



MANCOSA HUMAN RESEARCH ETHICS COMMITTEE (M-HREC)

MHREC ADMIN CHECKLIST FOR FULL REVIEW APPLICATIONS

1	Correct MHREC Ethical clearance application form used	YES	NO	N/A
2	Approved Research Proposal	YES	NO	N/A
3	Title of project/study	YES	NO	N/A
4	Student /PI/ Applicant details	YES	NO	N/A
5	Supervisor details	YES	NO	N/A
6	Signature of Student/ PI/ Applicant	YES	NO	N/A
7	Signature of Supervisor/ Co-supervisor	YES	NO	N/A
8	Signature of Chair/ Deputy Chair of MHREC Subcommittee	YES	NO	N/A
9	Ethics section of the EC application form completed	YES	NO	N/A
10	Gatekeeper letter/s verified if required?	YES	NO	N/A
11	Participant information letter & consent form submitted	YES	NO	N/A
12	Participation sheet	YES	NO	N/A
13	Participant information letter & consent form submitted - Details are correct	YES	NO	N/A
14	MHREC details on Information letter checked	YES	NO	N/A
15	Questionnaires/ Research Instrument submitted	YES	NO	N/A
16	Translation of documents (if required)	YES	NO	N/A
17	MHREC details on Information Sheet updated/checked	YES	NO	N/A
18	Dates on EC application form checked	YES	NO	N/A
19	Assent form submitted – study involving children	YES	NO	N/A
20	Declaration of consent form	YES	NO	N/A
21	Permission from Department of Education/Province/Designated Authority	YES	NO	N/A
22	Abbreviated CV of researcher/s involved in the study (applicant(s)/student/supervisor) (not more than 3 pages)	YES	NO	N/A
	Other			
	Administrator name			