

Preparing a Resubmission for the Research Ethics Committee

Your resubmission should begin with your name, contact details, the title of your proposal, name and contact details for your supervisor and the name of the course you are studying.

When you received feedback from the Research Ethics Committee it was in the format of numbered points. In your resubmission you should list each of these points in bold followed by your response to the point in plain text. For example:

1. Outline the School data retention and destruction policy within the application.

Information regarding retention and destruction of data has been added to the Research Ethics Application (p. 3), Participant Information Sheet (p. 12), and Participant Consent Form (p. 13).

2. Clarify the role of the gatekeeper.

The gatekeeper will identify all possible potential participants in their organisation who meet the study criteria. They will inform potential participants about the study and distribute information sheets to them. If participants are interested in taking part the gatekeeper will provide them with contact details for the researcher.

It is often the case that you will need to include amended versions of your original proposal, information sheets and /or consent forms with your resubmission (as in point 1 in the example above). When this is the case provide this documentation as an appendix and indicate in your responses to the points from the Research Ethics Committee the page numbers where these changes are to be found. In this appended documentation **highlight changes you have made in yellow** (green in the case of a second resubmission).

If you are unfamiliar with how to highlight text in a Word document see the following link:

<https://support.office.com/en-za/article/Apply-or-remove-highlighting-1747d808-6db7-4d49-86ac-1f0c3cc87e2e>

Resubmissions will be considered at the next Research Ethics Committee after your deadline. In the case of minor ethical issues it may be possible to process your resubmission before the next full meeting but this cannot be guaranteed.