

NELSON MANDELA
UNIVERSITY

Faculty of Health Sciences

Proposal Process Flow



Submission to FPGSC

After proposal has been presented and accepted by department, PI and PRP submits the proposal to FPGSC for approval as per FPGSC submission deadlines

Documents required:

1. Proposal with all appendices
2. Departmental Proposal evaluation form (accompanied by action Memo from the PI)
3. RECH Form completed in full and signed by PI,PRP and HoD
4. Risk Assessment form


FPGSC review:

1. Feedback is given to students after the meeting.
2. Resolutions: Minor revisions, Major revision or resubmission

Negligible to Low risk studies: Provisionally accepted

1. PI attends to all revisions- Major or Minor
2. Submits the revised proposal with RECH form- has to be resigned if changes were made to the Liaison person
3. Liaison person acknowledges approval of revisions based on reviewer comments

NB: All corrections needs to be attended to within 3 months of receiving feedback. If revisions are not made within 3 months of reviewer comments received from FPGSC, the proposal is subject to full FPGSC review




FPGSC provides approval Letter with conditions of approval issued and signed by PRP
Data collection to commence following approval letter from FPGSC

Medium to High Risk Studies

All medium and high risk studies serves at RECH

1. After FPGSC review and feedback submits the revised proposal with RECH form- has to be resigned if changes were made to the Liaison person
2. Liaison person acknowledges approval of revisions based on reviewer comments



Faculty rep will submit documentation to RECH on behalf of the PI as per RECH submission schedule




RECH provides feedback to the PI

Resubmissions/Rejected

Low risk studies:

Follow the FPGSC submission process described previously and will be subject to FPGSC review



Medium to High Risk studies:
Follow the RECH submission process via Faculty representative described previously and will be subject to RECH Review

Amendment & Extension

Amendment

- If PI needs to amend anything from the original approved proposal, an amendment form (RECH 006) needs to be submitted to FPGSC with relevant documentation, FPGSC will then submit to RECH

Extension

- If a PI needs to extend their data collection to more than the 1 year approved period, an extension form (RECH 005) needs to be submitted to FPGSC which will then submit to RECH

Annual Progress report

Progress report

- All researchers with active research projects needs to submit an annual progress report (RECH 004)

Call for
Progress
reports

- RECH sends out a call via MEMO for submission of progress reports towards end of the year.