

PART A: APPLICATION FOR APPROVAL

SUBMITTING A RESEARCH APPLICATION ONLINE

All requests for research approval (observational studies + clinical trials) are now submitted **online** at:
<http://nhrd.hst.org.za>.

Email applications are no longer accepted.

The process of submitting a proposal online consists of the following steps:

1. Register on the system with a username and password
2. Select "Request Access to Provincial Facilities"
3. Complete the research proposal online form, click: "Save & Continue"
4. Upload all of your electronic documents as required:
 - a. Copy of your research proposal
 - b. Ethical clearance letter
 - c. Letter of support from Facility Manager(s)/District Manager(s)
 - d. **For Clinical Trials:** Clinical Trial Application forms
5. Review your application
6. Submit and save your application

Once you have completed this process, you will be provided with a unique reference number which allows you to track the application process. **Please cite this number in all related communication.**


PLEASE NOTE:

- **IF YOU DO NOT HAVE ALL 3 DOCUMENTS DO NOT CLICK 'YES' and 'SAVE' but instead CLICK 'NO' and 'SAVE'**

The system will not allow you to upload the outstanding document/s at a later stage once you have submitted your request. If you click submit without all the 3 required documents, you **WILL HAVE TO** re-do the application online once you have all the required documents.

- Uploaded documents must be **3MB or less**
- In the presence of all required documentation upon submission, approval is granted within **approximately THREE weeks.**

PART B: WHEN APPROVAL HAS BEEN GRANTED

1. You will receive an automatic email notification once your study has been granted approval.
2. Login to the NHRD website with your username and password
3. Go to: "Manage Proposals" → "My Research Proposals" → "View Documents" → 
4. Download the study approval letter.
5. Once study has been completed, click: "Conclude" and upload report.

For assistance on the **NHRD website**, please email: support@neoterra.zendesk.com

For assistance on **application process**, please email: hrkm@kznhealth.gov.za

Basic Work Flow Process for a Researcher (Applicant)

