



WHEN THE SUN RISES
WE WORK HARD TO DELIVER

Mpumalanga Department of Health

PRACTICAL GUIDE TO OBTAINING RESEARCH PERMISSION

RESEARCH AND EPIDEMIOLOGY UNIT
ISSUED: 5 February 2026

PURPOSE OF THE RESEARCH UNIT

- The unit's key purpose is to provide verifiable information for the department by way of conducting research and facilitating the implementation of research findings for healthcare practice and policy development.
- Run the provincial research governance process (protocol vetting support, data access procedures, ethics liaison), and support HREC (secretariat functions).
- Curate evidence syntheses, policy briefs, and communities of practice; maintain a knowledge portal. (facilitate the dissemination and publication of relevant research information)
- broker partnerships with universities/researchers and commission/ conduct internal research.

WHY DO PEOPLE CONDUCT RESEARCH?

People conduct research for a bunch of reasons, like wanting to learn something new, solving a problem or to prove a point, while others do so for practical application.

The majority of applications received by the department are for educational purposes (master's and PHD studies). However, we encourage employees to conduct research to inform decision-making and provide scientific evidence for policy and practice

HOW DO YOU APPLY?

<http://www.mpuhealth.gov.za/>

Not secure mpuhealth.gov.za



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REPUBLIC OF SOUTH AFRICA

MPUMALANGA
THE PLACE OF THE RISING SUN

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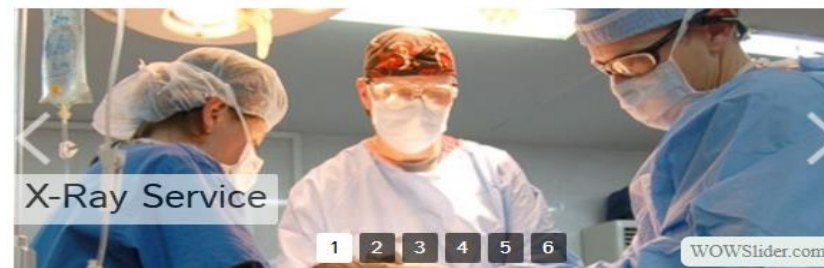
Diseases and Conditions



Welcome to Department of Health Mpumalanga

The Mpumalanga Department of Health's Provincial Offices are located at Government Boulevard, Riverside Park, Nelspruit, Mpumalanga.

The Mpumalanga Province has a land surface area of 78,370 km square which represents 6.4% of South Africa's total land area. The population of just over 3 million people represents 7.3% of the total country's population.



News Updates

>>Nomination of Members to the Mental Health Review Board

>>Online Nomination Form(MHRB)

>>NPO FUNDING FORM

>>Budget Speech 2022 / 2023

>>Mpumalanga Provincial Health Research and Ethics Committee Documents

>>Applications form to be MURC

Graduation Invitation



>>MEC'S HOTLINE

0800 111 151

>>EMS TOLL-FREE

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ONLINE APPLICATION SYSTEM

For HR Enquiries

Glory Mokone @ 0137663340

2026 Online Nursing Intake(CLOSED NOW)

>Cuba Bursary 2024

>RSA-CUBA Application Form

Nkangala Vaccination Prog

GertSibande Vaccination Prog.pdf

Ehlanzeni Vaccination Prog.pdf

Quick Links

kruger National Park

Use the approved research agenda to help guide your research focus: studies that align with the research agenda will be prioritised when permission is granted

HOW DO YOU APPLY?



Mpumalanga Department of Health Research Agenda 2025-2030

APPROVAL OF THE RESEARCH AGENDA

ADOPTED / NOT ADOPTED

PROF S MOKOENA
CHAIRPERSON: MPHREC

15/12/2025

DATE

SUPPORTED / NOT SUPPORTED

DR LK NDHLOVU
HEAD: HEALTH

17/12/2025

DATE

APPROVED / NOT APPROVED

HON SJ MANZINI (MPL)
MEC: HEALTH

25/12/2025

DATE

Effective date: 19/01/2026

Read to understand the process before applying

HOW DO YOU APPLY?

Mpumalanga Research Permission Process

Step 1: Researcher complete LoS Form and Drafts the Proposal

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

The researcher uses a proposal guide obtained from the departmental website to develop and submit a standardised research proposal.

Step 2: Researcher contacts the sampled facility/district

The researcher initiates contact with the sampled facility/district where the study will be conducted and requests the relevant Senior Manager of the facility/district 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, **Le** Clinics and CHCs, the district manager must sign the form. The institution is entitled to request additional documents for clarity about the study. *(this is the responsibility of the researcher and not the Department of Health nor its employees)*

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 the Mpumalanga Provincial Health Research and Ethics Committee monitors applications weekly and interacts with researchers through the NHRD website. Applications that are compliant are submitted to the research or ethics committee for review on a quarterly basis.

Feedback is communicated through the NHRD, a week after the committee sitting.

Step 4: Researcher's Responsibility

Researchers are responsible for providing the department with periodic progress reports and the submission of the final report and articles must be emailed to Finalresearchreport@mpuhealth.gov.za and can also 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:



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Download the form and contact the facility manager, CEO or programme manager for support

HOW DO YOU APPLY?



No.3, Government Boulevard, Riverside Park, Ext. 2, Mbombela, 1200, Mpumalanga Province
Private Bag X11285, Mbombela, 1200, Mpumalanga Province
Tel I: +27 (13) 766 3429, Fax: +27 (13) 766 3458

Litiko Letemphilo

Departement van Gesondheid

UmNyango WezeMaphilo

Letter of Support (To be signed by relevant Senior Managers/Responsibility Managers)

1. Study Details	
1.1 Name of Applicant	charlene khethiwe Mavimbela
1.2 Contact Number:	(0) 724589266
1.3 Study Title:	an evaluation of the service delivery complaints management system within Mpumalanga Health: The case of Gert Sibande District
1.4 Data collection period to undertake the study:	Start: 01/2002 End: 06/2024
<p>1.5 Provide summary of the study, study area, and how data will be collected (your response should not be more than the space provided:</p> <p>The purpose of the study is to evaluate the complaints management system within the Department of Health in Mpumalanga, this is to determine whether litigations are a result of poor management of complaints by the hospitals in the Msukaligwa, Mkhondo, and Chief Albert Luthuli local municipalities within Gert Sibande District.</p> <p>The study shall consist of two groups namely, group 1 which consists of patients/community members with 353 participants, and group 2 which consists of hospital staff members with 144 participants.</p> <p>The study is a mixed method, which shall employ semi-structured interviews, questionnaires, and observations as data collection tools.</p> <p>To conduct statistical analysis of the quantitative data SPSS software shall be utilised, The qualitative data shall be analysed using MAXQDA which is a tool suitable for qualitative and</p>	



HOW DO YOU APPLY?

5 Declaration

Declaration by Applicant:

I Mr/Ms/Dr/Prof/Adv. Ms CK Mavimbela agree to submit/present the result of this study back to the CEO/Institution/District.

Estimated date of feedback: 17-Jan-24

To be signed by a relevant CEO/District Manager/Programme Manager/Senior Manager in Mpumalanga Province

Supported / Not Supported

Signature: _____

Date: _____

Name: _____

Stamp

(CEO/OPM/Programme Manager) Please fill in the name and designation when supporting



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A duly signed form can be uploaded on the **nhrd** website by the researcher or

National Health Research Database (NHRD)

Once you have all your documents... NOW you can register on the NHRD system at nhrd.health.gov.za

Log in

Register

Help & Support

Home

Submit New Proposal

Researcher Resources

Search

About

LOG IN TO NHRD

khethiwem@mpuhealth.gov.za

Please log in using your registered email address

Next

NEW TO NHRD?

Register New Account



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National Health Research Database (NHRD)

Once registered, upload the required document



The National Health Research Database

Log off My Account (khethiwem@mpuhealth.gov.za) Help & Support

Researcher

- Home
- Manage Assigned Applications
- AHC Reports
- Submit New Proposal
- Manage Proposals
- Manage Researchers
- About



Announcements:

NB: Please note if you are registering for the first time on the NHRD system please check your spam folder in your emails for the account verification email that will allow you to complete your registration on the system.

New to this site or first time applicant?



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The committee reviews all compliant applications and provides feedback. Once comments are addressed, the permission letter is provided

PERMISSION LETTER

DOH
EMBLEM



Indwe Building, Government Boulevard, Riverside Park, Ext. 2, Mbombela, 1200, Mpumalanga Province
Private Bag X11285, Mbombela, 1200, Mpumalanga Province
Tel l: +27 (13) 766 3429, Fax: +27 (13) 766 3458

Litiko Letemphilo

Departement van Gesondheid

UmNyango WezeMaphilo

Enq: 013 766 3766
Ref: MP_202510_002

Research Permission Letter

VERIFY
APPLICANTS
NAME

MRS BM MNISI
PRINCIPAL INVESTIGATOR
POBOX 568, SONPARK
NELSPRUIT, 1200

VERIFY TITLE

Dear Ms Mnisi

STUDY TITLE: AN INVESTIGATION INTO THE INADEQUACIES OF NURSING RECORD-KEEPING PRACTICES AT A SELECTED PUBLIC HOSPITAL IN MPUMALANGA PROVINCE: A QUANTITATIVE ANALYSIS

Confirm
dates and
facilities.
Compare
against the
list provided

The Mpumalanga Provincial Health Research and Ethics Committee (MPHREC) has accepted your research proposal in the latest format you sent and hereby grant you permission to conduct your research as detailed below.

- Permission Reference Number: **MP_202510_002**
- Data Collection Period: **15/10/2025 - 12/04/2026**
- Permitted Data Collection Facilities: **ROB FERREIRA HOSPITAL**

Kindly ensure that conditions mentioned below are adhered to, and that the study is conducted with minimal disruption and impact on our staff and ensure that you provide us with a soft or hard copy of the report once your research project has been completed.

Conditions:

- Researchers are not allowed to make copies, take pictures of medical records, or administer medicine to patients at the facility.
- Kindly notify the facility manager a **week BEFORE** you start with data collection to ensure that conditions are conducive in the facility.
- The **FINAL RESEARCH FINDINGS** must be uploaded on the NHRD website.

Kind regards

Ensure signed by chair/Deputy
chair and dated

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PERMISSION LETTER

Please take
note

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Conditions:

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- *Kindly notify the facility manager a **week BEFORE** you start with data collection to ensure that conditions are conducive in the facility.*
- *The **FINAL RESEARCH FINDINGS** must be uploaded on the NHRD website.*

Send final research reports to:
Finalresearchreports@mpuhealth.gov.za



ACCESSING PATIENT FILES AND INFORMATION FROM PATIENT FILES

All requests for patient files must be made according to the PAIA Manual of the Department. This includes requests for **research purposes**.

The permission letter **does not exempt** researchers from this process. **COSTS WILL BE INCURRED**

Facilities are **NOT ALLOWED** to provide patient files to external researchers and or attorneys; this is facilitated through the District and Provincial Office.



PROMOTION OF ACCESS TO INFORMATION (PAIA) MANUAL

ACCESSING PATIENT FILES AND INFORMATION FROM PATIENT FILES

4.2 RECORDS THAT MAY BE REQUESTED [Section 14(1)(d)]

SUBJECT	RECORDS CATEGORIES
1.Communication	<ul style="list-style-type: none"> See automatic disclosure list (4.1) for most items generated by this function Disease Surveillance reports Environmental impact assessment reports
2.Communicable diseases, epidemiology, expanded programme on immunisation, environmental health and occupation a health	
3.District Health Services	<ul style="list-style-type: none"> District Health Plans Intergovernmental relations files Comprehensive Reports on HIV & AIDS, STIs and TB. statistics on CCMT and ART Organizational Structures Human Resources Development and Training Reports Human resource management Recruitment Reports Health Information Management Reports Records management Services IT infrastructure Reports
4.HIV/AIDS/STIS/TB	
5.Human resource development and training	
6.Human Resource Management	
7.Information and records management	
8.Information technology/information systems	
9.Integrated primary health care services	<ul style="list-style-type: none"> Primary Health Care Reports Patient files and reports Code of conduct Statistics Disciplinary cases Lawsuits/litigation files Reports on Maternal Health, child Health Nutrition and educational Reports Nursing student files Nursing services Nursing Care Services Reports and Files Medicines Consumption statistics Building plans Infrastructure reports
10.Labour relations	
11.Legal Services	
12.Mother and child, women's health nutrition	
13.Nursing Education	
14.Pharmaceutical services	
15.Physical facilities planning and coordination	



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FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:



PROGRESS AND FINAL RESEARCH REPORT

Researchers are required to provide progress reports, final research papers and articles TO:

FinalResearchReports@mpuhealth.gov.za



You can be requested to present the findings of your study to Management and at the Research Day.



CONTACT DETAILS

- For more information: Please contact,

Name and Surname	Ms Ranzo Hlatshwayo	Dr Jerry Sigudla	Dr Khethiwe Mavimbela
Designation	Research Admin Support	Manager: Research (NHRD)	Senior Manager: Research
Contact Details	RanzoHla@mpuhealth.gov.za / 072 722 0639	JerryS@mpuhealth.gov.za / 081 815 4458	KhethiweM@mpuhealth.gov.za / 072 458 9266

THANK YOU



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