

SOP 2: The Selection, Appointment and Functioning of SACAP REC Members

The South African College of Applied Psychology Research Ethics Committee (SACAP REC)	
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1. COMPILATION AND AUTHORISATION

Action	Designated person	Date	Signature
Compiled for SACAP by	Dr Malesa Kgashane	6 August 2021	
Amended for SACAP by	REC Office	26 October 2021	K. J. Young
Checked by	Academic Manager	5 November 2021	C.E. Ford
Authorised by	Academic Dean	17 January 2022	J.O. Lotter

2. DOCUMENT HISTORY

Date	Version no	Reason for revision
1 September 2017	1	Development of the document
1 August 2021	2	Reviewed and adapted for SACAP REC

3. ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
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SACAP REC	The South African College of Applied Psychology Research Ethics Committee
SOP	Standard Operating Procedure(s)
NHREC	National Health Research Ethics Council
REC	Research Ethics Committee
TOR	Terms of Reference
COI	Conflict of Interest

4. PURPOSE OF THE SOP

The purpose of this SOP is to provide a framework for the selection, appointment and functioning of members of the SACAP REC.

5. SCOPE

The scope of this document covers the selection, appointment and functioning of SACAP REC members. It outlines the responsibilities and procedure(s) to be followed, as well as the essential elements to be included in the selection and appointment of the SACAP REC Chair, Vice Chair and Administrator, as well as committee members of the SACAP REC. Additionally, it sets out the training commitments, code of conduct and duties of all SACAP REC members, and the functioning of the SACAP REC with reference to quorum requirements, confidentiality and conflicts of interest.

6. RESPONSIBILITIES

The SACAP REC Chair, Vice Chair and the Administrator should be aware of the procedure to follow for selection, appointment and functioning of members of the SACAP REC to ensure a standardized approach. Additionally, all REC committee members should be aware of the functioning of the SACAP REC with reference to the terms and conditions of their appointment, the code of conduct to adhere to, training requirements and the sitting frequency of REC sittings.

7. PROCEDURES

7.1. Aim: The aim of the SACAP REC is to ensure that the dignity, rights, safety, and well-being of the human beings participating in research are protected, ensuring that research integrity and the highest ethical standards are upheld. To this end, the SACAP REC are required to be familiar with institutional, national, and international requirements for ethics in health research as well as be skilled in scientific research methods underpinning scientifically grounded and ethically responsible research to inform their participation in discussions or recommendations in respect of research proposals for approval for ethical clearance for the research proposals and/or projects being reviewed in REC sittings.

7.2. Objectives: The objectives of the SACAP REC are:

- 7.2.1. To review all health research applications and amendments for ethical acceptability within the institution;
- 7.2.2. To monitor, evaluate, and manage all incidents and adverse events; and
- 7.2.3. To monitor all ongoing research studies to ensure they adhere to the approved proposal and legal requirements.

7.3. Selection and Appointment of SACAP REC members

- 7.3.1. Members whose REC membership is not a condition of employment are appointed for a term of three years and may be re-appointed for another single term should capacity be required;
- 7.3.2. Updated CVs of all REC members should always be on file by the REC Administrator; and
- 7.3.3. Consideration should be given to succession planning.

7.4. The Selection and Appointment of REC Members who are academic staff of SACAP: Academic staff members whose REC membership is a condition of employment are appointed as REC members by virtue of their agreed job description and serve the REC until otherwise agreed or their resignation. Updated CVs of all SACAP REC members shall always be kept on file by the REC Administrator.

7.5. The Selection and Appointment of REC Office Members who are academic staff of SACAP: Members of the SACAP REC Office (Chair and Vice Chair) for whom REC membership is a condition of employment will hold three year terms of office before being relieved of Office duties for a period of at least two years, before they may apply for an Office position again.

7.6. The Selection and Appointment of the SACAP REC Chair: As soon as the SACAP REC becomes aware of a vacancy in this position, the Academic Head of the institution (Academic Dean) is notified by the REC Administrator. The Academic Dean will liaise with the REC Administrator to notify all staff members through emails about the vacant position of SACAP REC Chair. The call for application of such a position should clearly indicate that the possible candidate must have experience as a REC member and a proof of knowledge in research ethics obtained within the past three years. CVs are sent to the REC Administrator. The Academic Dean of the institution or a delegated person, the REC Administrator and at least two REC members will do the shortlisting. The Head of the institution or delegated person and the existing Chair will have preliminary discussions with the suggested candidates on the roles and responsibilities of this position. A final decision is given at a special sitting. A formal letter of appointment is sent by the SACAP REC Administrator setting out the term of office; where to find the necessary information pertaining to the SACAP REC and the assurance that the members are indemnified from personal liability against claims that may arise in the course of the ordinary business of the REC. This appointment must reflect in the annual task agreement of the REC Chair. The NHREC is also notified. In the event wherein the current Chair resigns or in case of death, an acting Chair can be appointed by the REC to act for a limited period as a temporary measure while the process of appointing the permanent Chair unfolds. The Chair is responsible for presiding over SACAP REC sittings and also to oversee all processes in the SACAP REC. The Chair is also responsible for ensuring and promoting the highest attainable quality of scientific and ethical research within the institution in line with the SACAP's Policy on Research Ethics through the following:

- 7.6.1. Ensuring that the records and documentation of the SACAP REC are secured and kept confidential;
- 7.6.2. Representing the institution at NHREC annual and special sittings, and

7.6.3. Submitting an annual report to the NHREC using the required template.

7.7. Selection and Appointment of the SACAP REC Vice Chair: As soon as the SACAP REC becomes aware of a vacancy in this position, the Academic Head of the institution (Academic Dean) is notified by the REC Administrator. The Academic Dean of the institution will liaise with the REC Administrator to notify all staff members through emails about the vacant position of SACAP REC Chair. The call for application of such a position should clearly indicate that the possible candidate must have experience as a REC member and a proof of knowledge in research ethics obtained within the past three years. CVs are sent to the SACAP REC Administrator. The Head of the institution or a delegated person, the SACAP REC Administrator and at least two REC members will do the shortlisting. The Academic Dean or delegated person and the existing Chair will have preliminary discussions with the suggested candidates on the roles and responsibilities of this position. A final decision is given at a special sitting. A formal letter of appointment is sent by the SACAP REC Administrator setting out the term of office; where to find the necessary information pertaining to the SACAP REC and the assurance that the members are indemnified from personal liability against claims that may arise in the course of the ordinary business of the REC. This appointment must reflect in the annual task agreement of the REC Chair. The NHREC is also notified. In the event wherein the current Vice Chair resigns or in case of death, an acting Vice Chair can be appointed by the REC to act for a limited period as a temporary measure while the process of appointing the permanent Chair unfolds. The Vice Chair will carry out the duties of the Chair in their absence. They will therefore be responsible for presiding over SACAP REC sittings and also to oversee all processes in the SACAP REC. The Vice Chair is also responsible for ensuring and promoting the highest attainable quality of scientific and ethical research within the institution in line with the SACAP policy on Research Ethics through the following:

7.7.1. Ensuring that the records and documentation of the SACAP REC are secured and kept confidential,

7.7.2. Representing the institution at NHREC annual and special sittings.

7.7.3. Submitting an annual report to the NHREC using the required templates

7.8. The Selection and Appointment of REC Committee Members: Academic staff of SACAP, whose REC membership is a condition of employment by virtue of their position within the College, will be appointed as members of the SACAP REC. In all other cases, as soon as the SACAP REC become aware of a vacancy, the SACAP REC Administrator will issue a call for interested persons with the relevant skills or from specific profession to replace the specific gap the resignation has created e.g. someone from a specific research entity and/or with specific skills as per requirement of the NHREC. The interested persons will send their CVs to the REC Administrator who will present it to the SACAP REC for deliberation and finalization. The current Chair has preliminary discussions with the nominated candidates on the roles and responsibilities of this position. SACAP REC is informed during a sitting and the appointment is finalized. A formal letter of appointment is sent by the REC Administrator, setting out the term of office; where to find the necessary information for new members; and the assurance that the members are indemnified from personal liability against claims that may arise in the course of ordinary business of the REC. This appointment must reflect in the annual task agreement of the REC member. The NHREC is notified.

7.9. Responsibilities of REC members: SACAP REC members are charged to review research proposals to ensure that they meet the accepted ethical norms and research standards before research commences, using the guidelines indicated in the *Ethics in Health Research: Principles, Processes and Structures* (Department of Health, 2015) document as

a minimum benchmark.

- 7.9.1. The primary responsibility of each SACAP REC member is to decide independently whether the proposed research study protects the interests of participants adequately and upholds exemplary ethical standards.
- 7.9.2. In the case of research with vulnerable groups (e.g., children, older persons, women, people with disabilities, and prisoners), relevant national and international legislative frameworks, including the ethical principles of autonomy, justice, beneficence, non-maleficence, and fidelity are considered so as to ensure ethically justifiable research underpins the proposed research endeavour.
- 7.9.3. SACAP REC members are required to review and make recommendations regarding students and staff members' application for ethical approval of research involving human participants. This encompasses the following:
 - 7.9.3.1. Knowledge and understanding of current ethical policies, ethical principles that govern the conduct of research on human participants so as to consistently safeguard and promote the holistic welfare of research involving human participants.
 - 7.9.3.2. Such responsibility regarding participant interests and welfare shall always take precedence over scientific merits of the research.
- 7.9.4. In carrying out these duties, SACAP REC members are required to:
 - 7.9.4.1. Receive and collaboratively review research proposals, in assigned reading groups, noting actual, potential or perceived ethical or methodological concerns in the interest of the ongoing protection of human research participants.
 - 7.9.4.2. Submit the SACAP REC Reviewer's report (*Annexure A of SOP 3: The Protocol Review Process*) to the SACAP REC Administrator prior to each sitting detailing the decision-making process and supporting the recommended outcome for each reviewed proposal.
 - 7.9.4.3. Attend scheduled REC sittings, introduce and present reviewed proposals and provide feedback as well as a recommended outcome for each reviewed proposal.
 - 7.9.4.4. Receive and re-evaluate resubmitted proposals and timeously provide feedback on their approval status.
- 7.10. Co-opted Members, Observers, and Visitors:** The SACAP REC can co-opt members as and when needed. Observers and visitors will be allowed in exceptional cases or for specific purposes. Researchers can be invited for the discussion of their applications to clarify uncertainties. Co-opted members, observers, and visitors will be required to agree to take reasonable measures to keep the information confidential by way of signing a confidentiality agreement (*Annexure A of SOP 2: The Selection, Appointment and Functioning of REC Members*).
- 7.11. Resignations:** Committee members may resign from the SACAP REC committee after giving one month's notice. The notice must be in writing and sent to the SACAP REC Chair.
- 7.12. Training:** Training of all SACAP REC members in the principles of ethical research is critical, to fulfil their duties as SACAP REC members to the highest standard possible. In addition to training provided as part of the induction process of all new REC members, annual training on various topics pertinent to ethical research with human participants will also be made available to all REC members. All training attended by REC members both provided by the

SACAP REC or external training attended by REC members within a two-year period is documented in a training register kept by the REC Administrator (*Annexure B of SOP 2: The Selection, Appointment and Functioning of REC Members*).

7.13. Code of Conduct: SACAP REC members are expected to make decisions and conduct their oversight responsibilities in an independent manner, free from bias and undue influence. All SACAP REC members will be expected to sign code of conduct. Over and above this code of conduct, it will be expected of SACAP REC members to:

- 7.13.1. Agree to a term of office of three (3) years;
- 7.13.2. Familiarise themselves with the institutional policies and procedures as well as national and international research ethics guidelines;
- 7.13.3. Attend research ethics training sessions to keep abreast with the latest changes in this field (proof of evidence at least once every three years);
- 7.13.4. Always act with integrity;
- 7.13.5. Regularly attend SACAP REC sittings;
- 7.13.6. Be punctual in the attendance of REC sittings; and
- 7.13.7. Diligently perform all responsibilities delegated to them.

If members act in good faith, they are indemnified from personal liability as stipulated in the SACAP REC TOR.

8. FUNCTIONING OF THE SACAP REC COMMITTEE

8.1. Quorum for SACAP REC sittings: A quorum is determined, according to the guidelines of the NHREC, 2015, with a simple majority (50% +1) or 33% in case the SACAP REC committee has above 15 members.

8.2. Frequency of sittings and agendas:

- 8.2.1. Sittings are scheduled annually according to the submission dates of SACAP programmes that include a research component to be completed for degree purposes, and thus necessitate ethical approval from the SACAP REC before the research can be carried out.
- 8.2.2. In situations where research proposal submission dates are moved or urgent applications need to be reviewed, sitting dates may be shifted or special sittings may be called.
- 8.2.3. Meetings will take place on the dates as stipulated in the annual letter of appointment (*Annexure C of SOP 2: The Selection, Appointment and Functioning of REC Members*).
- 8.2.4. The agenda for these meetings close on the dates as indicated, usually two weeks before the next scheduled meeting.
- 8.2.5. At least 7 days prior to the sitting, the SACAP REC Administrator provides the agenda electronically to all SACAP REC members.
- 8.2.6. No sitting will take place if no applications have been received at the closing of the agenda unless there is an urgent matter to be deliberated on. Late applications will stand over until the next SACAP REC sitting date.
- 8.2.7. Notice of extraordinary sittings should reach members at least 2 days

before the sitting.

- 8.3. Conflict-of-interest:** All SACAP REC members will be required to sign a conflict-of-interest (COI) agreement at the annual onset of their term of office (*Annexure D of SOP 2: The Selection, Appointment and Functioning of REC Members*). In this agreement, laid out in Section 6 of the letter of appointment, SACAP REC members must disclose to the SACAP REC Chair any actual, potential and perceived potential COI relating to the application for ethical approval of research in the course of duties performed in the service of the SACAP REC by completing the COI declaration form and submitting this to the SACAP REC Chair (*Annexure F of SOP 2: The Selection, Appointment and Functioning of REC Members*). No member may participate in the review of any proposal/project in which a member has a conflict of interest, except when requested to provide information by the SACAP REC Chair. Members who have conflicts of interest are required to disclose such conflicts and excuse themselves from deliberations on the relevant research proposals/projects. In such cases, the SACAP REC Chair of the SACAP REC, shall have the power to co-opt additional members. (*See section 7.9 and Annexure E of SOP 2: The Selection, Appointment and Functioning of REC Members*).
- 8.4. Confidentiality:** All SACAP REC members will be required to sign a confidentiality agreement at the onset of their term of office. In this agreement, laid out in Section 5 of the letter of appointment, SACAP REC members declare that they will keep confidential all the documents, discussions and deliberations of REC duties. (*Annexure F SOP 2: The Selection, Appointment and Functioning of REC Members and Section 11.4 of SACAP REC TOR*).

9. REFERENCE DOCUMENTS

- *The National Health Act, No 61 of 2003.*
- Department of Health. (2015). *Ethics in Health Research: Principles, Processes and Structures.*
- UNISA. (2015). *Terms of Reference: UNISA Research and Innovation Ethics Review Committee (URIERC).*

ANNEXURE A:**CONFIDENTIALITY AGREEMENT FORM****For observers and guest attendees to SACAP Research Ethics Committee Sitings**

I _____ from _____ understand that I am allowed to attend the SACAP Research Ethics Committee as a guest or an observer. I understand that will come into possession of certain confidential information. I undertake that, in the course of serving the SACAP REC in this capacity, to:

1. Treat all information contained in the research proposals/projects and committee discussions in the strictest of confidence, and will not reveal any information to any third party without prior written consent of the SACAP REC.
2. Avoid engaging in any activities that might compromise or cause harm to the SACAP REC and/or SACAP's public interests and reputation.
3. Respect all intellectual property rights flowing from the confidential information outlined in all research proposals that I review as part of my SACAP REC member duties.
4. Not use the information contained in any proposals/projects for any reason other than for the purpose of reviewing with a view to recommending whether ethical clearance can be granted.
5. Take the appropriate and reasonable measures to secure devices which contain or have access to digitised REC materials and to protect any research related data in the undertaking of my REC duties.

Indicate the details (date and number) of **the SACAP Ethics Committee sitting** attended:

NAME:			
SIGNATURE OF GUEST OR OBSERVER:		DATE:	

NAME:			
SIGNATURE OF SACAP REC CHAIR:		DATE:	

ANNEXURE B:**ETHICS TRAINING ATTENDANCE REGISTER**

Members	Title, name and surname	Expertise (i.e. quantitative, qualitative, statistics, counselling)	Ethics training (i.e. date of last training, and/or orientation of new members)
Chair			
Vice Chair			
Administrator			
Members			
Comments			

**ANNEXURE C:
LETTER OF APPOINTMENT TO SACAP REC**

DD-MM-YY 2022

Dear _____

**RE: Appointment as a member of the South African College of Applied Psychology (SACAP)
Research Ethics Committee (REC)**

This letter is to confirm that you have been appointed as a member of the SACAP REC. In line with the SACAP Research and Ethics Policy, national and international research ethics codes, and guidelines require that all research conducted on human subjects and animals must be reviewed and approved by an independent research ethics committee (REC) before the research study is initiated.

This REC considers the ethical acceptability of proposed research projects at the South African College of Applied Psychology (Pty) Ltd (SACAP) and endeavours to clarify all matters pertaining to ethical aspects of research. The essential function of the REC is to independently review the proposals of research projects proposed by students and staff members of SACAP and to monitor the implementation of the proposed research. The purpose of independent ethics review and monitoring is to protect the dignity, rights, safety, well-being, and advancement of all human research participants, animals, and the environment. Special attention will be paid to research that includes vulnerable participants/populations.

The REC is also available to review, advise on, and approve or reject research proposals involving human participants submitted to it by researchers who are not members of SACAP. The REC does not review monitoring and evaluation of institutional processes related to policies/modules/programmes to analyse, assess and evaluate them as artefacts. The main purpose of the SACAP REC is to promote the conduct of ethical research within the college. The duties, responsibilities and reporting tasks of the SACAP REC are guided by Ethics in Health Research: Principles, Processes and Structures (Department of Health, 2015).

The SACAP REC is the single body vested with the explicit authority and legal accountability for the final determination regarding the ethical acceptability of the research proposal. Ethics approval must be obtained for all research proposals before a research study commences. The SACAP REC must register under National Health Research Ethics Council (NHREC) and will always function according to the requirements as stipulated by a number of legislative frameworks and codes as laid out in the Terms of Reference (TOR) and Standard Operating Procedures (SOPs).

This letter sets out the terms of your office, which are as follows:

- Appointment and terms of office.
- For academic staff of SACAP whose REC membership is a condition of employment, this letter serves to formalise the duties and expectations of REC members.
- Unless otherwise specified the duration of office is permanent so long as the contract of employment is still valid.

These members will be required to sign an appointment letter annually as formal acknowledgement and agreement to the terms laid out herein. For non-SACAP staff, the term of office is three years, and upon the expiry of their term, members may indicate their availability for a further term of office. Withdrawal from the REC must be communicated to the SACAP REC Administrator in writing. SACAP REC membership is not remunerated unless otherwise agreed upon prior to signing the letter of appointment.

Duties of SACAP REC Members

SACAP REC members are charged to review research proposals to ensure that they meet the accepted ethical norms and standards before research commences, using the guidelines indicated in the Ethics in Health Research: Principles, Processes and Structures (Department of Health, 2015) document as a minimum benchmark. This document highlights the following:

- The primary responsibility of each SACAP REC member is to decide independently whether the proposed research study protects the interests of participants adequately and upholds exemplary ethical standards.
- In the case of research with vulnerable groups (e.g. children, older persons, women, people with disabilities, and prisoners) relevant national and international legislative frameworks, including the ethical principles of autonomy, justice, beneficence, non-maleficence, and fidelity are considered so as to ensure ethically justifiable research underpins the proposed research endeavour.
- SACAP REC members are required to review and make recommendations regarding students and staff members' application for ethical approval of research involving human participants. This encompasses the following:
 - Knowledge and understanding of current ethical policies, ethical principles that govern the conduct of research on human participants so as to consistently safeguard and promote the holistic welfare of research involving human participants. Such responsibility regarding participant interests and welfare shall always take precedence over scientific merits of the research.
- In carrying out these duties, SACAP REC members are required to:
 - Receive and collaboratively review research proposals, in assigned reading groups, noting actual, potential or perceived ethical or methodological concerns in the interest of the ongoing protection of human research participants.
 - Submit the SACAP REC Reviewer's report (*Annexure B SOP 4: Proposal Applications and Decisions*) to the SACAP REC administration prior to each sitting detailing the decision-making process and supporting the recommended outcome for each reviewed proposal.
 - Attend scheduled REC sittings, introduce and present reviewed proposals and provide feedback as well as a recommended outcome for each reviewed proposal.
 - Receive and re-evaluate resubmitted proposals and timeously provide feedback on its approval status.

Training of all SACAP REC members in the principles of ethical research is critical, to fulfil their duties as SACAP REC members to the highest standard possible. In addition to training provided as part of the induction process of all new REC members, annual training on various topics pertinent to ethical research with human participants will also be made available to all REC members. All training attended by REC members both provided by the SACAP REC or external training attended by REC members within a two-year period is documented in a training register kept by the REC Administrator.

Code of conduct

SACAP REC members are expected to make decisions and conduct their oversight responsibilities in an independent manner, free from bias and undue influence. All SACAP REC members will be expected to adhere to SACAP's institutional Code of Conduct as per employment conditions. Over and above this code of conduct, it will be expected of SACAP REC members to:

- Familiarise themselves with the institutional documentation as well as national and international research ethics guidelines;

- Attend research ethics training sessions to keep abreast with the latest changes in this field (proof of evidence at least once every three years);
- Always act with integrity;
- Regularly attend SACAP REC meetings;
- Be punctual in the attendance of these meetings; and
- SACAP REC members are expected to diligently perform all responsibilities delegated to them.

If members act in good faith, they are indemnified from personal liability as stipulated in the SACAP REC TOR.

Important documentation

- SACAP REC members must familiarise themselves with the following documents which can be found in the REC induction pack.
 - Ethics in Health Research: Principles Processes and Structures (Department of Health, 2015)
 - SACAP REC Terms of Reference
 - SACAP Research Ethics Policy
 - SACAP REC Standard Operating Procedures 1- 18

Each REC member will be required to sign a research acknowledgement form to confirm having read and understood the above mentioned documents.

Confidentiality

Upon signing the letter of appointment SACAP REC members declare that they will maintain absolute confidentiality of all discussions relating to the applications for ethical approval discussed during meetings:

- SACAP REC members are required to protect the confidential nature of all the documents, discussions and deliberations of REC meetings.
- SACAP REC members shall treat all information contained in the research proposals/projects and committee discussions in the strictest of confidence and will not reveal that information to any third party without prior written consent of the SACAP REC.
- SACAP REC members will not do or allow anything to be done which might compromise the interest of SACAP or any of the proposers in respect of any intellectual property rights flowing from the confidential information.
- SACAP REC members will not use the information contained in those proposals/projects for any reason other than for the purpose of providing a review with a view to the obtaining of ethical clearance.
- SACAP REC members will not participate in a review process where a conflict of interest exists. Should there be doubt about an apparent conflict of interest, the SACAP REC Chair must be informed, who will then indicate whether participation in the review process is permissible or not.
- SACAP REC members are also expected to take the appropriate and reasonable measures to secure devices which contain or have access to digitised REC materials and to protect any research related data in the undertaking of their REC duties.

Conflicts of interest (COI)

All SACAP REC members must declare any conflict-of-interest (COI) relating to the application for ethical approval submitted to the SACAP REC. Each REC member is required to complete a COI agreement form. No member may participate in the review of any proposal/project in which a member has a conflict of interest, except when requested to provide information by the sub-committee. Members who have conflicts of interest are required to disclose such conflicts and excuse themselves from deliberations on the relevant research proposals/projects. In such cases, the Chair of the SACAP REC, shall have the power to co-opt additional members. SACAP REC members must disclose any relationship, interest, or other circumstances, which could reasonably be perceived as creating a COI, including the following:

- **Personal relationships:** the REC member has a personal relationship with the researcher or key personnel of a research proposal under review by the REC;
- **Involvement in the research study:** the REC member (including their partner, spouse or an immediate family member) is the researcher or co-researcher of the research proposal under review by the REC;
- **Business relationships/affiliations:** the REC member serves as a trustee, director, officer, owner, or partner of a for-profit entity that could be affected by the outcome of the research proposal under review by the REC; and/or
- **Financial interests:** the REC member has a financial interest that could be affected by the outcome of the research proposal under review by the REC. Financial interests include equity interests (e.g. stock, stock options, or other ownership interests), payment or expectation of payment derived from intellectual property rights (e.g. patent royalties), and payments received from a for-profit entity for consulting or other services.

SACAP REC members are required to disclose all actual, potential or perceived conflicts-of-interest (COI) that may reasonably be perceived to affect their independent unbiased judgment during the REC's review of specific research proposals or related matters.

SACAP REC members should make COI disclosures to the Chair by completing the COI declaration form. The SACAP REC Chair will determine whether a significant COI exists. The determination of whether or not a conflict exists shall be reflected in the minutes of the REC sitting. In the case where the Chair is involved in a potential COI, they should disclose and discuss the matter with the REC.

SACAP REC members who have a COI related to any research proposal that the REC is reviewing will refrain from participating in any discussion or deliberation of the proposal or related matters, except to the extent necessary to provide relevant factual information requested by the SACAP REC Chair.

SACAP REC Ethical Review Sitings

Sittings are scheduled annually according to the submission dates of SACAP programmes that produce research that requires ethical review. However, in cases where submission dates are moved or urgent applications need to be reviewed, sitting dates may be shifted or special meetings may be called. A minimum of simple majority (50% + 1) of the members is required to constitute a quorum.

The agenda and all documents relevant to the meeting will be circulated to the members at least ten (10) working days prior to the date of the meeting. Minutes will be taken by the REC Office and the minutes of the previous meeting will be distributed within seven (7) working days from the date of the meeting.

Professional Indemnity

SACAP REC members are professionally indemnified to the value of ZAR 5, 000, 000 under policy number SPL/SLFG/000018733 with *iToo Insurers*. This policy is available for any members to review. Please contact the SACAP REC Administrator if you have any questions in this regard.

If you accept this appointment, please sign the letter of agreement found below.

Kind regards,

Chair of SACAP Research Ethics Committee

Dr Diana De Sousa

FOR THE ATTENTION: SACAP REC OFFICE

RE: Appointment as a member of SACAP's Research and Ethics Committee (REC)

I _____ have read, understand and accept the terms laid out in the enclosed letter of appointment and hereby accept this invitation of membership to the SACAP REC for the period July 2021 – July 2022.

Signature: _____

Date: _____

ANNEXURE D:**CONFLICT OF INTEREST AGREEMENT FORM**

It is recognized that an actual, potential or perceived potential for conflict of interest will always exist but the South African College of Applied Psychology Research Ethics Committee (SACAP REC) and its Chair will manage any conflict issues so that the ultimate outcome is the protection of human participants. No SACAP REC member may participate in the review, comment or approval of any research activity in which they have a conflict of interest except to provide information as requested by the SACAP REC Committee or its Chair. When a member has a conflict of interest, the member should notify the SACAP REC Chair by completing the conflict of interest declaration form and may not participate in the SACAP Ethics Committee ethical review or approval of research proposals and/or projects as part of the ethical approval process of research carried for qualification purposes at SACAP or local (e.g. regional and national study) not for degree purposes, except to provide information requested by the SACAP REC Committee.

The undersigned will immediately disclose to the Chair of the SACAP Ethics Committee any actual or potential conflict of interest that they may have in relation to any particular proposal submitted for review by the SACAP REC Committee, and to abstain from any participation in discussions or recommendations in respect of such proposals.

Agreement on Conflict of Interest

If the undersigned agrees with the terms and conditions set forth above, please sign and date this Agreement. The original (signed and dated Agreement) will be kept on file by the SACAP Ethics Committee. A copy will be given to you for your records.

1. Whenever I have a conflict-of-interest, I shall complete the COI declaration form and immediately inform the SACAP REC Chair in writing not to count me towards a quorum for voting.
2. I shall abstain from any participation in discussions or recommendations in respect of such proposals and complete the conflict-of-interest-declaration form.
3. Undertake not to use my REC membership for the benefit of myself, my family and my colleagues at my place of work or any other beneficiary who does not meet the requirements of the intended grant funding where applicable.

I, _____ have read and accepted the aforementioned terms and conditions as explained in this Agreement.

AGREED TO AND SIGNED at _____ on _____ 2022

South African College of Applied Psychology Research Ethics Committee Member

SIGNATURE

**ANNEXURE E:
CONFLICT OF INTEREST DECLARATION FORM**

Please complete this form if you believe you have an actual, potential or perceived conflict-of-interest situation.

SECTION 1: PERSONAL DETAILS			
NAME:			
ROLE:			
PHONE:		EMAIL:	

SECTION 2: DISCLOSURE DETAILS	
The actual, potential or perceived conflict-of-interest relates to: (tick all appropriate box/s)	
<input type="checkbox"/> Relationship with family or friends	<input type="checkbox"/> Staff recruitment
<input type="checkbox"/> Outside work activities (paid/unpaid)	<input type="checkbox"/> Relationship with external parties
<input type="checkbox"/> Financial interest	<input type="checkbox"/> Disposal of school assets
<input type="checkbox"/> Gifts/benefits	<input type="checkbox"/> Provision of external consultancy services
<input type="checkbox"/> Provision of private tutoring	<input type="checkbox"/> Other (if you selected other please provide details)
<input type="checkbox"/> Procurement of goods and services	
The following actual, potential or perceived conflict-of-interest has been identified. (please insert all relevant details)	
The (actual, potential or perceived) conflict is expected to last: (tick appropriate box)	
<input type="checkbox"/> 0–12 months	<input type="checkbox"/> >12 months or ongoing

SECTION 3: TO BE COMPLETED BY THE SACAP REC CHAIR
In my opinion the details provided: <i>(tick appropriate box)</i>
<input type="checkbox"/> Do not constitute a conflict-of-interest, and I authorise the employee to continue the activity (go to Section 4). <input type="checkbox"/> Do constitute an actual, potential or perceived conflict-of-interest (please provide a detailed action plan below).

If the situation does constitute a conflict-of-interest, please ensure that the following actions have been considered:

- Ensure all information surrounding the conflict has been disclosed and documented
- Inform likely affected persons of the conflict, seeking their views where relevant as to whether they object
- Reformulate the scope of work or restricting access to certain information
- Recruit a third party to oversee part or all of the process
- Recommend to relinquish the interest that is causing the conflict
- Temporarily remove the person from the process or responsibilities
- Monitor the person's activities closely in relation to the conflict of interest
- Take no further action because the conflict is minimal.

I have reviewed the above considerations and request that (name of person) takes the following action to eliminate/manage the conflict:

I will ensure this action plan is reviewed: (tick appropriate box)

<input type="checkbox"/> Within 1 month	<input type="checkbox"/> Within 3 months	<input type="checkbox"/> Within 6 months
<input type="checkbox"/> Within 12 months	<input type="checkbox"/> Other – specify	<input type="checkbox"/> N/A: the conflict is one-off or short duration

SECTION 4: DECLARATION

To the best of my knowledge and belief any actual, perceived or potential conflicts between my duties as (state role) have been fully disclosed in this I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, perceived or potential conflict-of-interest.

SIGNATURE:		DATE:	
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SECTION 5: SACAP REC CHAIRPERSON

The actions described in the approach outlined in Section 3 have been put in place to effectively manage any actual, potential or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 3 ensures that the SACAPs public interests and reputation is adequately protected.

NAME:			
SIGNATURE:		DATE:	

ANNEXURE F:
CONFIDENTIALITY AGREEMENT
Completed by SACAP REC members

I, _____, the undersigned agree to assist the South African College of Applied Psychology Research Ethics Committee (SACAP REC) in reviewing research proposals and/or projects as part of the ethical approval process of research as stipulated in the SACAP REC Terms of Reference.

I will, in the course of my duties as aforementioned, come into possession of certain confidential information. I undertake that, in the review of all the research proposals submitted to the SACAP REC to:

1. Treat all information contained in the research proposals/projects and committee discussions in the strictest of confidence, and will not reveal any information to any third party without prior written consent of the SACAP REC.
2. Avoid engaging in any activities that might compromise or cause harm to the SACAP REC and/or SACAP's public interests and reputation.
3. Respect all intellectual property rights flowing from the confidential information outlined in all research proposals that I review as part of my SACAP REC member duties.
4. Not use the information contained in any proposals/projects for any reason other than for the purpose of reviewing with a view to recommending whether ethical clearance can be granted.
5. Take the appropriate and reasonable measures to secure devices which contain or have access to digitised REC materials and to protect any research related data in the undertaking of my REC duties.

Name and Surname	
Signature	
Date	