



**UNIVERSITY OF CAPE TOWN**  
**Faculty of Health Sciences**  
**Research Ethics Office**



**Room G50 Old Main Building  
Groote Schuur Hospital  
Observatory, 7925**

24 March 2020

Dear FHS Research Community

**Faculty of Health Sciences Research Ethics Office: remote administrative support**

Given the recent announcement by the State President regarding a national shutdown, the Faculty Research Ethics Office (FREO) will be closed as from Thursday, 26 March 2020. However, the FREO will still provide administrative support remotely over the lockdown period and your cooperation will be highly appreciated.

Below, please see important information to ensure smooth operation of the research ethics committees administratively supported by the FREO:

**1. Human Research Ethics Committee (HREC):**

The HREC will accept electronic submissions via email to [hrec-enquiries@uct.ac.za](mailto:hrec-enquiries@uct.ac.za). Please ensure that each submission is in a single pdf-file (not scanned).

Please note that all HREC forms and instructions are available on the HREC webpage at: <http://www.health.uct.ac.za/fhs/research/humanethics/forms>.

For general queries relating to human research, please submit to [hrec-enquiries@uct.ac.za](mailto:hrec-enquiries@uct.ac.za).

**2. Animal Ethics Committee (AEC):**

The AEC will accept electronic submissions via email to [fhsanimalresearch@uct.ac.za](mailto:fhsanimalresearch@uct.ac.za). Please submit a pdf-copy (not scanned) or MS Word copy of your application. Please use the Submittable online platform to submit amendments and annual renewals/final reports. If you use animal material (e.g. blood, samples, tissues, etc.) for scientific purposes, please submit a completed and signed application form (FHS030) via email to [fhsanimalresearch@uct.ac.za](mailto:fhsanimalresearch@uct.ac.za).

For reporting of incidents, violations, deviations, unanticipated problems and adverse events, please use FHS031.

Please note that forms and instructions (for Submittable submissions) are available on the AEC webpage at: <http://www.health.uct.ac.za/fhs/research/animalethics/forms>.

For general queries relating to animal research, please submit to [fhsanimalresearch@uct.ac.za](mailto:fhsanimalresearch@uct.ac.za).

**3. Faculty Biosafety Committee (FBC):**

The FBC will accept electronic submissions (new applications, amendments and renewals) via email to [fhs.fbc@uct.ac.za](mailto:fhs.fbc@uct.ac.za). Please ensure that each submission is in a pdf-file or Word, and that relevant signatures have been obtained. Please use the latest form available on the FHS FBC webpage at: <http://www.health.uct.ac.za/fhs/research/faculty-biosafety-committee>.

Please send general queries relating to FBC submissions to [fhs.fbc@uct.ac.za](mailto:fhs.fbc@uct.ac.za).

Yours sincerely

**Ms. CARLETTE HLUNGWANI**  
**RESEARCH DILIGENCE MANAGER (Acting)**