South African Nursing Council
Regulating nursing, advocating for the public

GUIDELINES FOR THE SUBMISSION OF APPLICATIONS TO CONDUCT RESEARCH AT SANC

1. **Introduction**

The guidelines are designed to assist researchers in crafting applications to conduct research at the South African Nursing Council (SANC). Following these guidelines will ensure a smooth and efficient review process, ultimately leading to approval to commence the research project.

2. **Eligibility**
   - Students as part of fulfilling their academic requirements.
   - External researchers
   - SANC staff and Councillors

3. **Application Submission Process**

   - Applications must be submitted electronically through the email address at tramasunzi@sanc.co.za
   - The application must be accompanied by the following documents:

   - **Cover Letter** addressed to the Registrar and CEO of SANC, the cover letter must briefly describe the research project, highlighting the research question, the methodology to be used, and the anticipated timeline for project completion.
   - **Detailed Research Proposal.** This is a detailed document that serves as the foundation of your application. It should provide a clear and well-structured overview of your research project. The consent form and information leaflet to be used must be attached
   - **An Ethical Clearance certificate** from a recognized university or research body indicating full ethics approval.

4. **Review Process and Timeline**

   - Applications are reviewed by a designated Research Committee comprised of experts with knowledge and experience in research. The committee ensures a fair and objective evaluation process.
   - The Research Committee assesses the application based on a set of established criteria, including:

     - Research proposal submitted with the letter to the gatekeeper (Registrar and CEO)
     - Evidence of Ethical Clearance from a recognised university or research body indicating full ethics approval
     - Indication of the purpose of Access to SANC data management system.
     - Scientific merit and feasibility of the proposed methodology
     - Experience (Qualifications) of the research team

- Adequacy of the budget and the proposed timeline for project completion
- Letter of information.
- Consent form.
- Ethical considerations
- Data management.
- Dissemination of findings
- If the request does not pose legal or reputational risk to SANC.

- The time frame for processing the applications is two months; therefore, ensure timely submission of your application

5. Communication of Decisions

- Applicants will be promptly notified of the review committee's decision regarding the application within eight (08) weeks.
- The notification will outline the committee's feedback and next steps.

6. Additional Information

- For any inquiries related to the application process or clarification on specific requirements, please feel free to contact Ms. Thandiwe Ramasunzi at tramasunzia@sanc.co.za or 012 420 1055. Our dedicated staff is happy to assist you.
- By following these guidelines and submitting a well-prepared application, you can increase your chances of securing approval to conduct the research project.

Approved by Council in the meeting held on 27-28 June 2024: ANNEXURE 175/C3-2024[1]

---

[1] Approved by Council in the meeting held on 27-28 June 2024: Annexure 175/C3-2024