

**PROCESS FOR SUBMITTING RESEARCH PROPOSALS TO THE
SREC COMMITTEE**

- The Supervisor submits final research proposal and one page proposal matrix in electronic format to Vanessa Smith as per the dates indicated in the table below.
- The time frame and the budget of the study needs to be included in the proposal.
- The SREC meetings will take place as indicated in the table below.
- The Supervisors will be informed of the outcome of the meeting no later than three (4) days after the meeting
- If the proposal is accepted by the School RTI, a School approval letter will be attached to the outcome
- If the proposal is not accepted, feedback with suggested changes will be attached to the outcome
- It is the responsibility of the supervisor to inform the student and co-supervisors about the outcome of the SREC committee
- If the proposal is accepted and the necessary corrections have been made, the proposal can be submitted to the Faculty REC, as per the dates below
- The School acceptance letter, as well as feedback from the School meeting also needs to be submitted to Ms Lindie van Rensburg, together with the documents requested by the FREC committee
- The SREC committee mainly comment on the title and format of the proposal (not content)

SCHOOL Research Committee meeting dates: 2019

Last day to submit proposals to School – 12h00	Date of School meeting
Friday, 4 January 2019	Tuesday, 15 January 2019
Monday, 1 April 2019	Thursday, 11 April 2019
Friday, 19 July 2019	Tuesday, 30 July 2019
Tuesday, 1 October 2019	Thursday, 10 October 2019

FACULTY Research Proposal Committee meetings: 2019

DATE OF MEETING	VENUE	TIME	AGENDA CLOSES
8 February 2019	To be confirmed	10:00	30 January 2019
24 May 2019	To be confirmed	10:00	10 May 2019
6 September 2019	To be confirmed	10:00	23 August 2019
8 November 2019	To be confirmed	10:00	29 October 2019

