout

### **4. Data collection tool(s)**

- Questionnaires to be used attached for review?
- Interview guide/schedule – list of questions to be asked in interviews or focus groups attached?
- If an existing questionnaire to be used – permission from the original author obtained?

### **5. Letter to gatekeepers**

- Draft letter(s) to gatekeepers attached for review?
- Gatekeeper letters to be sent only after FRC and IREC approval
- Letters to follow IREC information letter format
- Sufficient information provided about the proposed research process for gatekeeper to make an informed decision?