Requests for permission to conduct research – Document requirements

Any request to conduct research in the City of Cape Town should be accompanied by the following documents, in order to be considered:

- An approved research proposal or outline of the planned research including:
  - Research title and topic, a concise description of the research project/proposal, purpose and focus.
  - Information on all the research partners or organisations involved in the research.
  - A short summary of the literature and research framework.
  - Details of the research methodology (including sampling, research questionnaire and/or focus group outline, intended analysis and management of the data post the research).
  - A high-level research plan with timeframes and expected final research completion date.

- A letter or document related to the research ethics pertaining to the research.
- Full details of how the research and information will be used.
- Full details of what is specifically requested from the City of Cape Town for the research, including data, information, documents and the identification of potential City of Cape Town participants and how these resources are anticipated to be accessed.
- Full details of the expected impact on time for potential participants.
- The period during which the research is planned to be conducted in the City of Cape Town.
- Details of any planned publishing of the research (name of publication and timeframes).
- Any related information as may be requested from the City of Cape Town.

Research requests for academic purposes (including masters', doctoral and post-doctoral degree study candidates), should also include the following documentation:

- Documentary proof of current registration at a tertiary institution.

- A letter from the tertiary institution and/or main supervisor confirming the candidate's requirement to undertake the research and details of the relevant course of study.

- A letter or document from the tertiary institution's Ethics Committee, or similar body, indicating approval of the research subject, topic and proposal or that the approval is in the process of being reviewed.

- For group research requests for academic purposes, a list of the group members requesting the research, and the name and contact details of the group leader, must be submitted in addition to the requirements listed in the above section.

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Research requests from independent researchers and organisations should also include the following:

- A 2-3-page Curriculum Vitae (CV) of the lead researcher
- A 1-2-page Curriculum Vitae (CV) of the organisation

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Research requests from all City of Cape Town staff members for academic purposes should also include the following:

- A letter from the staff member's line manager acknowledging that he/she is aware of the scope and nature of the research being undertaken.

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Additional Information

- Any request to conduct research should be submitted as soon as possible, before the anticipated research commencement date.

- All the required documentation must be submitted at least one month (20 working days) before the expected research commencement date.

- The City will generally not consider requests to supply mass email addresses of potential respondents or requests for mass electronic distribution of a research instrument, e.g. a questionnaire, via the City's communications infrastructure.

- The City will review the request, and any approval granted to undertake the research might be subject to conditions.

- For any additional information required, kindly email researchrequest@capetown.gov.za.

Research Requests NOT covered under this request for permission to conduct research

- School assignments, undergraduate and honours degree studies, health-related (including environmental health), course-based (mini) research assignments, as well requests to interview elected officials - that is councillors, Mayoral Committee (Mayco) members, the Mayor, etc).

- Applications for research permission from undergraduate and honours students are for direct engagement with and approval by the relevant line department. Applicants are advised to contact the line department/s concerned directly.

- Clinical health/medical[1] and environmental health-related research requests must be logged on the City of Cape Town's Monitoring of Approved Research System (MARS) - Kindly follow the link, complete and submit to the City Health department : http://www.capetown.gov.za/City-Connect/Access-information/submit-a-health-research-request

- Requests to interview elected officials – City of Cape Town councillors or executive councillors – must be directed to the Mayor's Office. Kindly send your request to the Office of The Speaker at Speaker.speaker@capetown.gov.za

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Requests for undertaking research in the City of Cape Town for undergraduate qualifications and honours degree purposes

- Research permission is not required for undergraduate degree/diploma and honours degree students who wish to undertake research in the City. Requests can be made directly to a line department, for consideration by, and at the discretion of, the relevant director.

  - Line departments should be approached directly for research permission by tertiary education students registered for their first and/or honours degree/diploma/certificate, for consideration by the director.
  - The Policy and Strategy Research Branch can assist line departments on a case-by-case basis where the line departments requests support for/input on requests from undergraduate and honours degree students.

- Line departments should keep the Policy and Strategy Department's Research Branch updated on a quarterly basis on any research approved – including any research by staff and/or external students at undergraduate and/or honours level undertaken in the department.

- Departments are to note that a key condition for support of research in the City is the return of the completed research report/product, by the applicant to the City, for wider sharing in the organisation via the Research Hub. Completed research reports must be sent to Sivuyile Rilityana at sivuyilevuyo.rilityana@capetown.gov.za

Accessing the Open Data Portal

Any data, information or content found on the City's Open Data Portal does not require permission from the delegated authority as it is already in the public domain. Information not found on the City's Open Data Portal requires approval for use. The link to the open data portal is http://odp.capetown.gov.za

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[1] Health/medical research refers to research of clinical nature that is subject to clinical ethics considerations.