

Mpumalanga Research Permission Process

Step 1: Researcher complete LoS Form

The researcher complete a Letter of Support Form (**LoS Form**) providing details of the study and type of resources required from the sampled facilities.

Step 2: Researcher contact sampled facility/district

The researcher uses the completed form to initiate contact with the sampled facility/district where the study will be conducted. The relevant Senior Manager of the facility/district is expected to sign the completed **LoS Form** indicating if the study is supported or not supported. For example: if the study is conducted at one of the hospitals in Mpumalanga Province, the CEO of the Hospital should sign the form for the researcher. If the study is conducted at Ehlanzeni District, i.e Clinics and CHCs, the district manager must sign the form. The institution is entitled to request additional documents for clarity about the study.

Step 3: Researcher uploads supporting documents on the NHRD website

The researcher uploads the following documents on the departmental website for consideration by the provincial health research committee:

- A detailed proposal
- A valid ethics certificate
- A signed **LoS Form**
 - <http://nhrd.health.gov.za>
 - Log in, complete the form & upload all mentioned documents.

Step 4: MPHREC Feedback

The secretariat of Mpumalanga Provincial Health Research and Ethics Committee monitors applications weekly, interact with researchers through the NHRD website. Feedback is communicated within three weeks provided all documents are in order.

Step 4: Researcher's Feedback

Research feedback/final report must be uploaded on the NHRD website following completion of the study: <http://nhrd.health.gov.za>. You may be invited to present the findings in an annual feedback session.

Research Office Contact details:

No.3 Government Boulevard
Indwe Building, 2nd Floor
Riverside Park Ext. 2
Mbombela, 1200

P O Box 11285
Mbombela, 1200

Contact Number: 0137663766

Adaptable Research Report Template: Project Name

Background

The whole report MUST be only two to four pages long, not an easy task. As Mark Twain said, "I didn't have time to write a short letter, so I wrote a long one instead," suggesting that writing a hundred words probably requires more mental effort than writing a thousand, particularly if you want it to be meaningful. Remember to delete these instructions, insert your logo in the header if you want to, insert the project name in the main title above, and to change the date in the footer. You can change the titles and delete sections if not applicable, this is a guideline and is not set in stone. Maximum number of pages: 4, and must be submitted within three months post completion.

Purpose and Objectives

Methodology: **Research Designed used:**

Estimated population size:

Target Sample:

Response Rate:

Most important results/findings

Important recommendations and requirements for implementation

Current Practice:

Suggested Practice:

Budgetary Implication:

Conclusions and Limitations

Contact information

Who to contact for questions or clarification.

Recent publication/poster

Reference and link for recent publication/poster if available.