Submission of Ethics to the Human Research Ethics Council (Medical), Sub-Committee **Biobanks Ethics Committee (BEC) 2025**

# Guidelines and Procedures BEC 2 Ethics Application

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| Study **Ethics Clearance Certificate** by the Medical Ethics Committee **is required** (no BEC 2 applications should be submitted without an Ethics Clearance Certificate). BEC 2 applications must be submitted in hard copy (1 x copy of an application form and all the required/supporting documents) at our offices and via e-mail: HREC-Medical.BEC@wits.ac.za, at any time, i.e. BEC 2 applications are not subject to the published monthly closing dates. |

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|  | **Included as Appendix No**: |
| Completed Ethics Application Form | **1** |
| Research Ethics Committee (REC) for study (Ethics Clearance Certificate) | **1** |
| Biobank REC approval(Ethics Clearance Certificate) | **1** |
| Proposal | **1** |
| All additional information related to your study i.e. Information Sheets, Questionnaires, Consent Forms (Guardian, Minor) etc. | **1** |
| Letter of permission from research site | **1**  |
| Other (Please specify) | **1** |

**NB:**

1. Ensure all necessary signatures are contained within the ethics applications, such as applicant, supervisor, HOD etc.
2. It is very important that you ensure all documentation for each of the applications are stapled and collated.
3. Answer all questions contained within the form. Where certain questions do not apply to you please respond with NOT APPLICABLE.
4. For Resubmissions/ new study Amendments should be submitted at our offices and via email provided above (1 x copy of a cover letter, an application form and all the required/supporting documents).
5. Amendments after study approval should be submitted at our offices and via email provided above (1 x copy of a cover letter, an application form and all the required/supporting documents) - please ensure that your documentation is version controlled.