Stellenbosch UNIVERSITY IYUNIVESITHI UNIVERSITEIT

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CONFIRMATION OF RESEARCH ETHICS APPROVAL

REC: Social, Behavioural and Education Research (SBER) - Initial Application Form

3 October 2023

Project number: 28126

Project Title: The Development and Evaluation of a Generic Individual Non-managerial Partial Competency Model

Dear Mr DE Adams

Identified supervisor(s) and/or co-investigator(s):

Prof CC Theron

Your REC: Social, Behavioural and Education Research (SBER) - Initial Application Form submitted on 04/09/2023 17:23 was reviewed and approved by the Social, Behavioural and Education Research Ethics Committee (REC: SBE).

This approval is only valid until the end of the protocol approval period:

Protocol approval date (Humanities)	Protocol expiration date (Humanities)
3 October 2023	2 October 2026

GENERAL COMMENTS PERTAINING TO THIS PROJECT:

INVESTIGATOR RESPONSIBILITIES

1. Please take note of the General Investigator Responsibilities attached to this letter.
2. Always use your project ID number (28126) in all correspondence with the REC: SBE concerning your project.
3. Please note that the REC has the prerogative to ask further questions, seek additional information, and monitor the conduct of your research and the consent process, where required.

List of documents approved by the REC: SBE:

Document Type	File Name	Date	Version
Informed Consent Form	REVISED DALIN ADAMS INFORMED CONSENT #3	01/12/2021	REC: SBE ICF for onl
Request for permission	Request Letter For Institutional Permission	24/04/2023	Version 1
Request for permission	Request Letter For Institutional Permission	24/04/2023	Version 1
Request for permission	Request Letter For Institutional Permission	24/04/2023	Version 1
Default	REVISED DALIN ADAMS INSTITUTIONAL PERMISSION LETTER #3	24/04/2023	Version 1
Proof of permission	Institutional Permission_Standard Agreement 4250 (1)	19/06/2023	Version 1
Data collection tool	REVISED DALIN ADAMS RESEARCH QUESTIONNAIRE #7	19/06/2023	Version 6
Recruitment material	REVISED DALIN ADAMS INVITATION LETTER TO POTENTIAL PARTICIPANTS #3	19/06/2023	Version 2
	REVISED DALIN ADAMS		

Document Type	File Name	Date	Version
Research Protocol/Proposal	ABRIDGED RESEARCH PROPOSAL #2	27/07/2023	Version 3
Default	REVISED DALIN ADAMS RESEARCH PROPOSAL #21 (FINAL)	01/08/2023	Version 2

If you have any questions or need further help, please contact the REC administrative officer, Mr Aden Williams at aden@sun.ac.za

Sincerely,

Mrs Clarissa Robertson (cgraham@sun.ac.za)

Secretariat: Social, Behavioral and Education Research Ethics Committee (REC: SBE)

Principal Investigator Responsibilities

Protection of Human Research Participants

Once Research Ethics Committee approval is confirmed, you are responsible for the following:

Conducting the Research: You are responsible for ensuring that the research is conducted according to the REC-approved research plan. You are jointly responsible for the conduct of all co-investigators and any research staff involved with this project. The research must be conducted according to the recognised standards of your research field/discipline and according to the principles and standards of ethical research and responsible research conduct.

Informed Consent: You are responsible for obtaining and documenting affirmative informed consent using the REC-approved consent documents/process, and ensuring that no participants are involved in research without obtaining their affirmative informed consent. Please store the originally signed informed consent form(s) in a secured, REC-approved location for at least five (5) years after the research is complete.

Extension of project approval: You are required to submit a progress report to the REC: SBE at least two (2) months before the approval lapses. There is **no grace period.** Once REC approval of your research lapses, all research activities must cease, and you must contact the REC immediately.

Amendments and Changes: Any planned changes to any aspect of the research (such as research design, activities, procedures, participant groups, informed consent documents, data collection instruments, surveys or recruitment materials, etc.), must be submitted to the REC for review and approval before implementation. Amendments may not be implemented without written REC approval. The **only exception** is when a deviation is deemed necessary to eliminate apparent immediate hazards to participants and the REC should be immediately informed of this necessity.

Adverse or Unanticipated Events: Any serious adverse events, participant complaints, and all unanticipated problems that involve risks to participants, or research team members, as well as any research-related injuries, occurring at this institution or at other performance sites must be reported to the REC within **five (5) days** of discovery of the incident. The PI must also report any instances of serious or continuing problems, or non-compliance with the RECs requirements for protecting human research participants.

Research Record Keeping: The PI must keep the following research-related records, at a minimum, in a secure location according to the approved data management plan: the REC approved research proposal and all amendments; all informed consent documents; recruiting materials; continuing review reports; adverse or unanticipated events; and all correspondence and approvals from the REC.

Provision of Counselling or emergency support: When a dedicated counsellor or a psychologist provides support to a participant without prior REC review and approval, to the extent permitted by law, such activities will not be recognised as research nor the data used in support of research. Such cases should be indicated in the progress report or final report.

Final reports: When the research is completed (no further participant enrolment, interactions or interventions), the PI must submit a Final Report to the REC to close the study.

On-Site Evaluations, Inspections, or Audits: If the researcher is notified that the research will be reviewed or audited by the sponsor or any other external agency or any internal group, the PI must inform the REC immediately of the impending audit/evaluation.