Notice regarding gatekeeper permission

Gatekeeper letters are important therefore should preferably form part of the initial ethics application submission.

They are important in that:

- They contain the gatekeeper conditions which the PI must comply with
- We ensure that they match listed research sites and overall project.

Currently on RIG (tab 3), PIs are able to indicate:

- What efforts they have made to obtain gatekeeper permission.
- Whether the gatekeeper requires provisional approval from the Research Ethics Committee prior to granting approval, which is common for Departments of Correctional Services, Health, Education and so on.
- Justification for non-submission such as where participants are recruited and will be acting in their individual capacities.

Important information to note regarding gatekeeper permission letters:

1. It must be a response from the gatekeeper, NOT a form designed by the PI.
2. It must appear on the gatekeeper's letterhead/be clearly stamped. The UKZN letterhead is reserved for studies conducted about and at UKZN campuses
3. It must contain contact details of the gatekeeper and the name of the person granting permission.
4. The person granting permission must neither be a participant nor a researcher in the project.
5. Any conditions that must be accepted by the PI.
6. The title appearing in the gatekeeper permission letter must be the same as that of the project.
7. It must indicate the duration of data collection (if applicable).

Issued by HSSREC