

APPLICATION to conduct research at SANRAL



Dear SANRALites

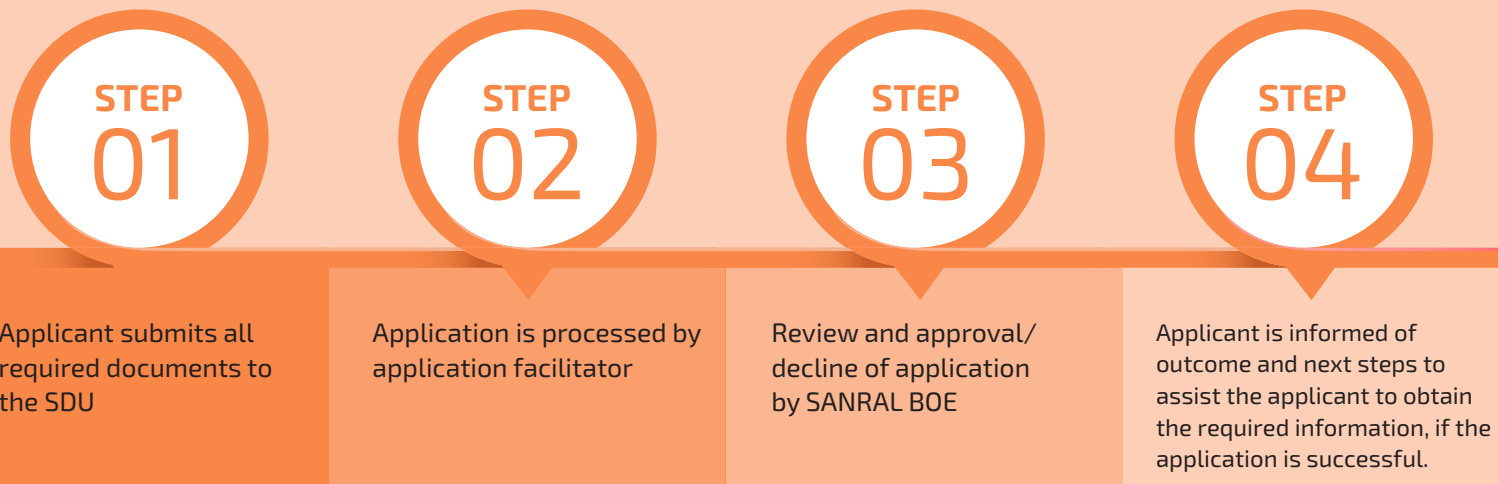
SANRAL values learning and knowledge development. Gathering information to conduct research is a crucial element in establishing a knowledge foundation, and SANRAL stands behind individuals engaged in research who need access to such information. The acquisition of information for the purpose of research is an important aspect for the creation of a knowledge base; and SANRAL supports those who are pursuing research and require access for the purpose of such research.

SANRAL is a state-owned entity and information held by the organisation belongs to the Republic of South Africa. All requests (internal and external) to access SANRAL information must undergo a verification process to mitigate the risk of acquiring the information for malicious intent to harm SANRAL. The process outlined below is intended to streamline access to the organisation's information, record applications and also determine the validity of the request and the suitability of the research in the SANRAL context. Once the process below is completed, there will be further verification of the authenticity of the application and appropriate levels of permission of access to SANRAL staff and information will be provided to the applicants.

Employees, students, organisations or members of the public wishing to access information held by SANRAL, for research purposes, or wishing to extract information from SANRAL employees by utilising questionnaires, interviews and or any other research method will be subject to this process and must apply through SANRAL's Skills Development Unit (SDU).

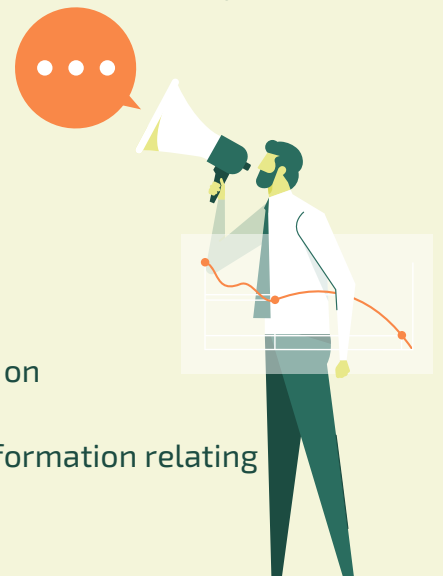
SANRAL Research application process

Six week turn around time required from date of submission to complete application



Documents required for research access approval

1. A completed SANRAL non-disclosure agreement signed, dated and witnessed. The non-disclosure agreement can be accessed [here](#).
2. A letter of request by the applicant detailing why SANRAL has been chosen as a suitable institution and indicating a commitment to submit the completed academic research report/thesis/paper etc. to SANRAL upon completion of the academic work and / or qualification.
3. Details pertaining to the:
 - a. Research sample required
 - b. Method of data collection – interviews, questionnaires, etc.
 - c. SANRAL data required as it relates to its operations
 - d. Time frame for data collection.
4. Proof of registration for the academic course.
5. Copy of the student card.
6. Letter of introduction from the supervising academic or sponsor on the academic institution letterhead.
7. Where applicable, the applicant's research proposal detailing information relating to the research topic.



All stated documents must be submitted to researchapplications@sanral.co.za

Important to note

1. Apply well in advance. Applications take up to six weeks to approve and this timeline must be considered in your data collection timeframe.
2. Submit all documentation required to the SDU as only complete submissions will be processed.
3. Ensure that the process respects the SANRAL Code of conduct and the Protection of Personal Information Act.
4. Remember to send a copy of the completed research assignment/thesis/report etc. to researchapplications@sanral.co.za for conclusion of the process.

Regards,

Skills Development Unit