



SUBMISSION TO SREC

ITEM TITLE	Institutional permission to conduct research studies involving staff, students and institutional information.
DATE	16 April 2020
RECOMMENDATION:	
<p>The SREC approves the processes in place for review and approval of permission to conduct research involving UJ staff and students, and information</p>	
BACKGROUND:	
<p>Prior to 2019, the Department of Institutional Planning, Evaluation and Monitoring (DIPEM) assisted the Registrar with external and internal requests for permission to conduct research at UJ that involved staff and students. More specifically, Prof Neels Fourie but following his retirement at the end of 2018 and appointment of a successor and a new line manager (Senior Director), this was moved to the Research and Innovation division.</p> <p>Several external and internal requests are received and in order to avoid delays in the reviews the following process has been set up for submissions.</p> <ol style="list-style-type: none"> 1. An online request or form to be completed on the following Application to conduct research at UJ. 2. Relevant documents be sent to a dedicated email address (researchproposal@uj.ac.za) which can be accessed by several appointed staff members or external parties to review and respond timeously. 3. Relevant faculties, divisions or Executive Leadership Group members are consulted where necessary. 4. Responses to permission requests granted to applicants within two weeks. However, should there be reasons for delays, there will be updates to requestors every two weeks. 5. List of internal and external approved projects are provided to Corporate Governance for their records. This includes the documentation that was reviewed. 6. Internal requests for institutional information or use thereof must be directed to Ms Lee-Anne Govender at Corporate Governance. The Corporate Governance form to be completed is provided. 7. The Research Office does not assist in providing further assistance in reaching potential participants. 8. For use of institutional channels such as uLink, permission must be obtained from the UJ Centre for Academic Technologies (CAT) division. 9. Priority is given to annual institutional surveys for statutory reporting e.g. student satisfaction survey. 	
RESOURCE IMPLICATIONS (if any)	
None	
Annexure(s)	None



INTERNAL REQUEST FOR INFORMATION

Particulars of requester _____

Date of Request

Full names and Surname _____

E-mail address _____

Telephone number _____

Student Information
Human Resources Information
Financial Information

Other, please specify administration _____

____ Questionnaire

Capacity in which request is made: _____

Give a detailed description of the record or information that you want to access.

State the purpose for which this record or information is required and how will it be utilised:

SEND THIS REQUEST TO: lee-anneg@uj.ac.za;

This request has been approved: _____
This request has been denied due to: _____

You will be notified via e-mail whether your request has been approved/denied.