

# PROCESS FOR APPLYING FOR PERMISSION TO CONDUCT RESEARCH WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH

## Purpose:

- Systematic detail of the process for conducting research at Public Health Institutions in KwaZulu-Natal.
- To ensure that the process is streamlined and efficient.

### FINALISATION OF PROPOSAL

Develop the research proposal. Ensure that the proposal undergoes rigorous scientific evaluation and is approved by a scientific committee.



### APPLY FOR ETHICS

Apply to an Ethics Committee registered with the National Health Research Ethics Council (NHREC).  
Get Provisional/Full Ethics Approval



### SEEK INSTITUTIONAL SUPPORT

Approach the Manager at the Institution/Site at which you wish to conduct your study at. Provide details of your study so that they can provide you with a Letter of support.



### INSTITUTIONAL SUPPORT

- 1 -3 Facilities → Individual Facilities
- ≥ 4 Facilities → District Manager
- ≥ 4 Districts → Programme Manager



### APPLY ON THE NATIONAL HEALTH RESEARCH DATABASE (NHRD)

<http://nhrd.hst.org.za>

- Research Proposal
- Ethical Clearance
- Letter of Support

#### Clinical Trials

- SAPHRA Approval (Full/Provisional)
- DoH Application Form & Checklist
- Insurance Certificate
- Dispensing License

\* N.B. NHRD Reference Number \*



### PHREC APPROVAL

Takes ≈ 3 weeks  
Letter is uploaded on NHRD Go to "Manage Proposals" → "View Documents" → "DOH/PHREC Approval"



### FULL ETHICS APPROVAL

Submit your PHREC approval to your Ethics Office to obtain Full Ethical Clearance



### BEGIN DATA COLLECTION

Report to the Institution at which you will be collecting data and begin data collection and analysis



### DISSEMINATION OF FINDINGS

- Send electronic copy of report to HRKM
- Present findings to research site/ Programme Managers
- Inform participants of findings



### FINISH!

Congratulations! You have successfully completed your research study.



## CONTACT DETAILS:

### Health Research & Knowledge Management (HRKM)



033 395 3189/ 3123/ 2805



[hrkm@kznhealth.gov.za](mailto:hrkm@kznhealth.gov.za)



<http://portal.kznhealth.gov.za/components/sps/hrkm/SitePages/Home.aspx>