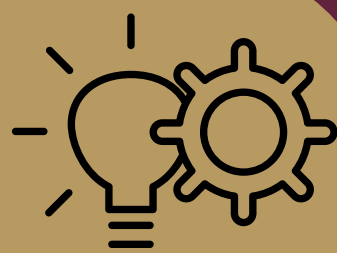


DOCUMENTS REQUIRED FOR REC REVIEW

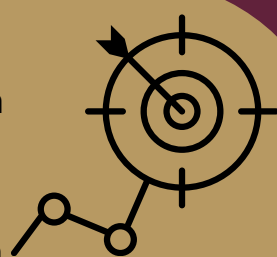
1. RESEARCH PROPOSAL

- Should be updated to the current research plan
- Should not exceed 7500 words
- Should be approved by the relevant proposal review committees



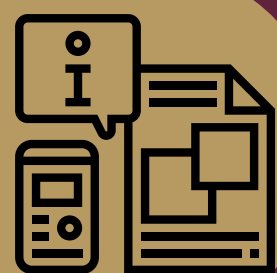
2. BUDGET

An outline of how you will fund your research and what expenses you might incur e.g., travelling for interviews, printing reimbursements for participants, translation services, transcription, etc



3. INFORMED CONSENT/ASSENT TEMPLATES

You can access the latest templates here: [REC DOCUMENTS](#)



4. DATA COLLECTION MATERIALS

The REC is required by regulation to review your data collection materials before you conduct the research. Please look at the [REC Standard Operating Procedures \(section 5\)](#) for guidance.



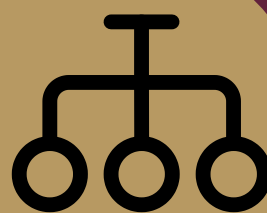
5. NON-DISCLOSURE AGREEMENT

If are employing research assistants, interpreters, translators, transcribers or fieldworkers to assist with data collection and/or analysis, a [non-disclosure agreement](#) should be signed with them to ensure confidentiality.



6. GATEKEEPER PERMISSION

If you plan to involve organisations, schools or any institution in your research, please obtain their permission. We have a template for requesting permission from gatekeepers: [REC DOCUMENTS](#)



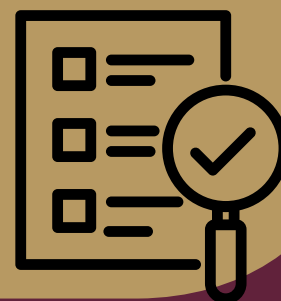
7. RECRUITMENT MATERIAL

Planning to use an email, social media post, flyers or posters to recruit participants? Please prepare and upload these materials to your online application.



8. PRIVACY IMPACT SELF-ASSESSMENT

If you are collecting or have access to any personal information ([see definitions here](#)), you need to complete a privacy impact self-assessment. Access the self-assessment tool through the Division for Information Governance' website: www.sun.ac.za/privacy



For more information, please contact:

Aden Williams: aden@sun.ac.za

Clarissa Robertson: cgraham@sun.ac.za



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