



University of Fort Hare
Together in Excellence

Health Research Ethics Committee

INCIDENT REPORT FORM WHEN CONDUCTING RESEARCH WITH HUMAN PARTICIPANTS

Note: An incident is seen as an unanticipated situation or issue that arises while conducting your research and that has no direct cause/effect due to an intervention.

Please complete the form according to the following guidelines:

- Researchers need to complete Sections A to C.
- The Chairperson of the Health Research Ethics Committee will complete Section D.

SECTION A: GENERAL INFORMATION

1. Project Leader/Principal Investigator/Study leader Details						
Surname		Initials		Title		
Department/ Research unit						
E-mail						
Telephone	Work		Cell		Fax	
2. Student Details (if applicable)						
Surname		Initials		Title		
Department/ Research unit						
E-mail						
Telephone	Work		Cell		Fax	
3. Details of approved research						
Title						
Ethics Approval Number						
Approval date		Expiry date				
Last submission of a monitoring report	Date:					

SECTION B: INCIDENT REPORT

Please describe the progress to date of the project (not more than 500 words):

Please describe the incident that is being reported in detail (please ensure that you respond to what, where, who, how, and when of the incident):

Please describe the action that has been taken to date in detail in order to contain the incident:

Please indicate a possible strategy/action plan for correcting the incident:

Please indicate a possible strategy/action plan for ensuring that it will not occur again:

	Yes	No	NA
Will this incident require that the proposal will have to be changed? If yes, please ensure that an amendment request is submitted to the Ethics Office as soon as possible.			

SECTION C: SIGNATURE

By signing this document, I certify that the information provided is accurate and complete.

Signature by the primary investigator		Date	
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SECTION D (for office use only):

14. Ethics Office report	Yes	No	NA
Has the incident been satisfactorily reported?			
Has the incident been satisfactorily addressed?			
If yes, please explain the manner in which the incident was managed with the project leader/principal investigator/study leader and participant/s:			
UFH HREC Chairperson	Signature	Date	
Ethics Office Secretariat	Signature	Date	