SEPTEMBER 2012

GDE RESEARCH PROTOCOL

The stages to be followed are as follows:

1. The researcher can obtain the GDE Research Request form from the GDE Research Co-ordination Unit at Head Office or from the GDE website www.education.gpg.gov.za.

2. The researcher completes the form and provides details of the envisaged research, explains the methodology to be used and signs a declaration on the penultimate page of the form. The supervisor/promoter signs the declaration on the last page indicating that the research has been approved by the Higher Education Institution/Organization.

3. If a group of students/researchers wish to conduct the same research at the same or different institutions, then either the supervisor or the lead researcher may complete the research request form. However, Annexure A attached to the GDE Research Request form must be signed and completed with details of all the researchers who will be conducting research at GDE Institutions.

4. The researcher/s submit/s the completed Research Request form (and Annexure A if applicable) as well as the approved Research Proposal, questionnaires, interview schedules, etc. to the Research Co-ordination Unit. This may be done by email, fax, and mail or by hand.

5. The Declarations by the Researcher; the Supervisor/Promoter/Lecturer and by the Group of Researchers (if applicable) must have original signatures and may be sent by fax or in a PDF email format.
6. The Research Co-ordination Unit receives the documents, captures the information and gives each research request a unique reference number.

7. The Research Co-ordination Unit then assesses the request for ethical and GDE policy compliance.

8. In the event of non-compliance the Form is returned to the Researcher with explanatory notes.

9. Although Research Requests are processed as soon as possible, the policy recommends that researchers submit applications at least one month before research is undertaken.

10. An ethical clearance certificate may also be requested.

11. In the event of compliance, the Research Unit issues a letter of approval signed by the Director Knowledge Management & Research Co-ordination with the proviso that all conditions stipulated in the Research Approval Letter are adhered to. This letter will be sent to the researcher’s email address. If any of the conditions are flouted, the GDE reserves the right to withdraw approval.

12. Approval may be granted for research to be conducted in GDE Institutions from the second week of February each year up to the end of the third term which is normally at the end of September.

13. The GDE reserves the right to decline a research request.

14. If a researcher is unable to complete the research in the stipulated time frame, or for longitudinal research, the researcher may request an amended Research Approval Letter for the following year by sending an email with the request and quoting the reference number on the GDE Research Approval Letter.

15. Upon completion of the degree / project, the researcher is obliged to furnish the GDE Director of Knowledge Management and Research with both an electronic and a hard copy of the Research Report / Thesis / Dissertation.

16. The Research Co-ordination Unit will make the hard copy and the electronic copies of Research Reports that are submitted, available to the GDE Head Office Library.

17. The Research Co-ordination Unit will provide brief summaries of research findings and recommendations to relevant directorates within GDE.

18. The Research Co-ordination Unit also undertakes to publish a list of
Research Reports / Thesis / Dissertations which have been received in an annual Research Publication.

19. The Research Co-ordination Unit may request that researchers, who have conducted research on critical issues, write a short article on the research which they conducted.

20. Researchers may also be requested to share their findings and recommendations with the broader GDE stakeholders.