**New Faculty of Health Sciences C1 form (FHS002):
for clearance of research proposals**

The C1 form serves to help manage risk (in terms of resource use, research ethics, health & safety, and finances) to the Faculty of Health Sciences at the time when researchers apply for external grant funding.

The Faculty has launched a new electronic C1 form that will replace the current paper form. Changes to the submission process accompany the new form.

**The new form can be found on the Faculty’s Research Finance webpage:** <http://www.health.uct.ac.za/research/governance/finance/forms>

**We hope the new system will:**

1. allow faster completion by the PI (once familiarised) and review by the signatories
2. facilitate the necessary assessment of potential risk to the Faculty
3. improve tracking of progress of review of the form
4. improve record keeping

**Significant changes to note are:**

* The C1 is completed electronically, with electronic signatures inserted and attachments uploaded where requested. It is distributed between signatories by email.
* The only signatures required are: PI, Research Management Accountant, Deputy Dean of Research. Other approvals, when required, are in the form of attached letters of approval.
* There is now no requirement for review and sign-off by the Departmental/Institute Research Chair (although this will still be required at time of ethics submission).
* The financial information section is now in a separate form that departmental Senior Finance Officers can complete in advance, or in parallel, to the PI completing the C1.
* The fields completed by the PI have changed slightly to meet risk assessment needs.

Specific instructions are given, with a process flow, in the new form.

From now until end January 2014 researchers may use EITHER the electronic or the old, paper C1 form.

**From 1 Feb 2014 researchers may ONLY use the new electronic form.**

Please familiarise yourself with the new electronic form, and associated process, in advance of the end January deadline.

If you have any queries or comments, please contact Carlette Hlungwani (carlette.hlungwani@uct.ac.za) or Yolande Harley (yolande.harley@uct.ac.za).