



**UNIVERSITY OF
ZULULAND**

UZ RESEARCH ETHICS COMMITTEE

RESEARCH PROPOSAL FORMAT AND STRUCTURE: DEPARTMENTAL AND POSTDOCTORAL PROJECTS

TITLE PAGE: SEE REQUIRED FORMAT IN APPENDIX 1 (DEPARTMENTAL/STAFF PROJECT) OR APPENDIX 2 (POSTDOCTORAL PROJECT).

FORMAT OF THE RESEARCH PROPOSAL:

Following HDC guidelines for postgraduate proposals, a departmental or post-doctoral research proposal should contain the following:

1. INTRODUCTION

This section introduces the reader to the topic and provides basic information on what the study is about and the broad aims of the study.

2. LITERATURE REVIEW

A literature review should cover the main areas of the existing literature that are relevant to the subject. (A Theoretical Framework can be added at the end of this section if relevant, or after section 5: Research Hypothesis).

3. PROBLEM STATEMENT

This serves as the primary motivation for the study and should include clear statements on the problem being addressed, reasons why the study is done and the significance of the study.

4. AIMS AND OBJECTIVES OF THE STUDY

This usually includes the primary aim of the study followed by 2-5 specific objectives. The section starts with a statement: This study aims to

NOTE: Ensure the Aims and Objectives are aligned with the project title.

5. RESEARCH HYPOTHESIS (IF APPLICABLE)

Clearly defined research hypotheses to address the research questions. This could also be given as a set of research questions.

6. INTENDED CONTRIBUTION TO THE BODY OF KNOWLEDGE

A clear statement on the importance of the study and how/why it will contribute to the body of scientific knowledge.

7. RESEARCH METHODOLOGY

Detailed description of the research design and methodology to be used to collect and analyse the data. Should be clearly aligned with the Research Objectives. Should also include a detailed description of the methodology to statistically analyse the data, as applicable.

8. ETHICAL CONSIDERATIONS

Clear statement on the ethical considerations related to the study, as per the UZ ethics policy. Familiarize yourself with the details required as part of a statement on ethical considerations. See Appendix 3 as a guideline.

9. FEASIBILITY

A statement on the feasibility of the study in terms of infrastructural and financial resources, availability and quality of equipment and analytical instruments, time constraints and the accessibility of information. Provide an answer to the question: Is the study feasible given accessibility to information, equipment, resources and infrastructure.

10. RESOURCES (including basic budget)

What resources will be required and at what cost? Should also include a basic budget for the study.

11. INTELLECTUAL PROPERTY AND INNOVATION

A statement indicating what intellectual property rights could arise from the research and what would be done to ensure that rights are adequately protected. Possible commercialization opportunities should be mentioned.

12. **RESEARCH OUTPUT**

This section should include:

- a clear statement on the various research output types that will be anticipated from the research, e.g. scientific papers, workshops, conferences etc.;
- a preliminary list of proposed scientific papers that will stem from this research;
- a list of 2-3 accredited journals that will be used or targeted for publication;
- a clear statement on how the researcher(s) aim(s) to feed the results back to the community, if data is collected from people and/or the community at large.

13. **WORK SCHEDULE (IF APPLICABLE)**

A basic timeline of the study, or at least a timeline for the first phase of the project, if it will be a long term project.

14. **BIBLIOGRAPHY**

15. **APPENDIX A – Z (AS APPLICABLE)**

This section should include various research instruments, as applicable to the study. The proposal will not be considered for ethical approval without these documents:

- a) **Informed consent form**, using the UZ template (and a translation, if warranted by the target population);
- b) **Guardian Consent form**, using the UZ template, if minors are used in the study (and a translation if warranted, by the target population);
- c) **Questionnaire** (and a translation, if warranted by the target population);
- d) **Interview Schedule** (and translation, if warranted by the target population);
- e) **Permission letters** to authorities to conduct the research
- f) **Permit** for collection and sampling

UNIVERSITY OF ZULULAND



RESEARCH PROPOSAL

For a **DEPARTMENTAL RESEARCH PROJECT**

In the field of

ENTER NAME OF DEPARTMENT

With the provisional title:

Enter research title

FACULTY OF SCIENCE AND AGRICULTURE

Applicant:

Staff number:

Collaborators:

Year:

UNIVERSITY OF ZULULAND



RESEARCH PROPOSAL

For a **POSTDOCTORAL RESEARCH PROJECT**

In the field of

ENTER NAME OF DEPARTMENT

With the provisional title:

Enter research title

FACULTY OF SCIENCE AND AGRICULTURE

Applicant:

Staff number:

Mentor:

Year of application:

APPENDIX 3: ETHICS DECLARATION (EXTRACTED FROM POSTGRADUATE PROPOSAL GUIDE)

8. ETHICAL CONSIDERATIONS

I have read the University's Policy and Procedures on Research Ethics and its Policy and Procedures on Managing and Preventing Acts of Plagiarism, and I understand their content. I have considered and discussed the ethical issues that arise from this research with my collaborators. I undertake to abide by the general principles set out in the University's policies and the obligations which the policies impose upon me, and to mitigate any ethical and other risks that might arise.

I undertake to:

- Respect the dignity, safety and well-being of people and/or animals that participate in or are used in the research.
- Unless express written permission is given, I will respect anonymity and confidentiality.
- Consider and be sensitive to different cultures, languages, beliefs, perceptions, and customs of persons who participate in or are affected by my research.

I declare that to the best of my knowledge:

- My research does not fall into any category that requires special ethical obligations, unless specifically indicated as such.
- The research does not create any conflict of interest, real or perceived.
- I am not involved in or associated with any project or activity that will become the subject-matter of my research, nor are any of my family members or close friends or associates involved in any way.
- Except as might be disclosed in this proposal, I do not have any direct or indirect financial interest in the conduct of this research, or do any of my family members or close friends or associates.

Registration of departmental research projects

1. PROPOSAL WRITING

Staff member/postdoctoral fellow writes research proposal, as per departmental research proposal guide.



2. FACULTY ETHICS REVIEW

Submit research proposal, with completed Ethics Application form and supporting documentation (Informed Consent forms, questionnaire, permission letter, etc) to the Faculty Research Ethics Committee (FREC) representative (Prof H De Wet: DeWetH@unizulu.ac.za or chairperson (Prof L Vivier VivierL@unizulu.ac.za)



3. UZ RESEARCH ETHICS

Once approved by FREC, the dean's office will forward the application to the UZ Research Ethics Committee (UZREC). Once approved, an ethics certificate is issued.



4. PROJECT REGISTRATION

Once approved by UZREC, the project will be registered with the Research Office. The applicant can then initiate the study and apply for funding.

NOTE:

1. Check the UZ calendar for deadlines for UZREC submissions. Submit the proposal and ethics application form to the FREC at least two weeks prior to this date, for processing by the FREC.
2. Once a project is approved by UZREC, the applicant may apply for funding to the Research Committee, using RC forms. Check the UZ calendar for deadlines for the Research Committee meeting. Late applications will not be considered.