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