Application number: Sem X-2023- YY  
Reviewer:  type name here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | N/A | Compliant | Needs clarification  Incomplete | Unsatisfactory Missing |
| **Follows procedures** |  |  |  |  |
| * Approved by HOD / Department |  |  |  |  |
| * Approval requested BEFORE research, NOT retrospective approval |  |  |  |  |
| **Information and style of writing** |  |  |  |  |
| * Academic register – spelling, grammar, written for target group? |  |  |  |  |
| * Includes contact information - details of researchers and supervisors |  |  |  |  |
| * Written “invitingly”? |  |  |  |  |
| * Language ensures understanding & appreciation of processes |  |  |  |  |
| * Understandable – no excessive use of acronyms, abbreviations, jargon, technical terms |  |  |  |  |
| **Scientific basis for conducting the study**? |  |  |  |  |
| **Social or educational value evident?** |  |  |  |  |
| **Research relevant to the needs of the participants and/or community?** |  |  |  |  |
| **Purpose of proposed research is clear and easily understandable** |  |  |  |  |
| **Supporting instruments provided where applicable (questionnaires, protocols, etc.)** |  |  |  |  |
| **Legal issues** |  |  |  |  |
| * Legal capacity to consent |  |  |  |  |
| * Physical/mental capacity to consent |  |  |  |  |
| * Consent from appropriate authority? |  |  |  |  |
| * Compliance with SA law |  |  |  |  |
| **Expectation of participation clearly defined** |  |  |  |  |
| **Respect for autonomy & respect for participants** |  |  |  |  |
| * Consent/assent (voluntary, informed, written) |  |  |  |  |
| * Confirmation of confidentiality and privacy |  |  |  |  |
| * Full disclosure / no deception |  |  |  |  |
| * Strategies to provide participants access to results on completion of study |  |  |  |  |
| **Non-maleficence (absence of harm).** (Poor quality science is considered unethical. Harm could also be psychological, social, physical or economic). |  |  |  |  |
| * No coercion / No perverse or undue incentives to participate |  |  |  |  |
| * Suitable respect shown for participants |  |  |  |  |
| * No undue risk to researchers? |  |  |  |  |
| **Beneficence (potential benefit) clearly defined?** |  |  |  |  |
| **Justice** |  |  |  |  |
| * Leave participants or community better, or no worse off? No exploitation? |  |  |  |  |
| * Selection, recruitment, exclusion and inclusion of participants is just and fair (procedural justice) |  |  |  |  |
| * Sample large enough / appropriate? |  |  |  |  |
| * Sample suitable for study? Not just convenience? |  |  |  |  |
| * Does not “take away” from essential services e.g. Duties of healthcare workers, teaching time, work obligations etc. (distributive justice) |  |  |  |  |
| **Vulnerable participants/communities** |  |  |  |  |
| * Justification for their inclusion? (Can they be excluded and still answer the research question?) |  |  |  |  |
| * Added protection for vulnerable participants? |  |  |  |  |
| * No exploitation |  |  |  |  |
| **Health & therapy related issues (e.g. Educational Psychology Students)** |  |  |  |  |
| * Research is distinct from therapy/services (highlighted as research) |  |  |  |  |
| * Ancillary care is arranged. Agreement with caregiver submitted for review (**Lifeline** and PsyCad NOT acceptable) |  |  |  |  |

**Reviewer, please indicate the risk factor below:**

|  |  |  |
| --- | --- | --- |
| ***Risk Factor*** | ***Please select one*** | ***Motivation (brief explanation of choice)*** |
| *Low Benefit - Low Risk* |  | Motivation |
| *High Benefit - Low Risk* |  | Motivation |
| *High Benefit - High Risk* |  | Motivation |
| *Low Benefit - High Risk*  *(Seldom approved)* |  | Motivation |

**Reviewer, please record your decision below:**

|  |  |
| --- | --- |
| **Decision** | **Please select one** |
| Approved |  |
| Approved with minor revisions |  |
| Major revision and resubmission required |  |
| Not approved |  |

**Please indicate comments and suggested changes to be made to the application document below:**

Type complete reviewer comments here. All non-compliance from page 1 checklist to be addresssed here.