



**University of Fort Hare**  
*Together in Excellence*

## Human Research Ethics Committee

### UFH HREC Complaints Form

**DEFINITIONS**

**Complainant** means a person or entity that submits a complaint to the UFH HREC

**Respondent** means an individual or research ethics committee against whom a complaint is made.

**Complaints Administration Officer** means the person designated to receive complaints and to manage the process of responding to them.

**1. Complainant:**

Name				
Postal Address				
Residential Address				
Telephone				
Fax				
Email				
Do you wish to remain anonymous?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**2 Details of person or entity against whom/which the complaint is lodged:**

Name:	
Postal Address	

Residential Address	
Telephone	
Fax	
Email	

### 3 Nature of the Complaint

**3.1** If the complaint pertains to a particular research project, please provide the following information (if available):

Title of research study or clinical trial <sup>2</sup> .	
Name of Principal Investigator	
Name of Sponsor	
Institution or site where research project is being conducted.	
Contact details of Principal Investigator	
Name of the research ethics committee that approved or reviewed the study.	

**3.2** Please provide comprehensive details of the complaint with supporting evidence (if available). Use additional pages if necessary, including measures taken so far.

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<sup>2</sup> Please attach full research proposal/protocol, proof of ethical clearance and other relevant documentation if available.

I hereby declare that the above submission is accurate and true to the best of my knowledge.

Signed this day of ..... 20.....

Signature: .....

Full Name.....

(Print Name)

