

## Help document for submitting a request to the REC for renewals/extension of an existing ethics application

It is the responsibility of the applicant to submit the following documentation when applying for an extension/renewal of his/her ethics application to conduct research with human participants.

The requested information is to be submitted in a timely manner **two months before the expiration date** of the study to the REC.

### **Include the following:**

- A covering letter/motivation on why the extension/renewal is required.
- An annual progress report on the research to date. Include your reference number.  
*Specify within this report:-*
  - (a) [Indicate] whether the risks and benefits being experienced by both participants and researchers are consistent with those originally anticipated?
  - (b) Based on findings to date, has the ratio of risks to benefits changed in the past year?
  - (c) Have any serious adverse events occurred that were different from those originally anticipated?
  - (d) Have there been any unanticipated problems to participants or others including researchers?
  - (e) Are there any new findings that reasonably might affect participants' willingness to continue to participate in the research?
  - (f) Have you made any changes to the original information sheets and informed consent forms?
  - (g) Have any complaints been raised about the research? If yes, please specify.
- An indication of your Supervisor's approval for the extension/renewal request

Please forward all relevant documentation and information to Ms L Viljoen located at Room 6.28, Level 6, Kramer Law Building, Tel: 021 650-3080