



APPLICATION FOR PERMISSION TO CONDUCT RESEARCH STANDARD OPERATING PROCEDURE

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| Author | Sindiswa Kwenaita |
| Contributors | Management Committee Programme Accreditation Committee |
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List of Abbreviations and Acronyms

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| SACPCMP | South African Council for the Project and Construction Management Professions |
| IHL | Institution of Higher Learning |
| RP | Registered Person |
| HOD | Head of Department |
| SOP | Standard Operating Procedure |

Application for Permission to Conduct Research Standard Operating Procedure

1. Definitions

“Research” means systematic investigation to find answers to a problem¹, through planned and systematic collection, analysis and interpretation of data².

“Research Method” encompasses all aspects of the data collection process which may include, though not exhaustively, interviews, questionnaires, focus groups, textual or content analysis and observations³.

“Research Population” a group of people about which some information is required to be gathered⁴.

“Researcher” means academics, individuals or organisations wishing to conduct research in the South African Council for the Project and Construction Management Profession (SACPCMP) or on its data base of Registered Persons.

“Applicant” any individual or organisation in their capacity as researcher applying for permission to conduct research in SACPCMP or on its data base of Registered Persons.

“Registered Person” any individual who has successfully registered with the Council and has been issued with a registration certificate as described in Sections 19 (2) and 18 (1) of the Act.

“Employee” is any person who is permanently employed by and those contracted to work for the SACPCMP.

“The Council” means the South African Council for the Project and Construction Management Profession (SACPCMP)

“The Act” means the Project and Construction Management Act, 2000 (No 48 of 2000).

2. Introduction

Research is an integral part of good professional practice which in some cases influences practice procedures and outcomes⁵. The South African Council for the Project and Management Professions (SACPCMP) seeks to promote access to researchers to conduct research in the SACPCMP and its Registered Persons (RPs). While the SACPCMP recognises the benefit of research there must be a commitment to ensure this research is relevant, ethical and has minimal impact on the research population.

3. Purpose

The Council receives requests from researchers to conduct research involving employees or RPs. The purpose of this Standard Operating Procedure (SOP) is to outline in systematic detail the procedure of obtaining permission to conduct research in the SACPCMP and on its RPs.

¹ Burns, R. 1997. *Introduction to Research Methods*. 3rd Edition. Melbourne Australia: Addison Longman

² Singh, Y. 2006. *Fundamental of Research Methodology and Statistics*. New Delhi, India: New Age International Publishers

³ Paradis, E, O'Brien, B, Nimmon, L, Bandiera, G, and Martimianakis, A. 2016. Design: Selection of Data Collection Methods. *Journal of Graduate Medical Education*: May, 8(2) pp. 263-264

Phillips, P and Stawarski, C. 2008. Data Collection: Planning for and collecting all types of Data. San Francisco, USA: Pfeiffer

⁴ Banerjee, A and Chaudhury S. 2010. Statistics without tears: Populations and samples. *Industry Psychiatry Journal*. Jan-Jun; 19(1): 60–65

⁵ Kumar, R. 2019. *Research Methodology: A Step by Step Guide for Beginners*. 5th Edition. London, United Kingdom: Sage Publications Ltd

This SOP will ensure that applications for permission to conduct research are managed and processed accordingly and that requests are verified. Requests for access to information or records held by the Council is covered in the Promotion of Access to Information Manual.

4. Applicable Legislation

The Promotion of Access to Information Act, 2000 (Act no.2 of 2000) applies to this SOP. The Act in Section 14 (h), which describes the powers of Council, states that the Council should “encourage and itself undertake research into matters relating to the project and construction management professions”.

5. Application Criteria

All applicants will be reviewed by the Council in accordance with the following criteria:

- 5.1. All approved research projects must be relevant to the professions and categories as described in Section 18 of the Act.
- 5.2. All research projects should be minimally intrusive to employees and RPs.
- 5.3. Participation in a research project by employees and/or RPs is voluntary and requires obtaining active, informed written consent.
 - 5.3.1. For online surveys, there should be a section, where the participant can confirm or input, that they have read the consent information and agree to participate
- 5.4. All personal and confidential information must be administered in accordance with the Protection of Personal Information Act, 2013 (Act no. 4 of 2013)
- 5.5. The researcher(s) must refrain from using techniques which invade privacy, rights and/or the integrity of participants.
- 5.6. The use of monitoring devices like tape recorders and cameras, in interview and observation research methods, must be made explicit prior to engagement with participants, and participants must be allowed to decline their use, if they wish.
- 5.7. The research report or summary must include a disclaimer indicating that the findings and recommendations arising from the research do not represent the views of the SACPCMP.
- 5.8. Applicants must familiarise themselves with the criteria and procedure before applying for permission to conduct research.

6. Application Procedure

The following aspects encompass the entire application process:

- 6.3. Applicants should approach the Council’s Research and Policy Development department or, alternatively, the Education Manager until the said department has been established, by submitting a formal letter requesting permission to conduct research.
- 6.4. The applicant will be sent an official application form to complete, which is attached as Annexure A.
- 6.5. Application form must be submitted, by the applicant, to the relevant department, and it must be received at least three (3) months before their data collection should begin. Urgent applications may be considered, where applicable.
- 6.6. The receiving department will verify that all the required documents have been submitted before the application is considered and any outstanding documents will be requested from the applicant.

6.7. The following documents must be attached to an application for permission to conduct research:

- 6.7.1. Letter of Request
- 6.7.2. Completed and signed application form
- 6.7.3. Research Proposal
- 6.7.4. Ethical clearance letter/certificate
- 6.7.5. Data collection tool (incl. questionnaire (online survey questions), interview schedule, observation template, and/or focus group guide, whichever is applicable)
- 6.7.6. Sample of Information sheet and consent form
- 6.7.7. Permission letter from study promoter or supervisor (*only for postgraduate research*)
- 6.7.8. Letter of support from Institution of Higher Learning (IHL), employer, industry group or Voluntary Association
- 6.7.9. Signed declaration form (Annexure B)

7. Processing of Applications, Outcomes, and conditions

- 7.3. Applications will be considered by the Research and Policy Development department or, alternatively the Education department in consultation with the relevant committee, until the said department has been established.
- 7.4. One of the following outcomes regarding the evaluation of the application are possible:
 - 7.4.1. The application is absolutely approved
 - 7.4.2. The application is approved subject to certain conditions being met
 - 7.4.3. The application is denied, with reasons provided.
- 7.5. The outcome of the application for permission to conduct research must be communicated to the applicant, in writing, within seven (7) working days of the decision.
- 7.6. Applications will be archived in a secure repository for at least three (3) years.
- 7.7. All permission to conduct research approval notices are valid for two (2) years.
- 7.8. Once the permission to conduct research approval notice is obtained the Council's Stakeholder Relations and Communication department will distribute invitations, for participations in the approved research, to its database of RPs and/or employees.
 - 7.8.1. The Council will not provide the researcher with the contact details of any of its RPs and/or employees.
 - 7.8.2. Only those who would like to participate in the research, or respond to a survey, will contact the researcher directly, upon receipt of the invitation described in 7.8.
- 7.9. A copy of the research dissertation or thesis must be provided to the Council upon completion of the research project, for information purposes.
- 7.10. The Council will not provide the researcher with any resources (such as, the Council's employees, stationery, photocopiers, telephones or money) for their data collection process.

ANNEXURE A
APPLICATION FORM FOR PERMISSION TO CONDUCT RESEARCH IN SACPCMP OR ON ITS REGISTERED PERSONS

A. APPLICANT INFORMATION

| | | | |
|--|--|--|--|
| Title (Dr/Mr/Mrs/Ms/Prof) | | | |
| Name/s | | | |
| Surname | | | |
| ID no. | | | |
| Postal Address | | | |
| Contact details | Tel | | |
| | Mobile | | |
| | E-mail | | |
| Name of Institution where research is registered or commissioned | | | |
| Field of Study/Faculty or School | | | |
| Qualification registered for (if applicable) | <i>Please select relevant option (✓)</i> | | |
| | Doctoral Degree | | |
| | Master's Degree | | |
| | Other (please specify) | | |
| List of other organisations involved | | | |
| Conflict of Interest | | | |

B. RESEARCH PROJECT DETAILS

| | | |
|---|-----------------------|----------|
| Research Title | | |
| Purpose of Research | | |
| Alignment to National and/or Built Environment strategic priorities, goals, policies and/or initiatives | | |
| Perceived Relevance to construction sector | | |
| Research Project timeline | Start Date – end date | Activity |
| | | |
| | | |
| | | |

Confirmation of supporting documents (tick✓ if submitted)

| | |
|---|--|
| Approved Research Proposal | |
| Letter of support | |
| Permission from promoter or supervisor (for postgraduate students only) | |

C. RESEARCH METHODS, PARTICIPATION AND ETHICS

| | | | |
|--|--|--|--------------------|
| Data Collection Tool/s | | | |
| Group from whom you require participation (<i>tick ✓ next to applicable group</i>) | Employees | | Registered Persons |
| Sample selection | | | |
| Do you require access to the Council's records, data and/or information? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Do you need SACPCMP to disseminate survey questions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Have you sought and received approval from the relevant ethics committee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is the research of a sensitive nature? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, please explain how and why | | |
| | | | |

Confirmation of supporting documents (tick ✓ if submitted)

| | |
|--|--|
| Ethical Clearance Letter/Certificate | |
| Copy of data collection tool | |
| Sample of Information sheet and consent form | |

FOR OFFICIAL USE

| | | |
|-----------------------------|--|------------------------------------|
| Decision made by: | | |
| Decision | | <i>Please tick relevant option</i> |
| 1 | Application approved | |
| 2 | Application approved subject to certain conditions. <i>Specify conditions below</i> | |
| | | |
| 3 | Application declined. <i>Provide reasons for non-approval below</i> | |
| | | |
| AUTHORISED SIGNATURE | | |
| DATE | | |

ANNEXURE B
APPLICANT DECLARATION FORM

I undertake to use the information that I acquire through my research, in a balanced and a responsible manner. I furthermore take note of, and agree to adhere to the following conditions:

- a) I will schedule my research activities in consultation with research participants;
- b) I agree that involvement by participants in my research study is voluntary, and that participants have a right to decline to participate in my research study;
- c) I will obtain signed consent forms from participants prior to any engagement with them;
- d) I will inform participants about the use of recording devices such as tape-recorders and cameras, and participants will be free to reject them if they wish;
- e) I will honour the right of participants to privacy, anonymity, confidentiality and respect for human dignity at all times. Participants will not be identifiable in any way from the results of my research, unless written consent is obtained otherwise;
- f) I will not include the names of research participants in my research report, without the written consent of each of the said individual/s;
- g) I will include a disclaimer in any report, publication or presentation arising from my research, that the findings and recommendations of the study do not represent the views of the SACPCMP; and
- h) I will provide a copy of my research report/thesis or dissertation to the SACPCMP for information purposes.

I declare that all statements made in this application are true and accurate. I accept the conditions associated with the granting of approval to conduct research and undertake to abide by them.

| | |
|-----------|--|
| Signature | |
| Date | |