

**Dear Applicant**

Thanks for your interest in conducting research at Charlotte Maxeke Johannesburg Academic Hospital.

**Note:** A process flow map summarizing the CMJAH research approval process is shown on Page 2 below.

**1. Before applying for permission to conduct research at CMJAH, please complete the following.**

- 1.1. *Get an HOD permission letter:* Contact the Head of the CMJAH Department where you plan to conduct your research, discuss the planned research and request her/him to provide a formal letter of support.
- 1.2. *Apply for Ethics clearance* to an approved **Human Research Ethics Committee (HREC)**.
  - If applying to Wits HREC (Medical), use this link: <https://www.witsethics.co.za/Login.aspx>
  - If you already have ethics approval from a non-Wits HREC you this will suffice and you do not need to also get Wits HREC approval unless you, your supervisor/s or co-investigator/s are affiliated to Wits.
- 1.3. *Register your research on the NHRD (National Health Research Database)*
  - Use the following link: <http://nhrd.health.gov.za>
  - Tip: Upload your ethics application form to the NHRD form where it requests ethics approval documents.
  - Once registered on the NHRD you will receive an NHRD number (or GP number) – e.g. GP202311\_001).

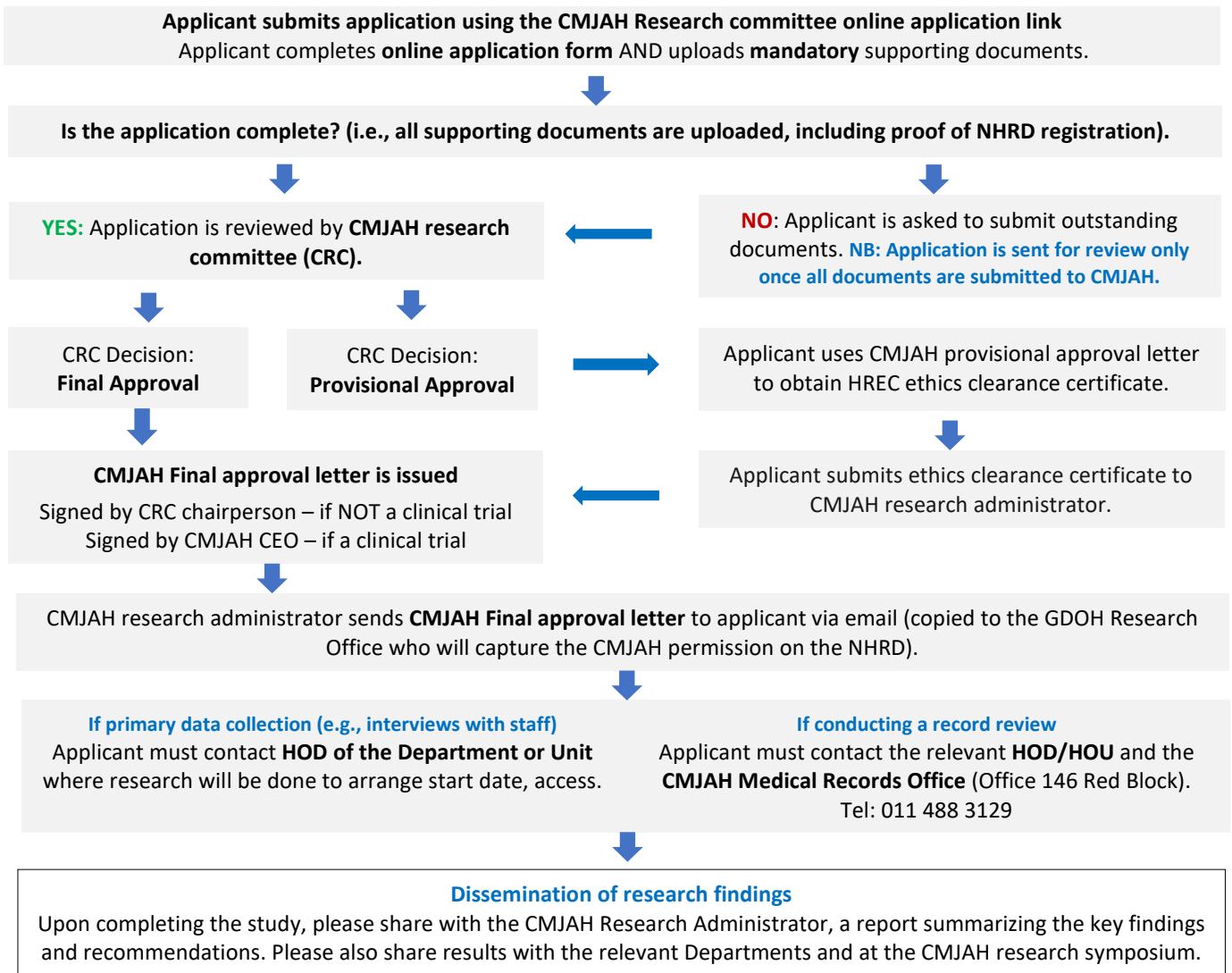
**2. Then complete your online application for permission to conduct research at CMJAH.**

Please note: You may apply for CMJAH permission and the Ethics clearance simultaneously.

- 2.1. *Complete an online CMJAH application form* using this LINK. <https://forms.office.com/r/p2Tx5As0Dh>
  - Note **application deadline dates** – See **Appendix A** below (on Page 3).
- 2.2. *Upload supporting documents* using this LINK. <https://forms.office.com/r/GfUtxirA4m>
  - **Hint:** it works best to copy and paste this link into a Google Chrome browser.
  - Upload the following **mandatory documents**. An application will not be reviewed without these.
    - A letter addressed to the CMJAH CEO requesting permission to conduct research at CMJAH.
    - Proof of NHRD registration (submit a screenshot of the NHRD page showing your GP number).
    - Support letter from the HOD of the CMJAH department where the research will be conducted.
    - HREC approval IF available (if no HREC approval, the application will still be considered but awarded only provisional approval until an ethics clearance certificate is available).
    - A copy of the research protocol / proposal (or concept note if doing a case report / case series).
    - Data collection tool/s (IF applicable) or data extraction sheet (if record review).
    - Consent form and information sheet (IF applicable).
    - If the applicant is a student: submit proof of undergraduate or postgraduate assessor approval.
    - If the study is a clinical trial, please submit the following in addition to the above.
      - SAHPRA approval letter.
      - SA National Clinical Trials Registry registration number and letter.
  - Note: If your document does not match any of these fields, please upload it under “other”.

**3. You may start the research only after you have received BOTH an ethics clearance certificate AND a final approval letter granting you permission to conduct research at CMJAH.**

**PLEASE NOTE: Applications are reviewed monthly, except December.**



**Note: You may start data collection only after receiving BOTH ethics clearance AND CMJAH approval.**

If you experience difficulties or require further information, please contact the CMJAH research Committee on: [cmjahresearch@gauteng.gov.za](mailto:cmjahresearch@gauteng.gov.za) (Secretariat) AND [Sophie.matholeni@wits.ac.za](mailto:Sophie.matholeni@wits.ac.za) (Administrator).



Prof. M Kawonga  
Chairperson: CMJAH Research Committee

Date: 27 January 2025

## APPENDIX A: DEADLINE DATES FOR SUBMISSION AND REVIEW OF APPLICATIONS FOR PERMISSION TO CONDUCT RESEARCH AT CMJAH



**GAUTENG PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

**CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL**

**RESEARCH COMMITTEE**

1. Applications are reviewed every month, except December.
2. Each month, only applications submitted to CMJAH by the **15<sup>th</sup> of the month** will be reviewed that month.
3. Applications received after the 15th will be reviewed the following month.
4. Applications will be distributed to reviewers in two batches every month, typically on the 2<sup>nd</sup> and 3<sup>rd</sup> Monday of the month (see Table below) – though this may vary due to public holidays:
  - a. Batch 1: distributed on the 2<sup>nd</sup> Monday (typically applications received in the 1<sup>st</sup> week of the month).
  - b. Batch 2: distributed on the 3<sup>rd</sup> Monday of the month (typically applications received in the 2<sup>nd</sup> week of the month before the 15<sup>th</sup>).

### Deadline dates:

Month	Date: 1 <sup>st</sup> Batch of applications is distributed to reviewers	Date: 2 <sup>nd</sup> Batch of applications is distributed to reviewers
January	Mon 20 01 2025	Mon 27 01 2025
February	Mon 10 02 2025	Mon 17 02 2025
March	Mon 10 03 2025	Mon 17 03 2025
April	Mon 07 04 2025	Wed 16 04 2025
May	Mon 12 05 2025	Mon 19 05 2025
June	Mon 09 06 2025	Mon 16 06 2025
July	Mon 07 07 2025	Mon 21 07 2025
August	Mon 11 08 2025	Mon 18 08 2025
September	Mon 08 09 2025	Mon 15 09 2025
October	Mon 06 10 2025	Mon 20 10 2025
November	Mon 10 11 2025	Mon 17 11 2025
December	<b>No reviews in December.</b>	