

Application Process Flow for MANCOSA Academic Staff and External Requestors

Application is to be made on the appropriate **Ethical Clearance Application Form** in accordance with the guidelines below:



Step:	Title:	Description:
1	Complete the Ethical Clearance Application Form	Staff Member/s prepare/s the application
2	<p>Submit completed application with:</p> <ol style="list-style-type: none"> 1. Research Proposal with Appendices (Completed Letter of Information and Informed Consent Form; Gatekeeper Letter, Data Collection Instrument, Training Certificate – as from 2025). 2. Abridged CV of Staff Member/s, Applicant/s. 3. To be submitted to: mhrecadmin@mancosa.co.za no later than the stipulated date (See Submission Dates) 	Research Ethics Administrator will send email acknowledgment to the DBA student.
3	Research Ethics Administrator check	Research Ethics Administrator checks application for completeness and once complete, assigns reviewers in consultation with the Deputy Chair/s.
4	Review of application	Reviewers complete review sheets and submit these to M-HREC within two weeks.
5	Committee meeting and review	M-HREC makes a recommendation regarding an outcome based on the reviews and deliberations.
6	Outcome	An outcome letter is issued to the Staff Applicant(s).