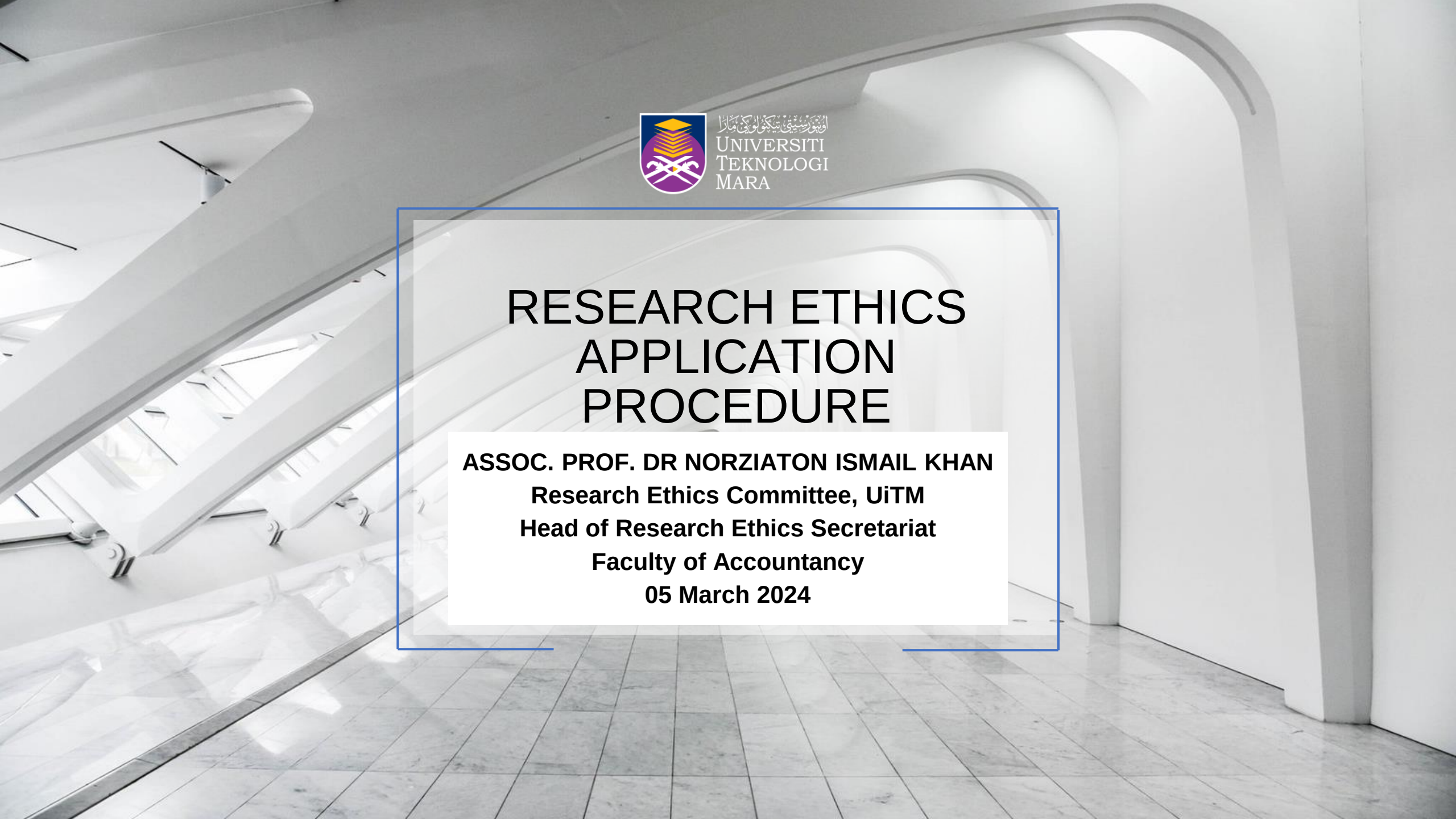


RESEARCH ETHICS APPLICATION PROCEDURE

ASSOC. PROF. DR NORZIATON ISMAIL KHAN
Research Ethics Committee, UiTM
Head of Research Ethics Secretariat
Faculty of Accountancy
05 March 2024

CONTENT

- Research Ethics
- Who Does What?
- REC 2, 3, 4, 12
- FBERC 1, 2, 3

- Q & A

Who Manages Research Ethics?

Composition:

- Chairperson
- Committee
- Secretariat

To protect your research participants and yourself, it is vital that you:

Step	1	Educate yourself about the relevant ethical principles and guidelines;
Step	2	Design your research in accordance with these principles and guidelines;
Step	3	Obtain the necessary approval before interacting with your participants, and
Step	4	Continuously put good ethical principles into practice.

Who needs to apply?

- UiTM Master's students by Dissertation, Applied Research & FYP
- Master by Research (MBR)
- PhD
- Staff

Projects requiring ethics approval

- Human participants
- Use of human products
- Studies that may potentially impact human participants (physically, mentally)

If you are required to apply for Ethics approval, you should not begin your research until your application is approved.

DOES YOUR INTENDED RESEARCH INCLUDE ANY OF THE FOLLOWING METHODOLOGIES?

1. Interviews
2. Questionnaires or surveys
3. Analysis of any kind of social media*
4. Ethnography or observation
5. Any other methodology that involves live human participants or their data?

*For further guidance on issues to consider when using social media in your research, see https://www.gla.ac.uk/media/Media_487729_smxx.pdf

*Ethical decision-making and Internet research : http://www.aoir.org/reports/ethics.pdf

Does your research involve...

...any of the following **groups/data**?

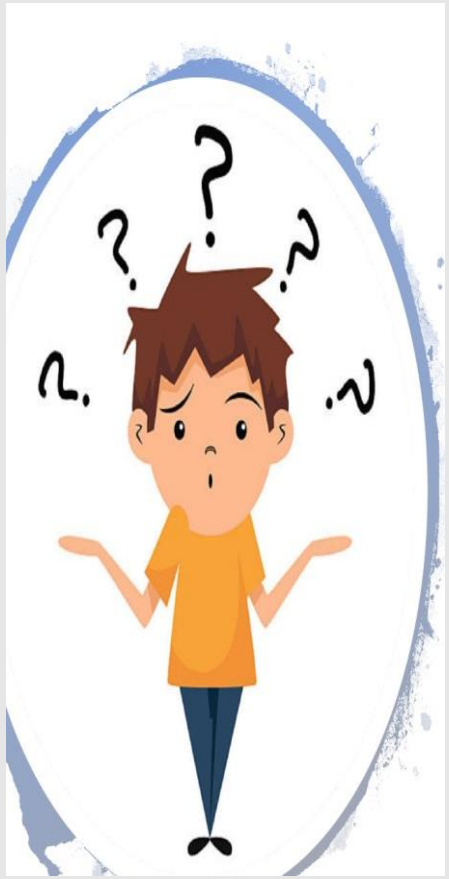
1. Patients
2. Children aged under 17
3. Vulnerable adults (those who may be unable to give informed consent or are in a dependent position)
4. People engaged in criminal or illegal activities (including visiting websites even if there is no direct contact with individuals)

Does your research require...

...travelling or destination of **“high risk”**?

1. A foreign country (especially if there is a travel warning in place)
2. Anywhere where you might put yourself at personal risk by visiting or with which you are unfamiliar
3. Any other location you think might be "high risk"

Does your research fall under any of the above-mentioned categories?



...if yes, then you need to apply for ethical approval

To help you decide:

1. Refer form/checklist [REC / ERC] - help you to know whether you are required to seek ethics approval for your research
2. Discuss your project, methods and ethical issues with the supervisor/lecturer.

STANDARD OPERATING PROCEDURES (SOP) APPLICATION FOR UiTM RESEARCH ETHICS APPROVAL FOR POSTGRADUATE STUDENTS (MBR & PhD) & Staff

Application steps

1. **Understand** guidelines & manuals
2. **Register or Login** to Research Ethics Depository (RED) System **OR Download** relevant application forms via recuitm.org
3. **Complete** application forms
4. **Obtain verification** from the research coordinator Chairperson of the Research Committee (prior to submission to REC)
5. **Submit** application forms and supporting documents to Research Ethics Committee (REC)
6. **Make correction or presentation** if required

Documents related to the application for research ethics approval of MBR & PhD postgraduate students & Staff

REC 2: Application Form

REC 3: Research Risk Classification Form

REC 4: Subject Information Sheet Form (Consent Form)

REC 5: Checklist for Participants Form

REC 12: Assent Form (Participants aged 7-17 years old)

REC 11: Exemption from Ethical Review Form

(Note: Submission after DRP corrections)

(Will be detailed out by Dr Aimi Nadia Mohd Yusof)

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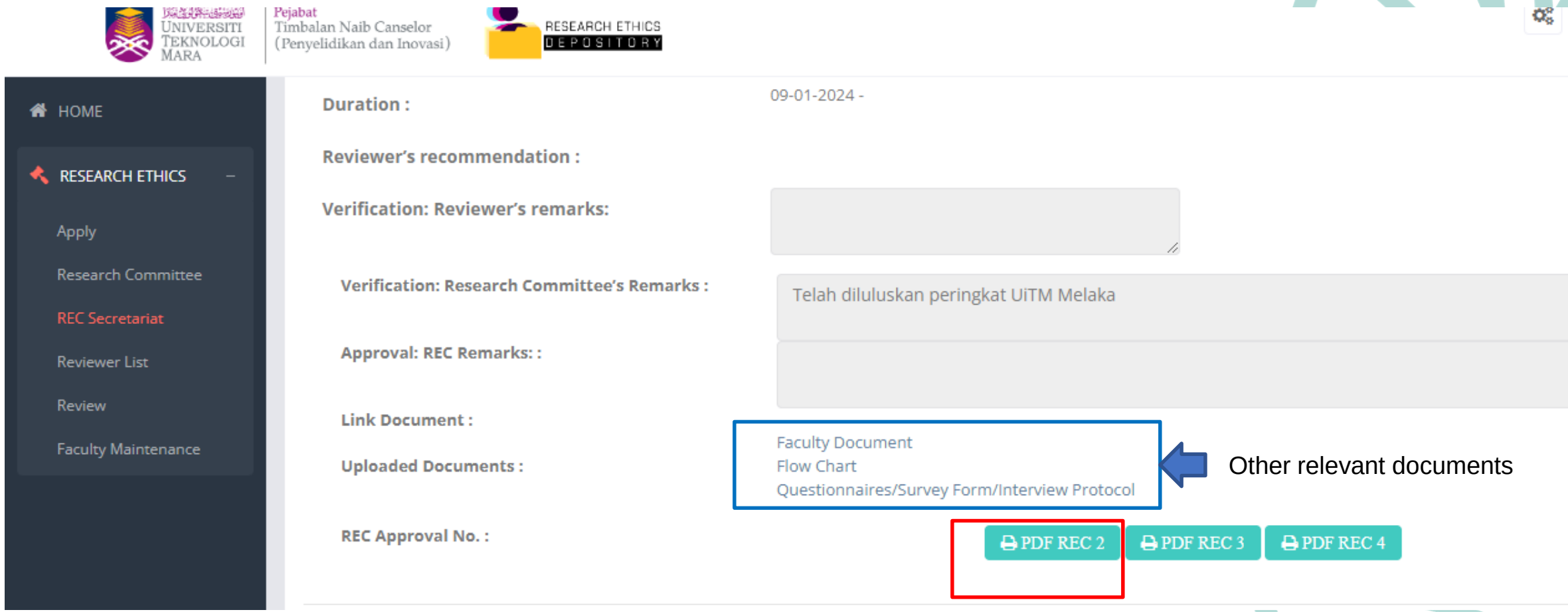
(Note: Submission after DRP corrections)

(Will be detailed out by Dr Aimi Nadia Mohd Yusof)

DOCUMENTS ACCESS VIA RED SYSTEM (REC 2)



REC 2 FORM

UNIVERSITI TEKNOLOGI MARA

Application Form for Ethics Approval

Borang Permohonan Kelulusan Etika

REC 2 FORM

REC 2 consists of the following 5 sections:

I. Part A: Researcher Details

II. Part B: Research Details

III. Part C: Funding

IV. Part D: Agreement to conduct the research project.

V. Part E: Verification of Faculty/State Research Committee

Applicants are required to complete **ALL** sections.

BAHAGIAN A: Maklumat Penyelidik
Part A : Details of Researcher

Tajuk Penyelidikan :
Title of Research Project :

Nama Penyelidik*:
Name of Researcher :

Nama Penyelia:
Name of Supervisor :

Alamat Jabatan/ Hospital/ Institut:
Address of Department/ Hospital/ Institute :

No.Telefon/ Emel :
Contact No/ Email :

Nama Koordinator Kajian**:
Name of Study coordinator:

No.Telefon/ Emel**:
Contact No/ Email:

☐ *Sarjana Muda / *Undergraduate*
☐ *Pasca Siswazah / *Postgraduate*
☐ *Staf/Pensyarah / *Staff/Lecturers*
☐ *Pihak Luar / *External*

☐ ** Untuk Kajian Klinikal Sahaja / *For Clinical Studies Only*

Title should contain the independent variable, dependent variable and population. Do not exceed 15 words

Researcher can be undergraduate student/ postgraduate student/ staff or external applicant

Supervisor (for undergraduate or postgraduate students)

Department, Faculty, Campus or External Institution

Contact details of the researcher (not the supervisor)

This section is for **Clinical Trials** only.
If the study is not a Clinical Trial, please write "not applicable". **Do not** leave blank.

Please select (tick) the appropriate option

Adakah penyelidikan ini memerlukan kelulusan Jawatankuasa Etika Penyelidikan Luaran? (contoh MREC) *Does the research require an external Research Ethics Committee approval? (e.g. MREC)*	
☐ Ya / Yes ☐ Tidak / No	External Committee Name:

Select (tick) "Yes" if the study involves premises governed by external bodies (eg. Studies conducted at the Ministry of Health hospitals require approval of the Medical Research Ethics Committee (MREC). Provide the name of the external Research Ethics Committee.

Dana Penyelidikan: Ada/ Tiada
Research funding: Yes/ No

Jika ada, sila lengkapkan bahagian C.
If obtained, please complete section C.

Select (tick) "Yes" if the study is funded
Select (tick) "No" if the study is not funded

BAHAGIAN B: Maklumat Penyelidikan *Part B : Research Details*

Bahagian B1
Part B1

- ☐ Temubual
  Interviews
- ☐ Kumpulan focus
  Focus groups
- ☐ Soal selidik
  Questionnaires
- ☐ Kajian tindakan
  Action research
- ☐ Pemerhatian
  Observation
- ☐ Kajian kes
  Case study
- ☐ Kajian klinikal
  Clinical trial study
- ☐ Kajian intervensi
  Intervention study
- ☐ Rekod peribadi
  Personal records
- ☐ Analisis data sekunder
  Secondary data analysis
- ☐ Lain-lain, (nyatakan)
  Others (provide details):

Select (tick) the appropriate research details (you may select more than one)

Bahagian B2
Part B2

1. Latar belakang:
Background:
(Keterangan ringkas tentang masalah yang dikaji dan penyemakan literatur untuk menyokong keterangan tentang masalah yang dikaji. Sila lampirkan sekiranya ruang tidak mencukupi)
(A brief explanation of the problem to be studied and literature review to support. Please append if more space is required)

Penyataan masalah:
Problem statement:

Rujukan:
References:

Briefly describe the study.
The description should include the independent variable, dependent variable and the population

Include only **references cited** in the Background Section

2.	**Objektif penyelidikan:** *Research objectives:* i. Write in bullet form ii. Use measurable verbs iii. To be align with statistical analysis
3.	**Faedah yang dijangka:** *Expected benefits:*

Should be numbered.
Use measurable verbs (eg. to compare, to measure etc.)

Briefly describe social benefits to the study subjects/researchers/stakeholders, and expansion of the existing knowledge

Examples

- To determine the effect of social economic status on academic achievement among primary school children in Selangor.

- To compare the difference in academic achievement between gender.

4.	**Tarikh penyelidikan bermula-berakhir:** *Date of research commencement-end:*
5.	**Jangkaan tarikh pengumpulan data bermula:** *Expected date of initial data collection:*

For undergraduates studies, at least two semesters or until the study is completed. (eg: March 2020 – February 2021)

Date should be **after REC approval.**
Allow at least two months interval from the date of complete document submission (eg. if completed documents are submitted in March 2020, expected date of initial data collection should be in May 2020)

6.	**Lokasi penyelidikan dijalankan:** *Location of research:* 	Location should be specific (eg: Faculty of Sports Science, UiTM Shah Alam, Dataran Kemerdekaan etc.)
7.	**Rekabentuk penyelidikan dan metodologi:** *Research design dan methodology:* **Describe complete data collection procedure/ methodology**	Specify the study design (eg. cross sectional/ experimental) Describe the methodology i.e. data collection procedure, tools etc. (eg. in a questionnaire-based study describe the number of domains, number of items and scoring of the questionnaire)
8.	**Kriteria kemasukan dan pengecualian:** *Inclusion and exclusion criteria:* **Kriteria kemasukan:** *Inclusion criteria:* • **Kriteria pengecualian:** *Exclusion criteria:* •	Characteristics of the samples/ respondents to be included and excluded from the study
9.	**Saiz sampel:** *Sample size:* **Calculation:** *Pengiraan:*	Indicate the sample size (taking into consideration dropout/attrition rates. Provide the calculation for sample size. If the calculation is based on a previous study, please cite and attach the reference.

10.	**Carta alir penyelidikan:** *Research flowchart:*
11.	**Analisa statistik:** *Statistical analysis:* Aligns with the objectives

A summary of Part B2 (Item 7)

Should appropriately address the Objectives in Part B2 (2).
Explain whether descriptive or inferential statistics will be used.
If inferential, explain the type of statistical test to be used
(eg T-test, ANOVA etc.)

Bahagian C: Maklumat Dana
Part C: Funding details

1.	**Geran / Sumber:** *Grant / Source:*	
2.	**Jumlah peruntukan:** *Total allocation:*	
3.	**Jangkamasa peruntukan:** *Duration of grant:*	
4.	**Yuran perkhidmatan penyelidik / professional :** *Investigator services / professional fees:*	
5.	**Yuran kepada UiTM :** *UiTM fees :*	
6.	**Lain-lain kemudahan / sumber disediakan organisasi penaja / syarikat kepada penyelidik:** *Other facilities/resource provided by sponsoring organisation / company to investigator:*	
7.	**Nama dan alamat penyelidik tempatan / Organisasi Penyelidikan Klinikal (OPK) yang ditaja:** *Name and address of local sponsor / Clinical Research Organisation (CRO):*	

If the study is funded, please provide details.
If the study is not funded, please state "Not Applicable"

Please complete this section if the study is a sponsored clinical trial.
If the study is not a clinical trial, please state "Not Applicable"

Bahagian C: Maklumat Dana
Part C: Funding details

1.	**Geran / Sumber:** *Grant / Source:*	N/A
2.	**Jumlah peruntukan:** *Total allocation:*	N/A
3.	**Jangkamasa peruntukan:** *Duration of grant:*	N/A
4.	**Yuran perkhidmatan penyelidik / professional :** *Investigator services / professional fees:*	N/A
5.	**Yuran kepada UiTM :** *UiTM fees :*	N/A
6.	**Lain-lain kemudahan / sumber disediakan organisasi penaja / syarikat kepada penyelidik:** *Other facilities/resource provided by sponsoring organisation / company to investigator:*	N/A
7.	**Nama dan alamat penyelidik tempatan / Organisasi Penyelidikan Klinikal (OPK) yang ditaja:** *Name and address of local sponsor / Clinical Research Organisation (CRO):*	N/A

If the study is funded, please provide details.
If the study is not funded, please state "Not Applicable"

Please complete this section if the study is a sponsored clinical trial.
If the study is not a clinical trial, please state "Not Applicable"

Bahagian D: Pengesahan persetujuan menjalankan penyelidikan.
Part D: Agreement to conduct the research project.

Mesti dilengkapkan dan ditandatangani oleh semua ahli kumpulan penyelidikan.
Must be completed and signed by all members of the research group.

1. Penyelidik utama (untuk dilengkapkan oleh Staf Akademik/Pelajar Pasca-siswazah sahaja)
   Principal Researcher (to be filled by Academic Staf/Post-graduate Student only)

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone:*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

This section is to be completed and signed by **staff/ postgraduate students** only

2. Penyelia (sekiranya ada)
Supervisor (If any)

Nama: *Name:*		
No.Staf: *Staff ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh :** *Date:*

This section is to be completed and signed by **supervisors** only (if any)
If there are no supervisors involved, please state "Not Applicable"

3. Penyelidik Bersama
Co-Researcher

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

(Tambah sekiranya perlu. *Add if necessary*)

This section is to be completed and signed by **undergraduate students/ co-researchers** (may be more than one)
Please duplicate the tables for addition of more than one undergraduate student/ co-researcher.

Bahagian E: Pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri
Part E: Verification from Faculty/State Research Committee

Kami telah meneliti permohonan ini dan mencadangkan seperti di bawah:
We have deliberated on the application and propose as below:

☐ Penyelidikan melibatkan risiko minima. Dicadangkan untuk mendapat kelulusan tanpa pembentangan.
Minimal risk research. Recommend for approval without presentation.

☐ Penyelidikan melibatkan risiko melebihi minima. Dicadangkan untuk mendapat kelulusan dengan pembentangan.
More than minimal risk research. Recommend for approval with presentation.

Ulasan jika ada:
Comment if any:

_____

_____

_____

Signed		
Tandatangan *Signature:* **Pengerusi/Pengerusi Ganti JK Penyelidikan Fakulti/Negeri** *Chairman/Co-chairman of Faculty/State Research Committee*	**Cop rasmi:** *Official stamp:*	**Tarikh:** *Date:*

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

To be **signed, stamped and dated by the Chair or Co-Chair of Faculty/State Research** Committee after forms have been checked for completion, and amendments made according to suggestions by the Research Committee

Documents related to the application for research ethics approval of MBR & PhD postgraduate students & Staff

REC 2: Application Form

REC 3: Research Risk Classification Form

REC 4: Subject Information Sheet Form (Consent Form)

REC 5: Checklist for Participants Form

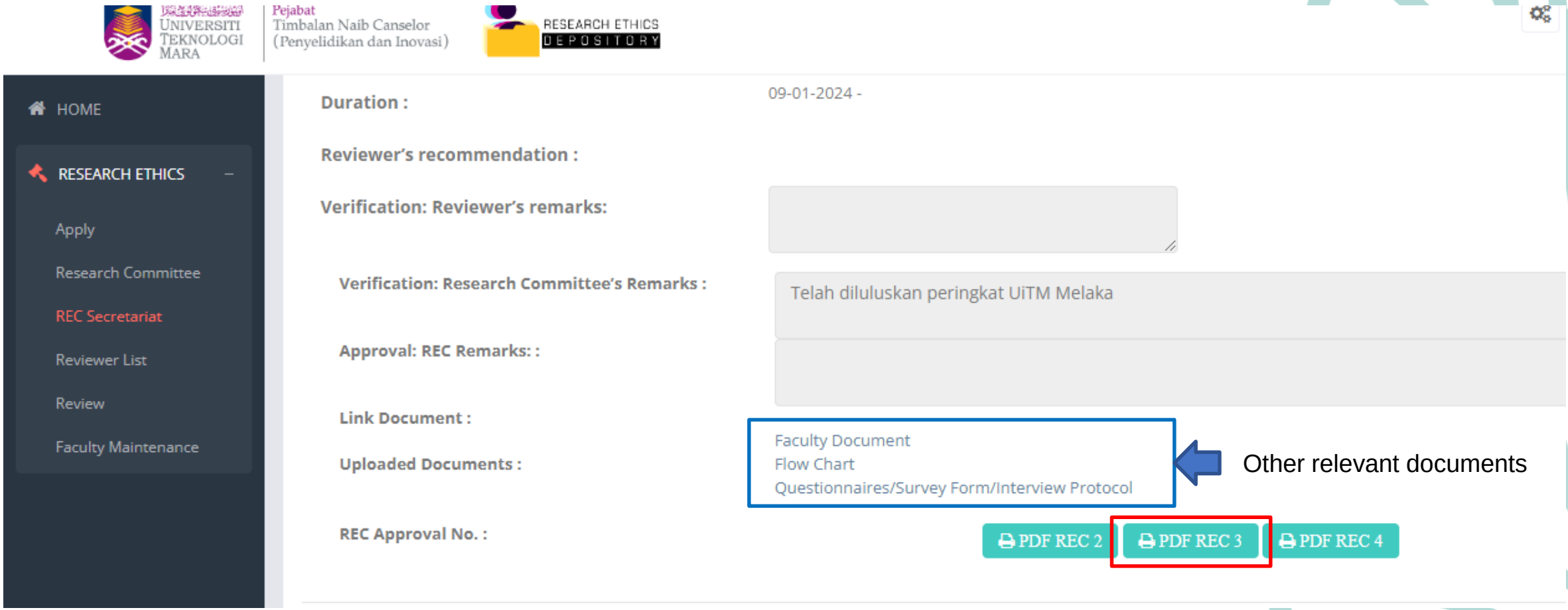
REC 12: Asset Forms (Participants age 7-17 years old)

REC 11: Exemption from Ethical Review Form

(Note: Submission after DRP corrections)

(Will be detailed out by Dr Aimi Nadia Mohd Yusof)

ACCESS to Research Risk Classification Form VIA RED SYSTEM (REC 3)



REC 3 FORM

UNIVERSITI TEKNOLOGI MARA

Research Risk Classification Form

Borang Klasifikasi Risiko Kajian

REC 3 FORM

Contains 4 sections:

i. Subject's profile

ii. **Privacy and confidentiality**

iii. **Risk of harm**

iv. Other ethical issues

Please answer each item in the REC 3 form by selecting (ticking) the option that applies.
If "Yes" is selected, please describe details of risk and how the risk is minimized

Do not leave any items blank.
If any of the items in the REC 3 form does not apply to your research, please state "**Not Applicable**"

SILA JAWAB KESEMUA SOALAN DI BAWAH.
Sekiranya jawapan anda **'Ya'** kepada mana-mana soalan di bawah, sertakan maklumat ringkas di ruang yang disediakan.

PLEASE ANSWER ALL QUESTIONS BELOW.
*If your answer is '**Yes**' to any of the following questions, please include a brief information in the space provided.*

	SUBJECTS' PROFILE	No	Yes	Brief description
1.	Adakah subjek kanak-kanak (Umur di bawah 18 tahun)? *Are the subjects children (under 18 years old)?*			
2.	Adakah subjek daripada golongan rentan? (cth: kecelaruan mental, kelainan keupayaan intelektual, berkeperluan khas, minoriti dan sebagainya.) *Are the subjects from a particular vulnerable group? (e.g. mental disorder, mentally challenged, disabled, minority, disadvantaged group etc.)*			
3.	Adakah subjek/pesakit ini memerlukan rawatan terminal? *Are any of these subjects/patients in terminal care?*			

To look if vulnerable participants are to be used
- if YES describe!!
- Present before full board

4.	Adakah subjek tidak boleh atau tidak berupaya memberi izin? (spt: izin akan diambil secara tidak langsung daripada penjaga sah dan sebagainya.) *Are any of these subjects unable or are incapable of giving consent? (i.e. consent will be obtained indirectly from a legal guardian etc.)*			To ensure the element of volunteerism no coercion
5.	Adakah subjek diberi sebarang emolumen untuk menyertai kajian? *Are the subjects given any form of emolument to participate?*			Should be reasonable, not based on RISKS

	PRIVACY AND CONFIDENTIALITY	No	Yes	Brief description
6.	Adakah data yang dikumpul berpotensi untuk menyebabkan ketidak selesaan, keaiban atau gangguan psikologi kepada subjek? (cth: orientasi seksual dan sebagainya.) *Does any of the data collected have the potential to cause discomfort, embarrassment, or psychological harm to the subjects?* *(e.g. sexual orientation etc.)*			
7.	Adakah penyelidikan anda melibatkan langkah-langkah yang tidak dimaklumkan kepada subjek? (cth: pemerhatian rahsia dan sebagainya.) *Does your research involve measures undeclared to the subjects?* *(e.g. covert observations etc.)*			
8.	Adakah data yang dikumpulkan akan didedahkan kepada pihak lain yang tidak terlibat dalam penyelidikan? (cth. agensi kerajaan) *Will the collected data be made available to other parties not involved in the research? (e.g. government agencies)*			

If the answer is YES to any of the questions – explain how that risks can be mitigated Q6-8

	RISK OF HARM	No	Yes	Brief description
.	Adakah anda akan mengumpul sampel biologi contohnya. cecair badan? *Will you be collecting biological samples e.g. body fluids?*			
0.	Adakah anda mempunyai akses kepada apa-apa maklumat yang akan membolehkan pengenalpastian subjek secara individu? *Do you have access to any information that will allow the identification of individual human subjects?*			
1.	Adakah kaedah pengumpulan invasif dan berpotensi menyebabkan kemudaratan, kesakitan atau ketidakselesaan? (kecuali tusukan jari, tumit, telinga.) *Is the collection method invasive and has the potential to cause harm, pain or discomfort? (except finger, heel, ear prick.)*			
2.	Adakah subjek akan melalui ujian fizikal atau senaman berintensiti tinggi? (jika 'Tidak', teruskan ke Soalan 15.) *Will the subjects be subjected to vigorous physical tests or exercise regime? (if 'No', go to Question 15.)*			
3.	Adakah subjek bukan atlet atau pesakit dengan penyakit kronik? *Are the subjects non-athletes or patients with chronic illness?*			
4.	Adakah mereka akan melalui senaman berintensiti maksimum? *Will they be subjected to maximal exercise intensity?*			

If the answer is YES to any of the questions – explain how that risks can be mitigated Q9-23

15.	Adakah terdapat sebarang prosedur/ ubat yang terlibat? *Is there any form of procedure/ medication involved?*			
16.	Adakah terdapat ubat atau peranti yang digunakan dengan tanpa indikasi yang diluluskan? *Is there any drug or device used with an unapproved indication?*			
17.	Adakah keizinan kajian telah didapati daripada sesiapa selain pesakit/subjek? *Can the informed consent be obtained from anyone other than the patient/subject?*			
18.	Adakah terdapat sebarang kemudaratan kepada subjek jika dia memilih untuk menarik diri? *Is there any kind of risk to the subject if he/she chose to withdraw?*			

19.	Adakah sampel yang dikumpul akan disimpan untuk penyelidikan di masa hadapan? *Will the samples obtained be stored for future research?*			
20.	Adakah anda bercadang untuk menganalisa sampel selain tujuan asal ia dikumpulkan? *Do you propose to analyse the sample outside of the original purpose for which it was collected?*			
21.	Jika 'Ya' pada No. 20, adakah anda mendapat persetujuan daripada peserta untuk tujuan ini? *If 'Yes' to No. 20, have you obtained consent from participants for this purpose?*			
22.	Apakah jenis sampel biologi yang dikumpul? (Sila nyatakan jumlah dan kekerapan.) *What type of biological samples collected?* *(Please indicate amount and frequency.)*			

	OTHER ETHICAL ISSUES	No	Yes	Brief description
23.	Adakah terdapat sebarang isu etika lain yang tidak dinyatakan dalam senarai semak ini? *Are there any other ethical issues not stated in this checklist?*			

Documents related to the application for research ethics approval of MBR & PhD postgraduate students & Staff

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REC 5: Checklist for Participants Form

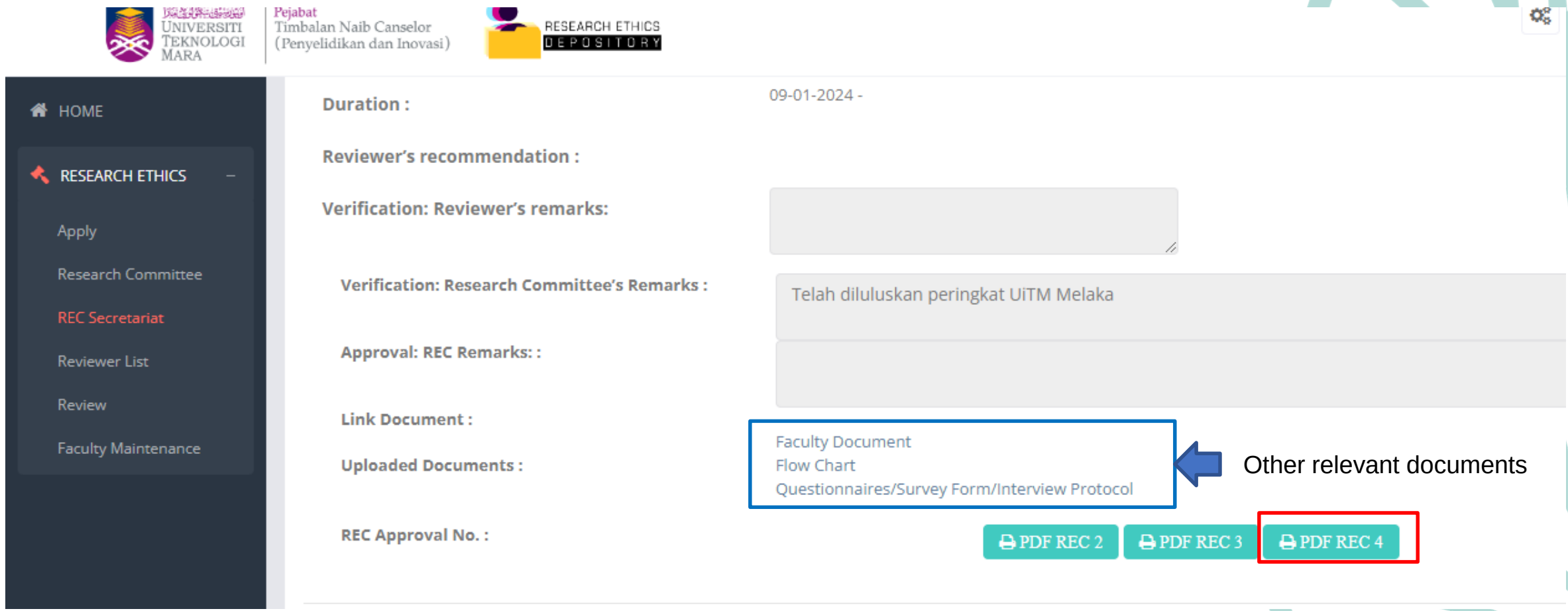
REC 12: Asset Forms (Participants age 7-17 years old)

REC 11: Exemption from Ethical Review Form

(Note: Submission after DRP corrections)

(Will be detailed out by Dr Aimi Nadia Mohd

ACCESS to Subject Information Sheet Form (Consent Form) VIA RED SYSTEM (REC 4)



REC FORM 4: PARTICIPANT INFORMED SHEET & CONSENT

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

Participant Information Sheet

BILINGUAL

Research Title
(State)

Introduction of Research
(Maximum of 300 words using non-expert language/terms)

Purpose of Research
(Maximum of 150 words using non-expert language/terms)

Research Procedure
(Using non-expert language/terms)

Participation in Research
Your participation in this research is entirely voluntary. You may refuse to take part in the study or you may withdraw yourself from participation in the research at any time without penalty.

Benefit of Research
(State the benefit to participants)

Information obtained from this research will benefit the individuals, researchers, institution and community for the advancement of knowledge and future practice.

Information written should be simple and easy to be read by the intended particiants.
Try to detect presence of jargons.
The procedure written should inform what particpants is expected to do if they decide to participate on the study.

REC FORM 4: PARTICIPANT INFORMED SHEET & CONSENT

Research Risk
(State the risks involved)

Identify what risks (if any) that participants may be exposed to and identify how the researchers plan to minimize them or if researchers provide any safety precautions.

Confidentiality
(Include the confidentiality clause provided below)

Your information will be kept confidential by the investigators and will not be made public unless disclosure is required by law.

By signing this consent form, you will authorize the review of records, analysis and use of the data arising from this research.

If you have any question about this research or your rights, please contact *(state the name of the investigator)* at *(state the direct telephone number of the said investigator)*

Make sure the researcher provides the name and direct contact number.

STANDARD OPERATING PROCEDURES (SOP) APPLICATION FOR UiTM RESEARCH ETHICS APPROVAL FOR

POSTGRADUATE STUDENTS (BY COURSE WORK, APPLIED RESEARCH & FYP)

Documents related to the application for research ethics approval **postgraduate students (by course work, applied research & fyp)**

F/BERC 1:	Application Form
F/BERC 2:	Participant Information Sheet
F/BERC 3:	Assent Form (participants age 7-17 years old)
F/BERC 4:	Exemption Form (Will be detailed out by Dr Aimi Nadia Mohd Yusof)

Reviewer will receive the FORMS via email

Documents related to the application for research ethics approval postgraduate students (by course work, applied research & fyp)

F/BERC 1:	Application Form
F/BERC 2:	Participant Information Sheet
F/BERC 3:	Assent Form (participants age 7-17 years old)
F/BERC 4:	Exemption Form (Will be detailed out by Dr Aimi Nadia Mohd Yusof)

FERC/BERC 1

Faculty/Branch Ethics Review Committee
Universiti Teknologi MARA

Ethics Approval Application Form for Undergraduate or Postgraduate by Coursework
Borang Permohonan Kelulusan Etika bagi Pelajar Sarjana Muda atau Pasca Siswazah Kerja Kursus

This application is for the purpose of obtaining approval to conduct research involving the human subject.
Please attach a copy of the Research Proposal.
Permohonan ini dikemukakan untuk tujuan kelulusan menjalankan penyelidikan melibatkan manusia sebagai subjek kajian.
Sila lampirkan salinan kertas Cadangan Penyelidikan.

Part A: Details of Researcher
Bahagian A: Maklumat Penyelidik

Title of Research Project:
Tajuk Penyelidikan: _____

Name of Student:
Nama Pelajar: _____

Name of Supervisor:
Nama Penyelia: _____

Faculty/Academy/Branch:
Fakulti/Akademi/Cawangan: _____

Contact No/ Email:
No.Telefon/ Emel:

☐ Undergraduate / *Sarjana Muda*
☐ Postgraduate by Coursework/ *Pasca Siswazah Kerja Kursus*

Does the research require an external Research Ethics Committee approval? (e.g. MREC) *Adakah penyelidikan ini memerlukan kelulusan Jawatankuasa Etika Penyelidikan Luaran? (contoh MREC)*	
☐ Yes / *Ya* ☐ No / *Tidak*	External Committee Name:

Research funding: Yes/ No
Dana Penyelidikan: Ada/ Tiada

F/BERC 1: Application Form for Ethics Approval

Applicants are required to complete **ALL** sections.

Documents related to the application for research ethics approval **postgraduate students (by course work, applied research & fyp)**

F/BERC 1:	Application Form
F/BERC 2:	Participant Information Sheet
F/BERC 3:	Assent Form (participants age 7-17 years old)
F/BERC 4:	Exemption Form (Will be detailed out by Dr Aimi Nadia Mohd Yusof)

F/BERC2 – PARTICIPANT information Sheet

FERC/BERC 2

Faculty/Branch Ethics Review Committee
Universiti Teknologi MARA

Participant Information Sheet

Research Title
(State)

BILINGUAL

Introduction of Research
(Maximum of 300 words using non-expert language/terms)

Purpose of Research
(Maximum of 150 words using non-expert langua

If the participant Information Sheet is used to explain to the legal guardian (LAR) of a minor, phrase sentences using "your child" instead of "you".

Research Procedure
(Using non-expert language/terms)

Participation in Research
Your participation in this research is entirely voluntary. You may refuse to take part in the study or you may withdraw yourself from participation in the research at any time without penalty.

Benefit of Research
(State the benefit to participants)

Information obtained from this research will benefit the individuals, researchers, institution and community for the advancement of knowledge and future practice.

Research Risk
(State the risks involved, if any)

Confidentiality
(Include the confidentiality clause provided below)

Your information will be kept confidential by the investigators and will not be made public unless disclosure is required by law. By signing this consent form**, you will authorize the review of records, analysis and use of the data arising from this research.

If you have any question about this research or your rights, please contact *(state the name of the investigator)* at *(state the direct telephone number of the said investigator)*

Provide the name and direct telephone numbers of contact person for the study.

***If you are using an online survey form (obtaining i*
include these statements at the beginning of the survey document.

By participating in this survey, I agree that:

1. I am 18 years old and above
2. I authorize the review of records, analysis and use of the data arising from this research.
3. I understand the nature and scope of the research being undertaken.
4. I have read and understood all the terms and conditions of my participation in the research.
5. I voluntarily agree to participate in this research and follow the study procedures.
6. I may at any time choose to withdraw from this research without giving any reason.

Consent Form[1]

To become a participant in the research, you or your legal guardian are required to sign this Consent Form.
I herewith confirm that I have met the requirement of age and am capable of acting on behalf of myself / as[2] a legal guardian as follows:

1. I understand the nature and scope of the research being undertaken.
2. I have read and understood all the terms and conditions of my participation in the research.
3. All my questions relating to this research and my participation therein have been answered to my satisfaction.
4. I voluntarily agree to take part in this research, to follow the study procedures and to provide all necessary information to the investigators as requested.
5. I may at any time choose to withdraw from this research without giving any reason.
6. I have received a copy of the Participant Information Sheet and Consent Form.
7. Except for damages resulting from negligent or malicious conduct of the researcher(s), I hereby release and discharge UiTM and all participating researchers from all liability associated with, arising out of, or related to my participation. I agree to hold them harmless from any harm or loss that may be incurred by me due to my participation in the research.

Name of Participant/Legally authorized representative (LAR)	Signature
I.C No	Date
Name of Witness[3]	Signature
I.C No	Date
Name of Consent Taker	Signature
I.C No	Date

LEAVE BLANK – FOR PARTICIPANT TO COMPLETE

[1] *Original signed copy is to be retained by the Principal Investigator.*
[2] *Delete whichever is not applicable.*
[3] *A witness is only required for oral consent.*

Documents related to the application for research ethics approval **postgraduate students (by course work, applied research & fyp)**

F/BERC 1:	Application Form
F/BERC 2:	Participant Information Sheet
F/BERC 3:	Assent Form (participants aged 7-17 years old)
F/BERC 4:	Exemption Form (Will be detailed out by Dr Aimi Nadia Mohd Yusof)

F/BERC3 – ASSENT FORM

FERC/BERC 3

Faculty/Branch Ethics Review Committee

Universiti Teknologi MARA

BILINGUAL

Your parent/legally authorized representative (LAR) has given permission for you to be in a project called *(state name of project here*). We would like to explain it to you, so that you can decide if you want to be in it. If you don't understand, please ask questions. You can choose to be in the study, or not to be in the study, or to take more time to decide.

What is the project about? (*Briefly describe the project in lay person's term)*

Why do I need to be in this project? (*Briefly describe the purpose of the project)*

What should I do in this project? (*Briefly explain the minor's role in the project)*

What will happen to me in the project? (*Briefly explain the risks involved, if any)*

Do I have to be in the project?

You don't have to be in the project if you don't want to. If you are in the project, you can stop at any time without making anyone upset. If you want to be in the project, please write your name below. Please make sure that you understand what has been explained to you.

Who can I talk to about this project?

If you want to ask anything, you can call me anytime.

Name of Researcher:

Contact number:

Provide the name and direct telephone numbers of contact person for the study.

Will anyone know about what I say or do in the project? (*Briefly explain the anonymity and confidentiality of research participation)*

Assent Questions:

Instructions to minor: Please circle your answer below.

1. Has somebody explained this project to you? Yes/No
2. Do you understand what this project is about? Yes/No
3. Do you have any questions about the project? Yes/No
4. If you have asked a question, do you understand the answer? Yes/No
5. Do you understand it's ok to stop taking part at any time? Yes/No
6. Are you ok to take part? Yes/No
7. Are you ok for your voice to be recorded? Yes/No
8. Are you ok to be on video? Yes/No
9. Are you ok to have photographs taken? Yes/No

(If the minors are unable to read, thumbprint should be taken, in lieu of signature)

If you want to take part, please write your name and sign, or place your thumb print in the box.

Name of participant _____

Signature _____

Date _____

Name of consent taker _____

Signature _____

Date _____

LEAVE BLANK – FOR PARTICIPANT TO COMPLETE

(*In instances where the minor is unable to read, or where the research covers sensitive issues, should attest in the section below)*

ne of witness _____

Signature _____

Date _____

Which Forms?

RED System & REC 11 Forms

UiTM Staff

Non-UiTM Staff

PhD Student

Masters Student by Research

ERC Forms

Masters Student by Mix-Mode

Masters Student by Coursework

Undergraduate Student

Where to apply/submit application?

RED System

Google Form Link:

https://www.recuitm.org/other-rec-forms

REC 11 Forms

Google Form Link:

https://www.recuitm.org/other-rec-forms

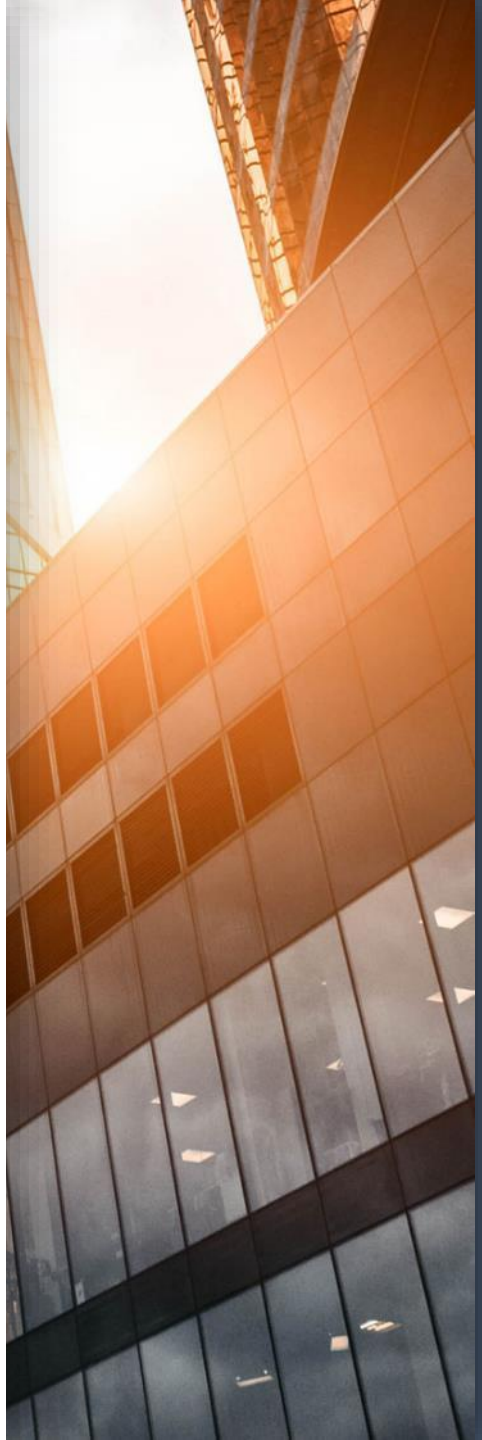
Google Mail:

recuitmsubmit@gmail.com

ERC Forms

https://www.recuitm.org/applicationforms-erc

"LET'S GET ETHICAL"



The Malaysian Code of Responsible Conduct in Research (MCRCR)

Ethics and Publication Unit
Research Management Centre, UiTM

(sharing of information)

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Email: recsecretariat@uitm.edu.my
https://www.recuitm.org/