

# CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL (CMJAH)

## RESEARCH APPLICATION PROCESS AT CMJAH HOW TO EXPEDITE YOUR APPROVALS

CMJAH RESEARCH COMMITTEE  
2025



**GAUTENG**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**GGT2030**  
GROWING GAUTENG TOGETHER

# Background

- Charlotte Maxeke Johannesburg Academic Hospital (CMJAH)
  - Central hospital in Gauteng affiliated to the University of the Witwatersrand.
  - Hub of clinical and research excellence.
  - Multiple requests to conduct research (more than half are student applicants).
  - Lack of clarity about the research approval process.
  - CMJAH Research Committee (CRC) established by the CMJAH CEO.

	APRIL '24 – MARCH '25
	No. of applications <u>received</u> this financial year
<b>TOTAL FOR FIN YEAR</b>	<b>236</b>
Q1 (Apr-Jun '24)	54
Q2 (Jul-Sep '24)	65
Q3 (Oct-Dec '24)	64
Q4 (Jan-Mar '25)	53

**CMJAH  
RESEARCH  
COMMITTEE:  
WHO ARE  
THEY?**

CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL RESEARCH COMMITTEE		
THE STEERING COMMITTEE		
<b>Chairperson</b> Prof Mary Kawonga	<b>Secretariat</b> Mr Edward Mosiamo (Head) Ms Sophie Matholeni (Administrator & M&E) Ms Patience Mahlangu (M&E)	<b>Deputy Chairperson</b> Prof Mervyn Mer
<b>Treasurer</b> Dr Fred Ukunda	<b>Event organiser</b> Dr Shahpar Motakef	<b>Cluster liaison</b> Prof Maeyane Moeng
<b>Leaders of review groups (x 6 groups)</b> Prof Jennifer Geel Prof Aubrey Magotloe Prof Mervyn Mer		<b>ICT Team</b> Dr Itumeleng Taunyane Mr Phumlani Mkhize
THE COMMITTEE MEMBERS		
All CMJAH HODS / HOUs - Clinical, Nursing, Clinical Support Services, Public health. HODs / HOUs may delegate a member from their entity onto the committee. Clinical and Nursing Directors are ex-officio members representing management. Clinical Managers are ex-officio members.		

# Purpose of the CRC

- Main purpose:
  - To promote, strengthen and facilitate research at CMJAH.
- Primary Tasks:
  - Appropriate review of requests to conduct research at CMJAH.
  - Advance the research agenda of the hospital.
  - Strengthen research culture in the hospital.
  - Advocate for the protection of hospital, staff and patients.

# **CMJAH RESEARCH COMMITTEE**

**GETTING CEO APPROVAL TO CONDUCT  
RESEARCH AT CMJAH: STEPS TO TAKE**

# 1. HOD support

## 1. Contact Head of Department

- Contact and share your protocol with the Clinical Head of the Department where you plan to conduct your research .
- Discuss the planned research with the HOD and request her/him to provide a letter of support .

## 2. Head of Department support letter

- The HOD will liaise with the relevant head/s of clinical unit (HCU) in her/his department for input .
- If all agree, then the HOD will provide a letter of support .



## More than one HOD




**If the study is to be conducted in more than one ward / unit / area from different departments:**

- **Please get permission from all interested parties.**



# CMJAH HOD support letter

**Please note:** This is not a  
letter of approval to conduct  
research at CMJAH.

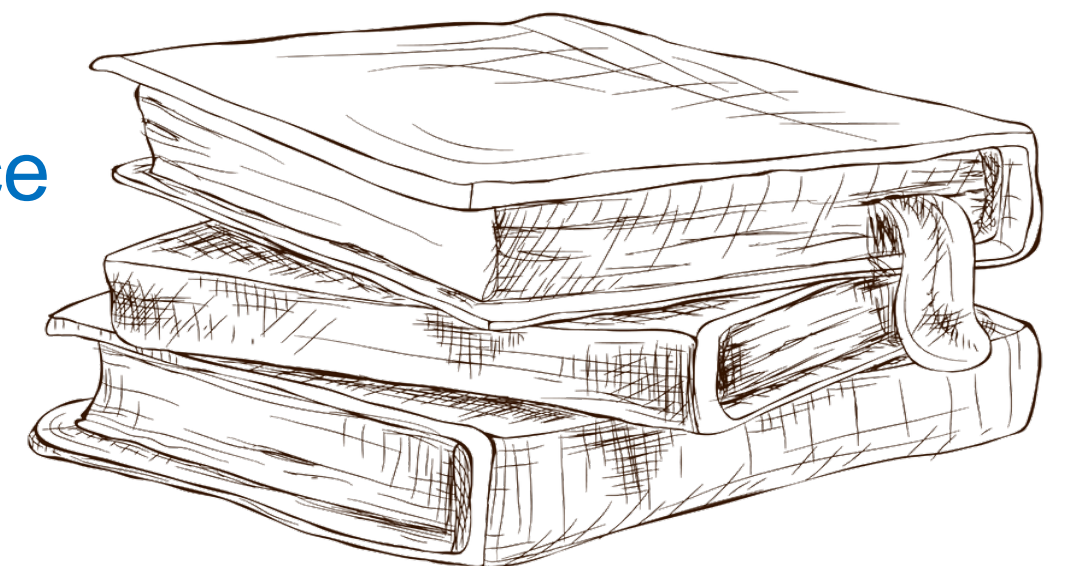
	<b>GAUTENG PROVINCE</b> HEALTH REPUBLIC OF SOUTH AFRICA	CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL
<b>SUPPORT LETTER</b>		Enquiries: Name: Samama email address:  Contact: 
<hr/>		
TO	:	The CEO, CMJAH
FROM	:	
DATE	:	
SUBJECT	:	HOD support for request to conduct research in the Department of _____ at CMJAH
The following applicant has requested to conduct research in the Department of _____ at CMJAH.		
Name of applicant: _____		
TITLE of research: _____ _____ _____		
I am aware of the proposed research and support the request to conduct it in the department of _____ at CMJAH. I am satisfied the research will not disrupt service provision or patient care and that CMJAH will not incur costs because of the research.		
This support is provided on condition that the researchers will not start collecting data before receiving ethics clearance from an approved human research ethics committee (HREC) and a final approval letter from the CEO or her delegated representative (Chairperson of the CMJAH Research Committee).		
<hr/>		
Name: _____		
Designation: _____		
Date: _____		



## 2. Human research ethics clearance

Apply for Ethics Clearance from a Human Research Ethics Committee (HREC) registered with the NHREC

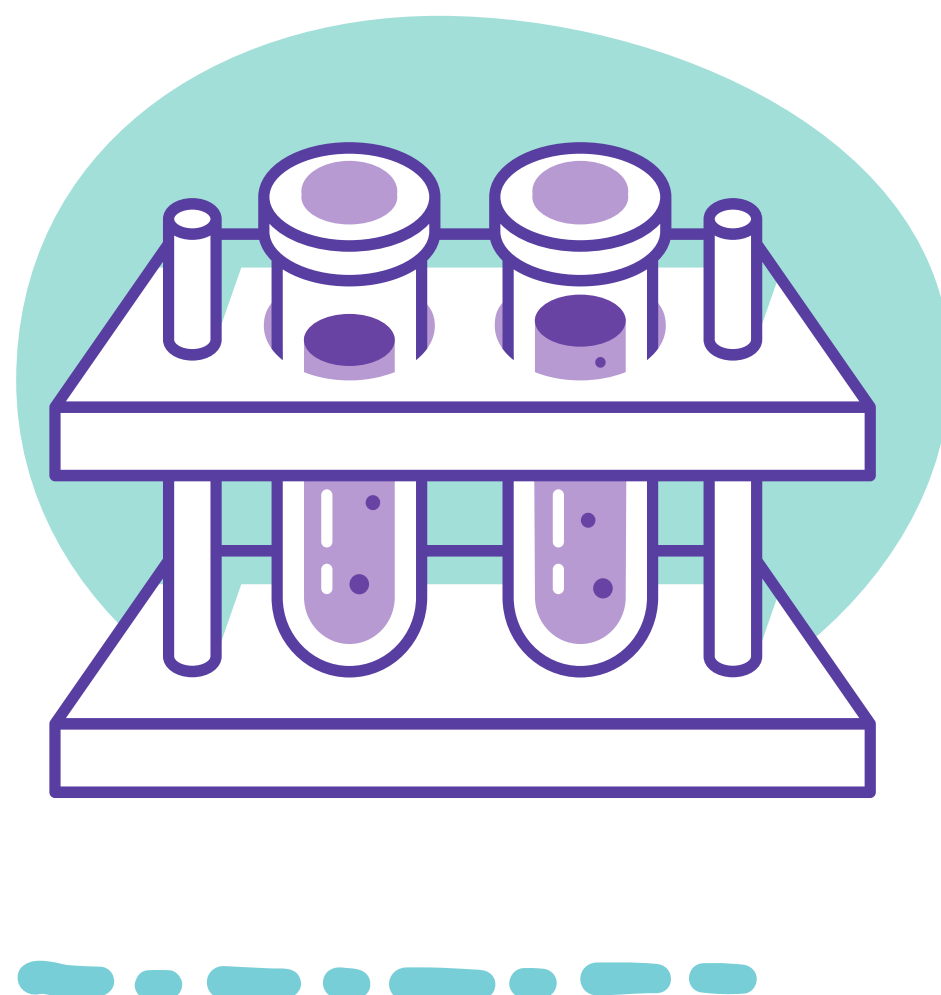
- If applying to Wits HREC (Medical): <https://www.witsethics.co.za/Login.aspx>
- Existing ethics approval from a registered non-Wits HRECs acceptable
  - Unless you (applicant), your supervisor/s or co-investigator/s are a Wits full staff / joint staff or student, **in which case you must also get Wits HREC(medical) clearance**



## 3. NHRD registration

Register your research on the National Health Research Database (NHRD)

- <http://nhrd.health.gov.za/>



- **Tip:** Upload your ethics application form and supporting documents to the section of the NHRD form that requests upload of ethics approval documents.
- Once registered on the NHRD:
  - You will receive an NHRD number (or GP number)—e.g., **GP202311\_001**
  - **NEWINPROGRESS\_1234**—this is insufficient

## 4. Complete a CMJAH application form

Complete the online CMJAH application form using this link

<https://forms.office.com/r/p2Tx5As0Dh>

**Tip:** You may apply for CMJAH permission while awaiting ethics clearance (concurrent application to CMJAH and Wits HREC is accepted)



## 5. Upload supporting documents

Upload supporting documents using this link:

<https://forms.office.com/r/GfUtxirA4m>

- **Hint:** copy and paste this link into a **Google Chrome** browser.
- Applications are sent to reviewers only once all required supporting documents are received.
- If you experience any challenges uploading, please send an email to [cmjahresearch@gauteng.gov.za](mailto:cmjahresearch@gauteng.gov.za)



# List of required Supporting Documents

1. Cover letter addressed to CMIAH CEO
2. Proof of NHRD registration (screenshot of the NHRD page with GP number).
3. HOD support letter/ s
4. Proof of HREC approval (if available)
5. Research protocol/ proposal (NB: also required for case reports)
6. Data collection tools (if applicable)
7. Consent/ assent form and information sheet (if applicable)
8. Proof of approval of study title / letter from UUME (if research is for degree purposes or for GEMP study)
9. For clinical trials: SAHPRA approval letter and SANational Clinical Trials Register number and letter.

**Note:** An application without HREC approval will be considered but awarded provisional approval pending submission of an ethics clearance certificate.

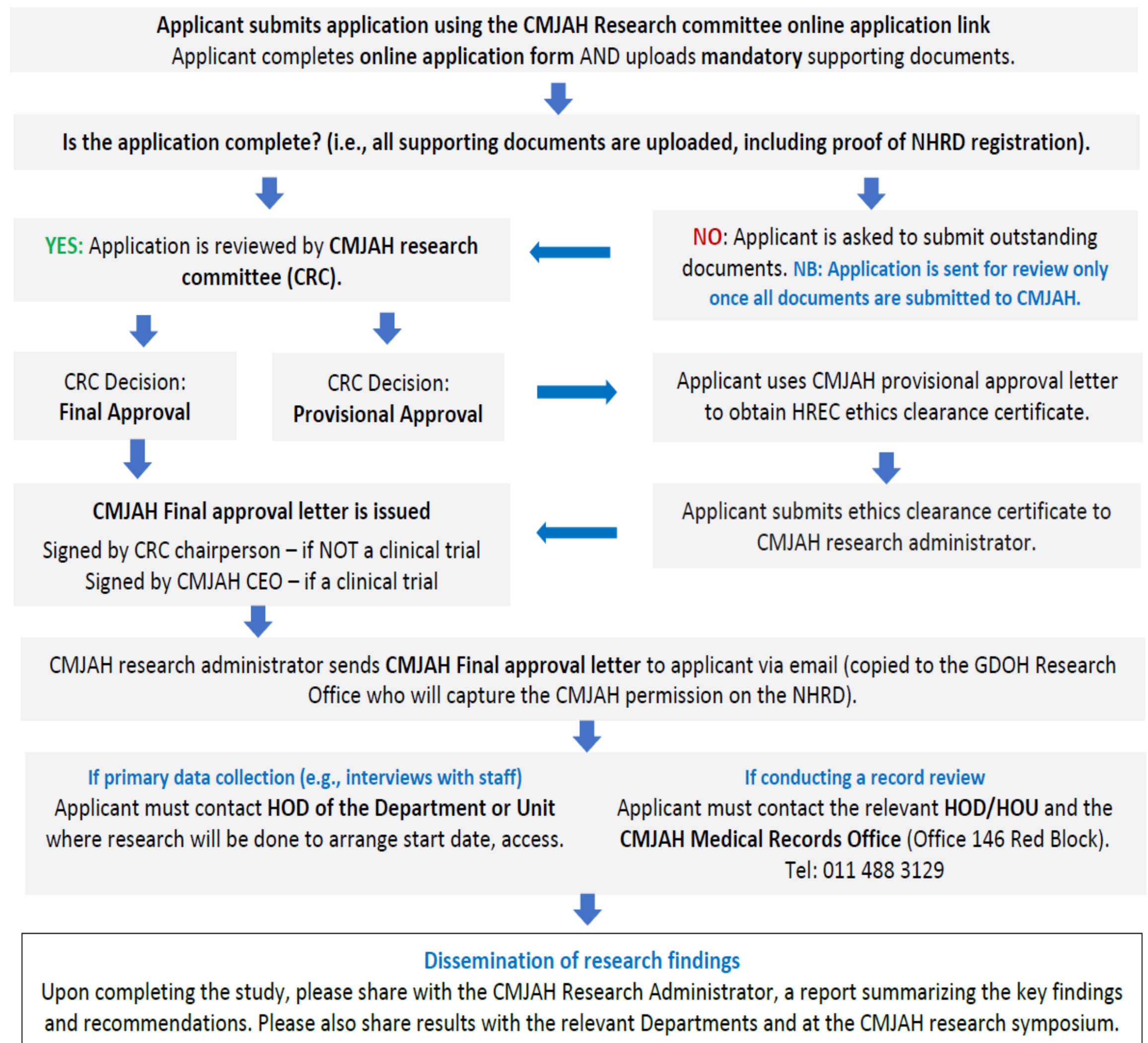
# **CMJAH RESEARCH COMMITTEE**

## **RESEARCH APPROVAL PROCESS AND DATES**



# Research approval process

**Note:** Applications are reviewed monthly except December



Deadline dates  
for application  
submission and  
review

Applications received  
after the 15<sup>th</sup> will be  
reviewed the  
following month.

Month	Application submission deadline	BATCH 1 distributed to reviewers	BATCH 2 distributed to reviewers
January	15 01 2025	20 01 2025	27 01 2025
February	15 02 2025	10 02 2025	17 02 2025
March	15 03 2025	10 03 2025	17 03 2025
April	15 04 2025	07 04 2025	16 04 2025
May	15 05 2025	12 05 2025	19 05 2025
June	15 06 2025	09 06 2025	16 06 2025
July	15 07 2025	07 07 2025	21 07 2025
August	15 08 2025	11 08 2025	18 08 2025
September	15 09 2025	08 09 2025	15 09 2025
October	15 10 2025	06 10 2025	20 10 2025
November	15 11 2025	10 11 2025	17 11 2025



# Contacts

CMJAH Research Committee Administrator

Ms Sophie Matholeni

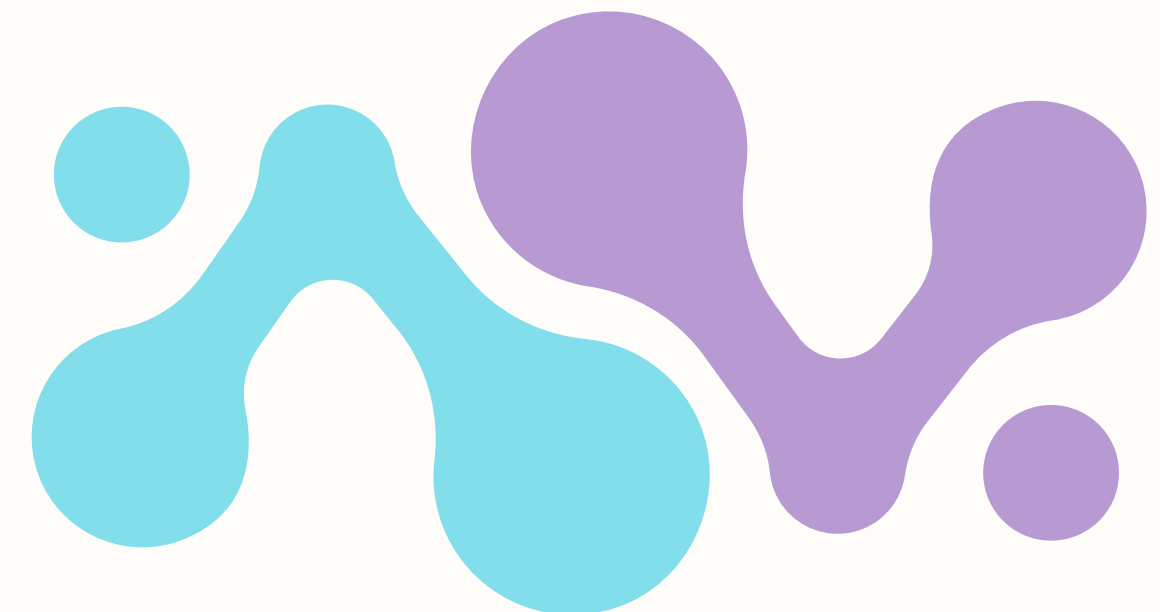
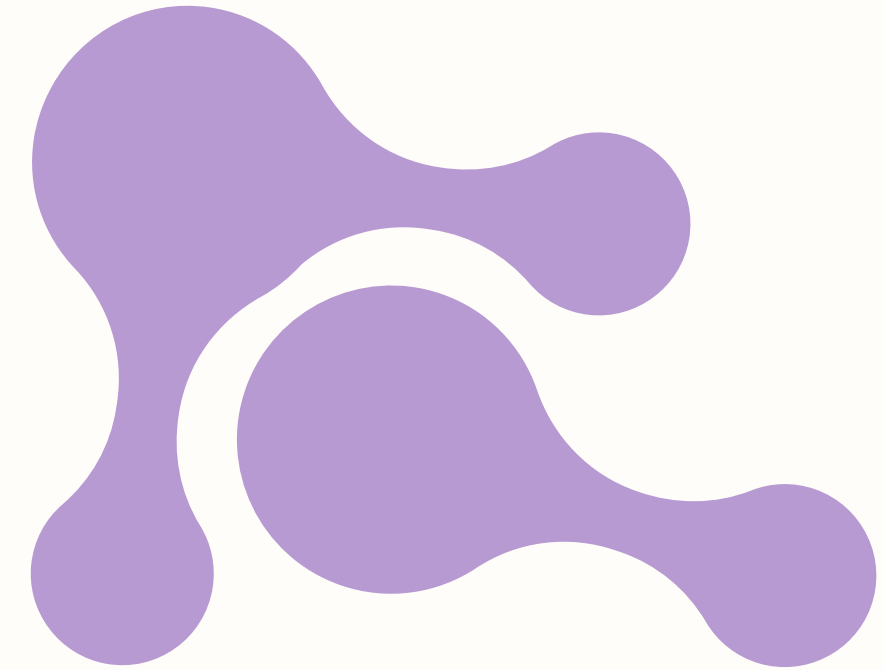
[sophie.matholeni@wits.ac.za](mailto:sophie.matholeni@wits.ac.za)

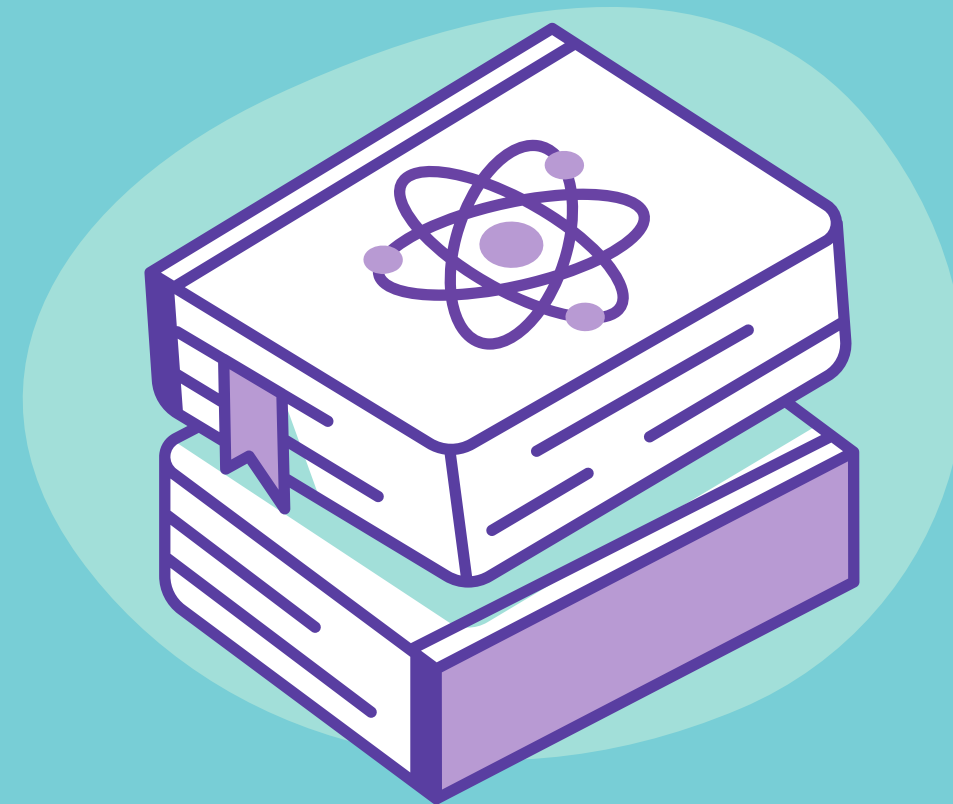
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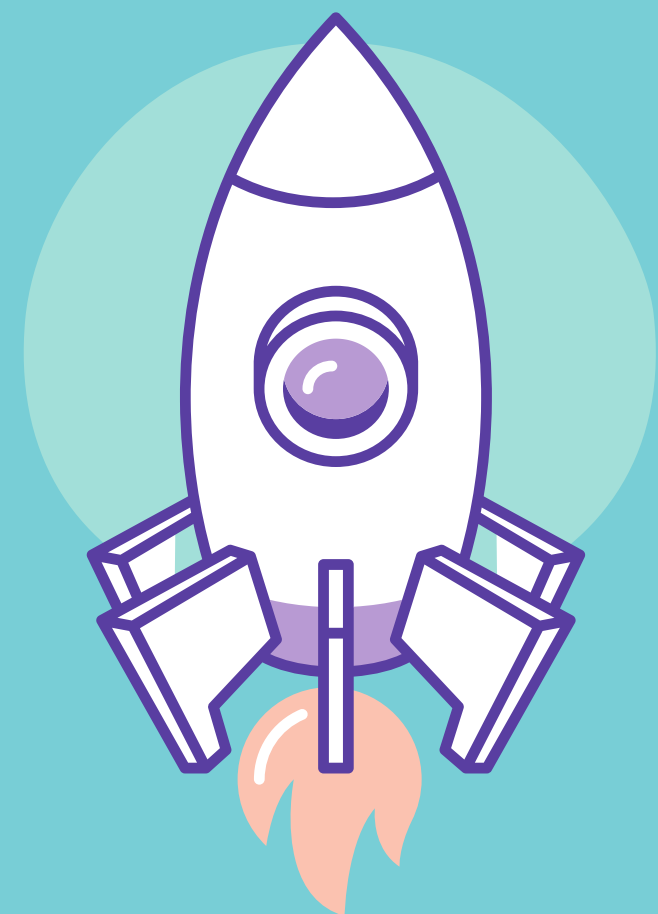
CMJAH Research Committee Secretariat

[cmjahresearch@gauteng.gov.za](mailto:cmjahresearch@gauteng.gov.za)





THANK YOU



Q&A

