

**College/Faculty/Branch/Cluster of Centre of Excellence  
Ethics Review Committee  
Universiti Teknologi MARA**



**Flowchart: Research Ethics Approval Application for Undergraduates or Postgraduates by Coursework**

FLOWCHART	PROCESS/ ACTIVITY	PERSONNEL	TIMELINE
	<ol style="list-style-type: none"> <li>1. DRP presentation / Proposal Preparation.</li> <li>2. Complete and verify application forms</li> <li>3. Submit the relevant ethics approval application forms to Coordinator / KPP /equivalent entities.</li> </ol> <p>Forms:</p> <ol style="list-style-type: none"> <li>a. Ethics Approval Application Form (C/F/B/CoEERC1).</li> <li>b. Participant Information Sheet (C/F/B/CoEERC2)</li> <li>c. Assent form (C/F/B/CoEERC3) (if applicable).</li> </ol> <p align="center">OR</p> <p>Application of Exemption from Ethical Review (C/F/B/CoEERC4).</p>	Applicant/ Supervisor	
	<ol style="list-style-type: none"> <li>1. Screening of all related forms (softcopy).</li> <li>2. Incomplete forms will be returned.</li> <li>3. Endorse and categorize the completed applications as either ethics exemption, minimal risk or more than minimal risk research.</li> </ol>	Coordinator / KPP (or equivalent)	7 working days
	Assign reviewer (REC Associate Member/ ERC Member)	C/F/B/CoE ERC Secretariat	7 working days

	<p>Reviewing process and decision by the reviewer:</p> <ol style="list-style-type: none"> <li>Approved</li> <li>Conditional Approvals: <ul style="list-style-type: none"> <li>Minor corrections: Amendments within two (2) weeks.</li> <li>Major corrections: Amendments within one (1) month.</li> </ul> </li> </ol>	Reviewer	7 working days
	Presentation and/or approval of the applications in scheduled meetings.	C/F/B/CoE ERC	Designated intervals
	More than Minimal Risk (MMR) will be forwarded to the UiTM REC	C/F/B/CoE ERC	
	<ol style="list-style-type: none"> <li>Notification of decision via email to applicant</li> <li>Upload a softcopy of the letters of approval along with a master list of monthly C/F/B/CoEERC approval for the month on the REC UiTM Google Drive / by email to <a href="mailto:recsecretariat@uitm.edu.my">recsecretariat@uitm.edu.my</a></li> </ol>	C/F/B/CoE ERC secretariat  Chairperson C/F/B/CoE ERC	7 working days

**Abbreviations:**

<b>KPP</b>	Head of School / Program ( <i>Ketua Pusat Pengajian</i> )
<b>CERC</b>	College Ethics Review Committee
<b>FERC</b>	Faculty Ethics Review Committee
<b>BERC</b>	Branch Ethics Review Committee
<b>CoEERC</b>	Cluster of Centre of Excellence Ethics Review Committee
<b>UiTM REC</b>	UiTM Research Ethics Committee

**Terms of Submission of Ethics Approval Application**

- All incomplete forms will be returned.
- Only applications endorsed by Coordinator / KPP / equivalent entities will be submitted to C/F/B/CoEERC.
- Any data collection instruments requiring participants' input must be prepared in both the Malay and English languages, and other language(s) understood by the participant (if necessary).
- Please keep in mind that required amendments will need additional processing time.
- The timeline of each process is subjected to the application workload of the respective faculty/branch.
- Provide any data or information on C/F/B/CoEERC records and processes during REC Audit.