MANUAL PENGGUNA SISTEM RESEARCH ETHICS DEPOSITORY (RED)

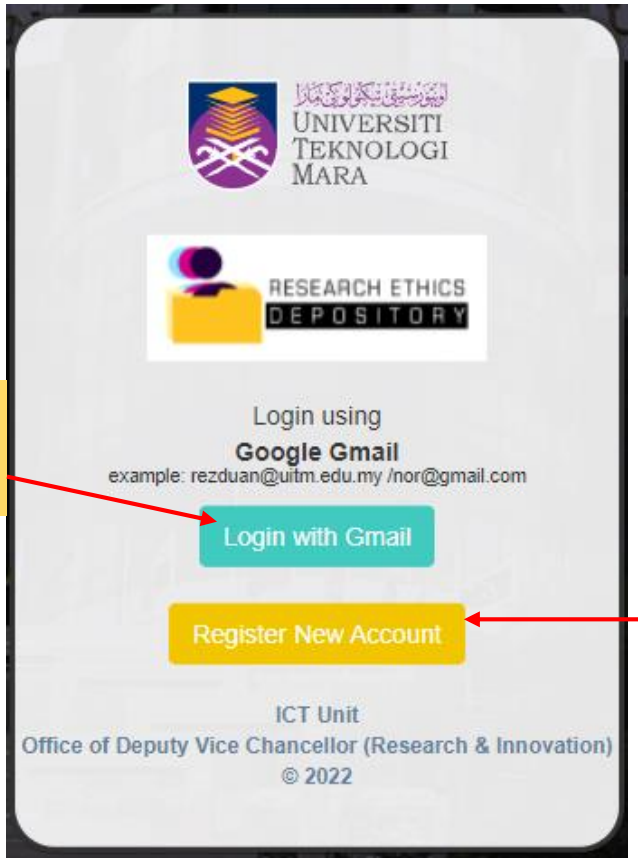
PEMOHON

A. PENDAFTARAN DAN LOGIN SISTEM

Laman *Login/Register*

1. Pautan sistem: https://red.uitm.edu.my/Depository/login.php

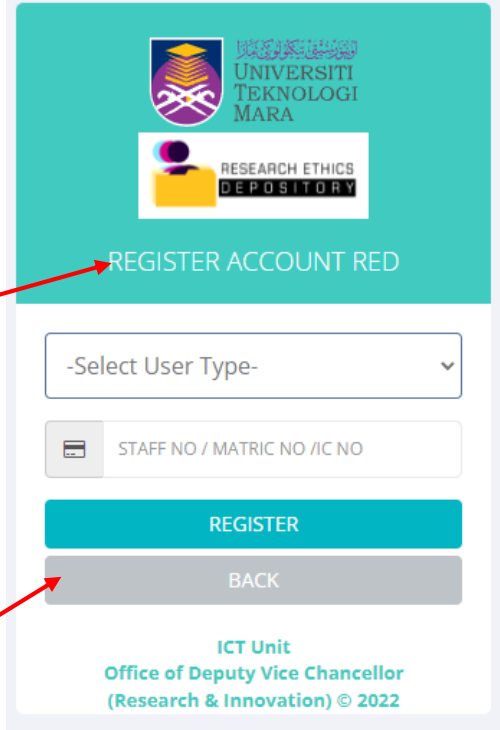
Klik disini untuk *login* ke akaun sedia ada

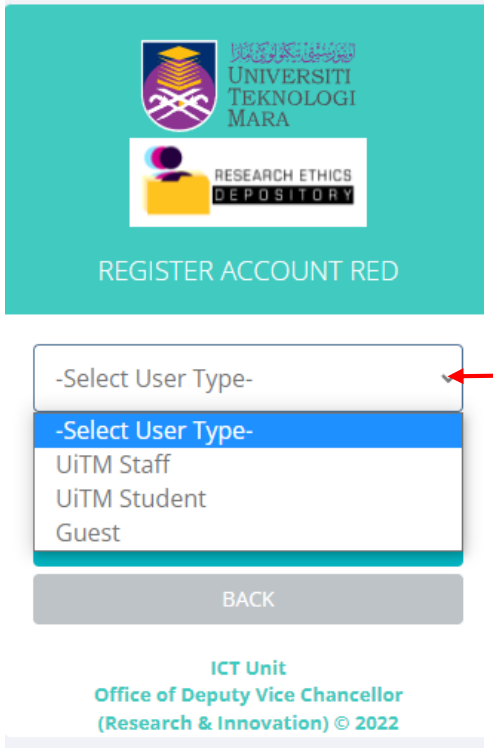


Klik disini untuk pendaftaran akaun baru

Laman pendaftaran akaun baru

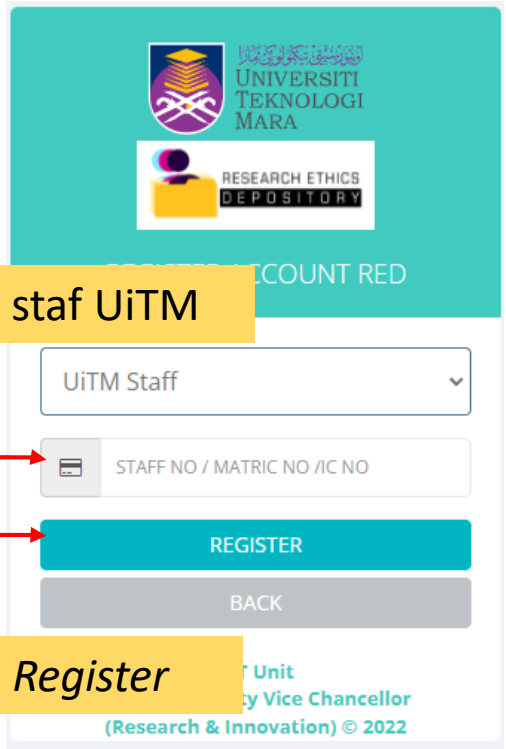
Klik butang *Back* untuk kembali ke laman *Login/Register*





Klik *dropdown menu* untuk pilihan jenis *user*

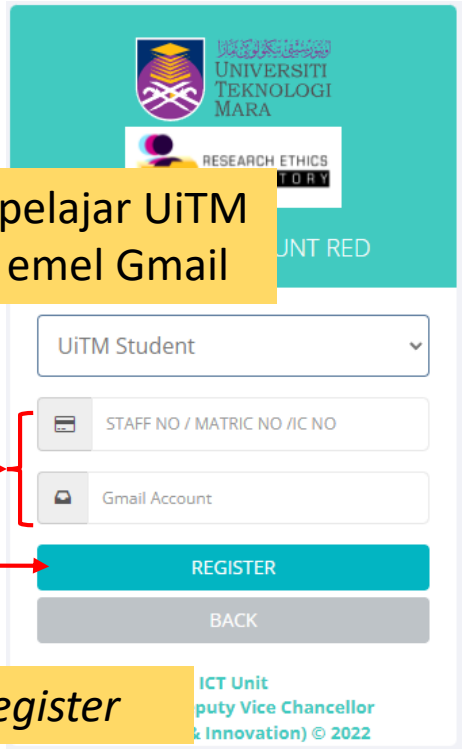
Staf UiTM



Isi nombor staf UiTM

Klik butang *Register*

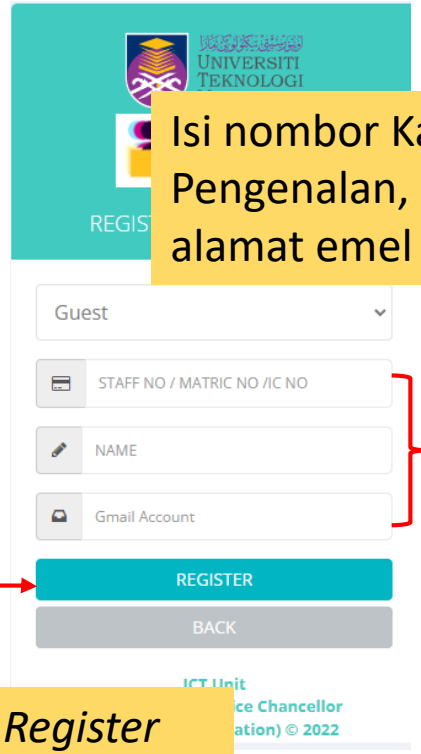
Pelajar UiTM



Isi nombor pelajar UiTM dan alamat emel Gmail

Klik butang *Register*

Guest

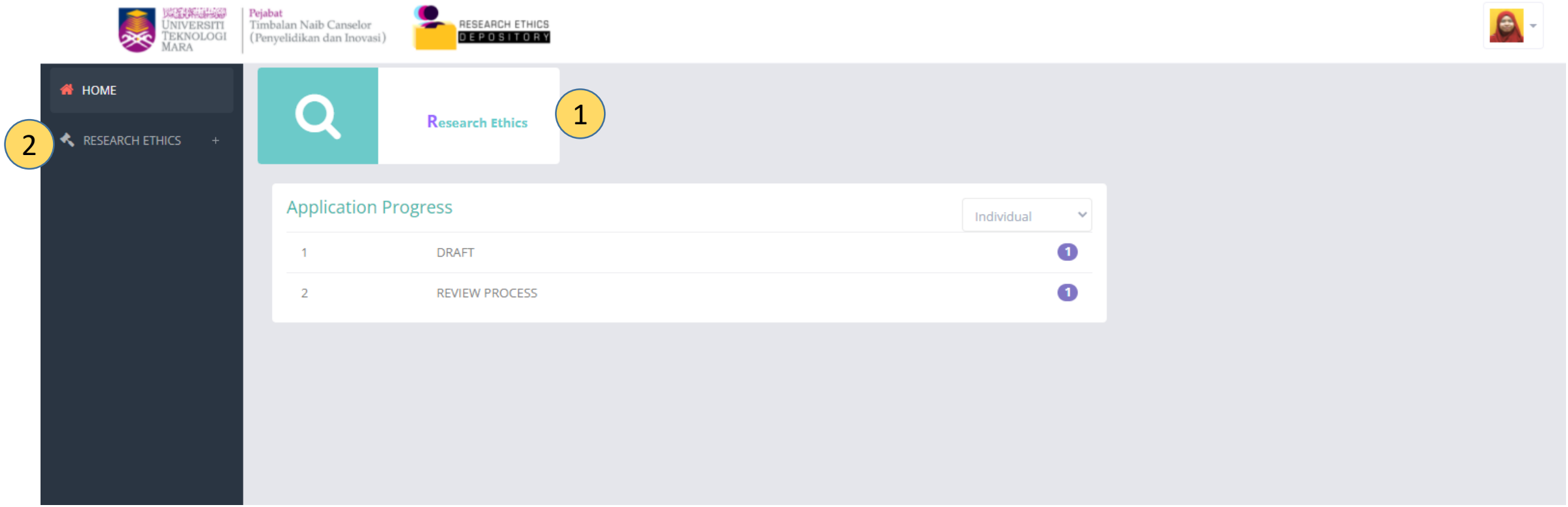


Isi nombor Kad Pengenalan, nama dan alamat emel Gmail

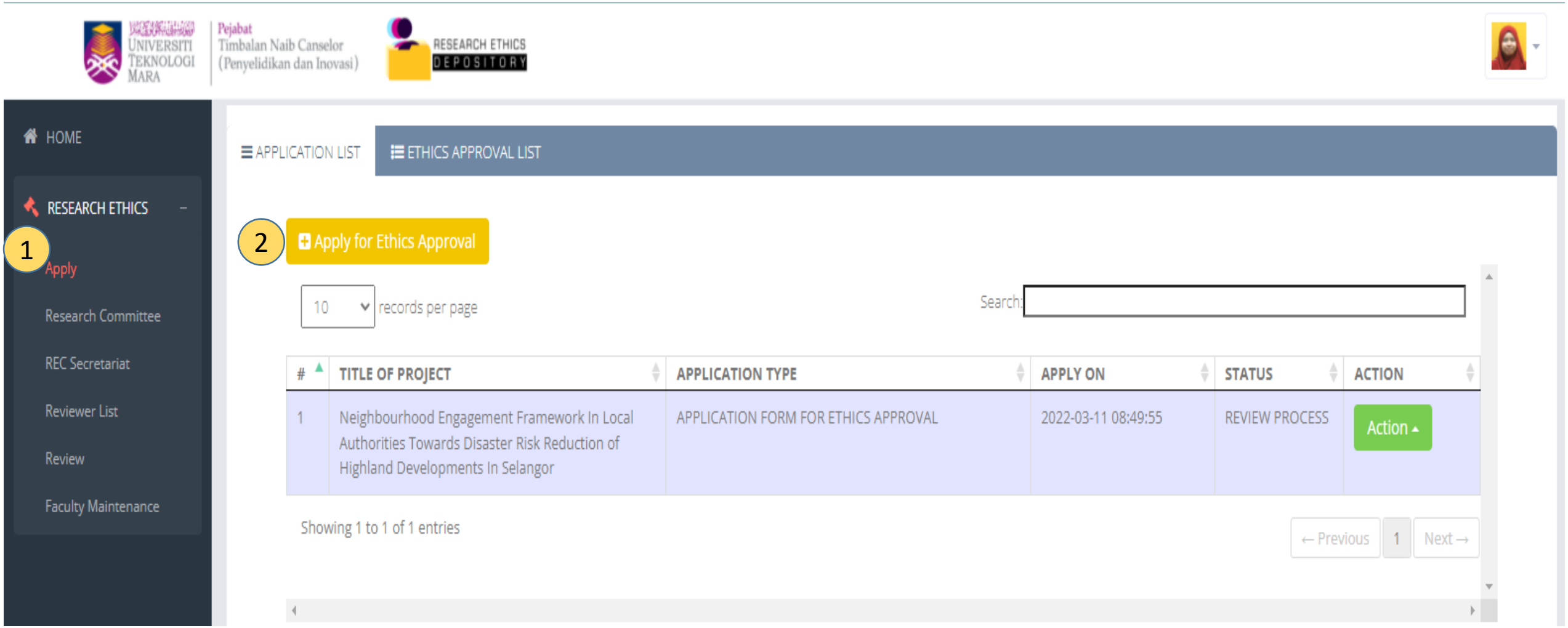
Klik butang *Register*

B. MANUAL PEMOHON

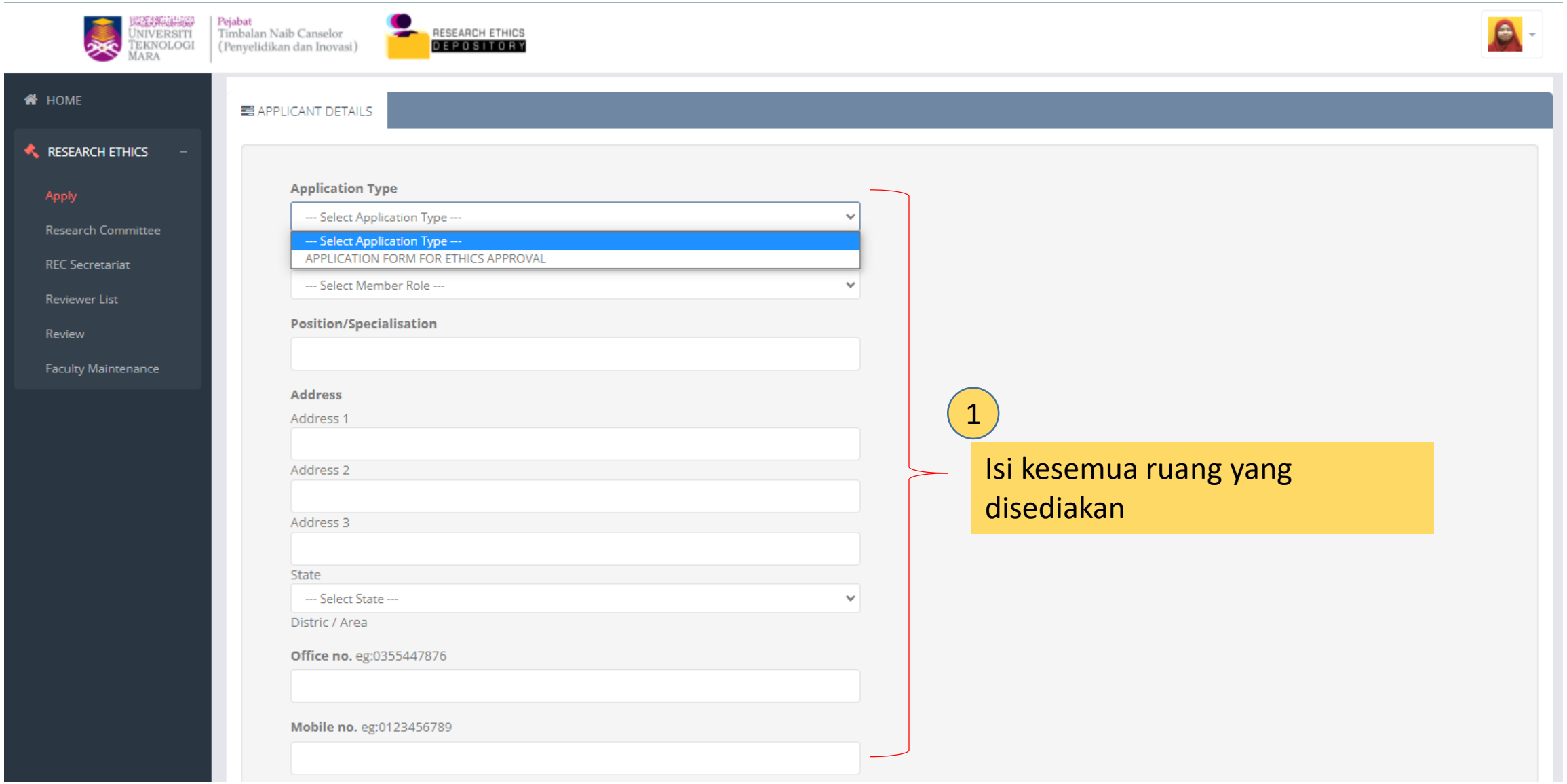
Laman Utama


UNIVERSITI TEKNOLOGI MARA
Pejabat Timbalan Naib Canselor (Penyelidikan dan Inovasi)
RESEARCH ETHICS DEPOSITORY
HOME
RESEARCH ETHICS
2
Research Ethics
1
Application Progress
Individual
1 DRAFT 1
2 REVIEW PROCESS 1

Cara membuat permohonan baru



1. Applicant Details



UNIVERSITI TEKNOLOGI MARA | Pejabat Timbalan Naib Canselor (Penyelidikan dan Inovasi) | RESEARCH ETHICS DEPOSITORY

- HOME
- RESEARCH ETHICS
  - Apply
  - Research Committee
  - REC Secretariat
  - Reviewer List
  - Review
  - Faculty Maintenance

Title of Research Project

2

Project funding ◉ Yes ○ No

Klik yang mana berkaitan

3

Isi kesemua ruang yang disediakan sekiranya berkaitan

Grant / Source

--- Select Grant / Source ---

Duration of grant

display only. must get from rs project

Contribution to UiTM (%)

0.00

Name and address of sponsor's local contact / Clinical Research Organisation (CRO)

Total grant allocation (RM)

display only. must get from rs project

Investigator services / professional fees (RM)

0.00

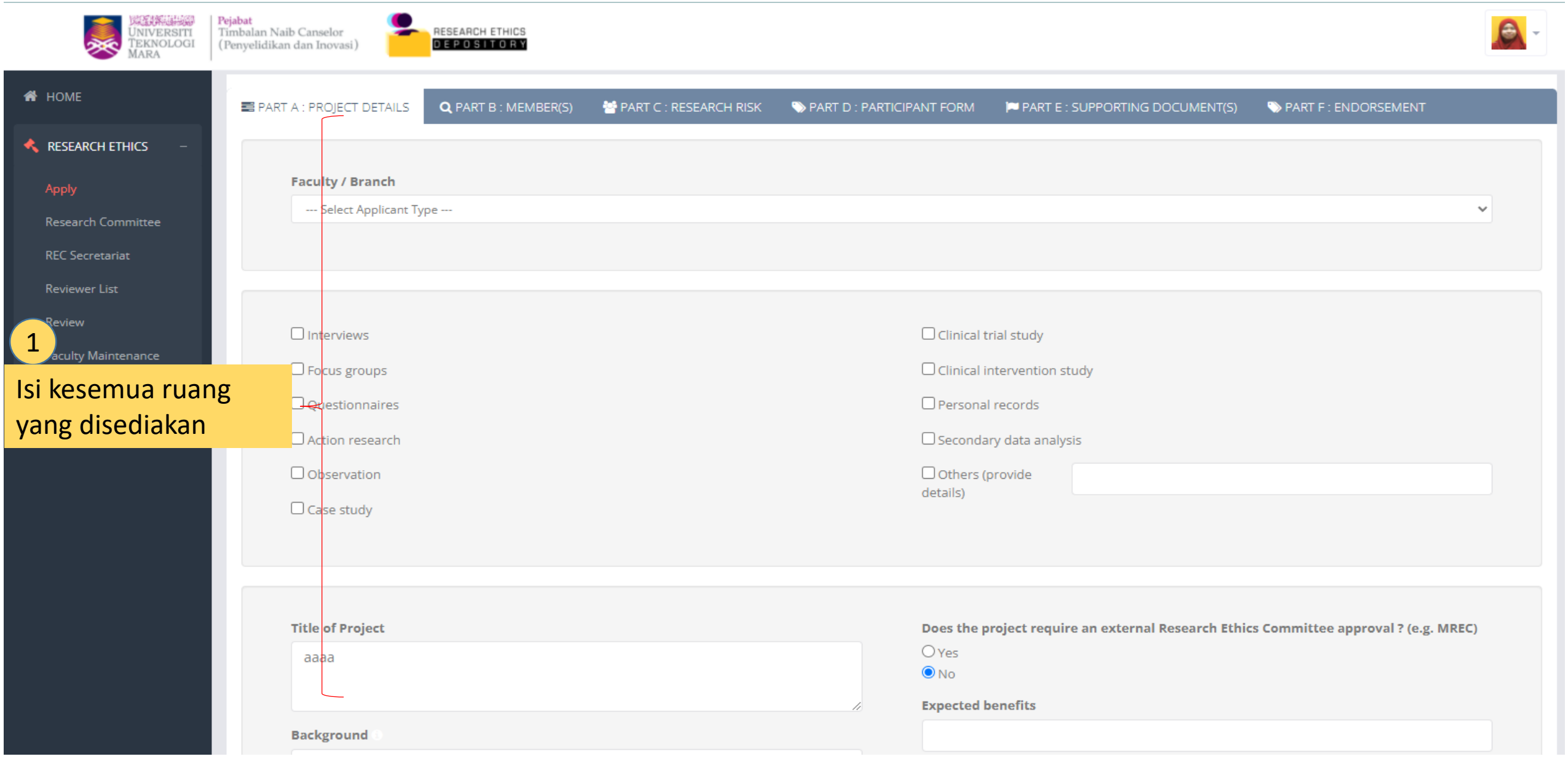
Other facilities / resources provided by sponsoring organisation / company to investigator

4

Klik "Save"

Save

2. Part A: Project Details



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2

Isi kesemua ruang yang disediakan

Title of Project

aaaa

Background

Total words:1000

Problem Statement

Total words:300

Research Objectives

Add Research Objectives

Bil	Objective

Date of research commencement

mm/dd/yyyy

Does the project require an external Research Ethics Committee approval ? (e.g. MREC)

- Yes
- No

Expected benefits

Add Expected benefits

Bil	Benefits

Research design and methodology

Sample size

Inclusion and exclusion criteria

Inclusion Criteria :

Exclusion criteria :

Add Inclusion and Exclusion

Bil	Inclusion	Exclusion

HOME

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3

Isi kesemua ruang yang disediakan

Total words:300

Research Objectives

Add Research Objectives

Bil	Objective

Date of research commencement

mm/dd/yyyy

Date of research ending

mm/dd/yyyy

Expected date of starting data collection

mm/dd/yyyy

Location where the project will be carried out

Inclusion and exclusion criteria

Inclusion Criteria :

Exclusion criteria :

Add Inclusion and Exclusion

Bil	Inclusion	Exclusion

Statistical analysis

Total words:300

Reference/s

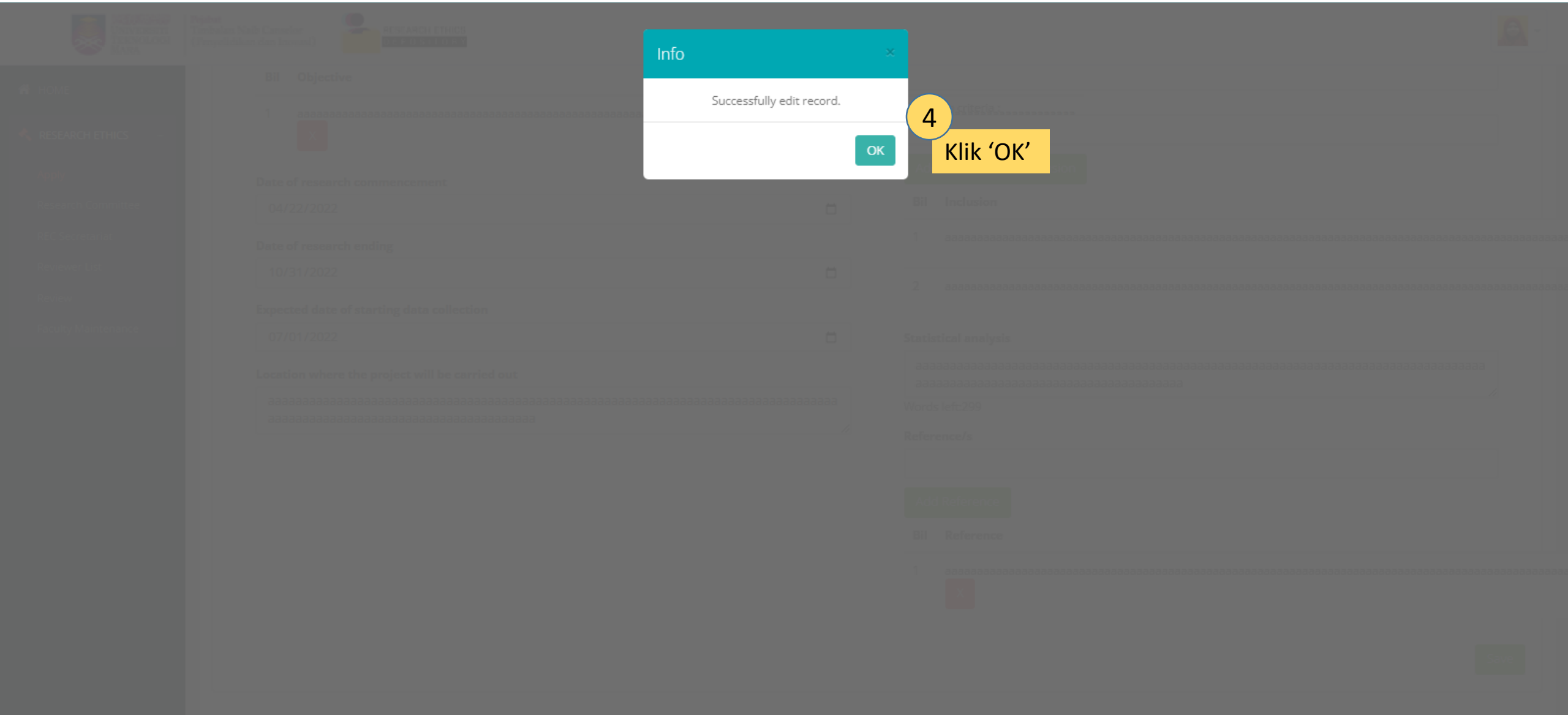
Add Reference

Bil	Reference

4

Klik “Save”

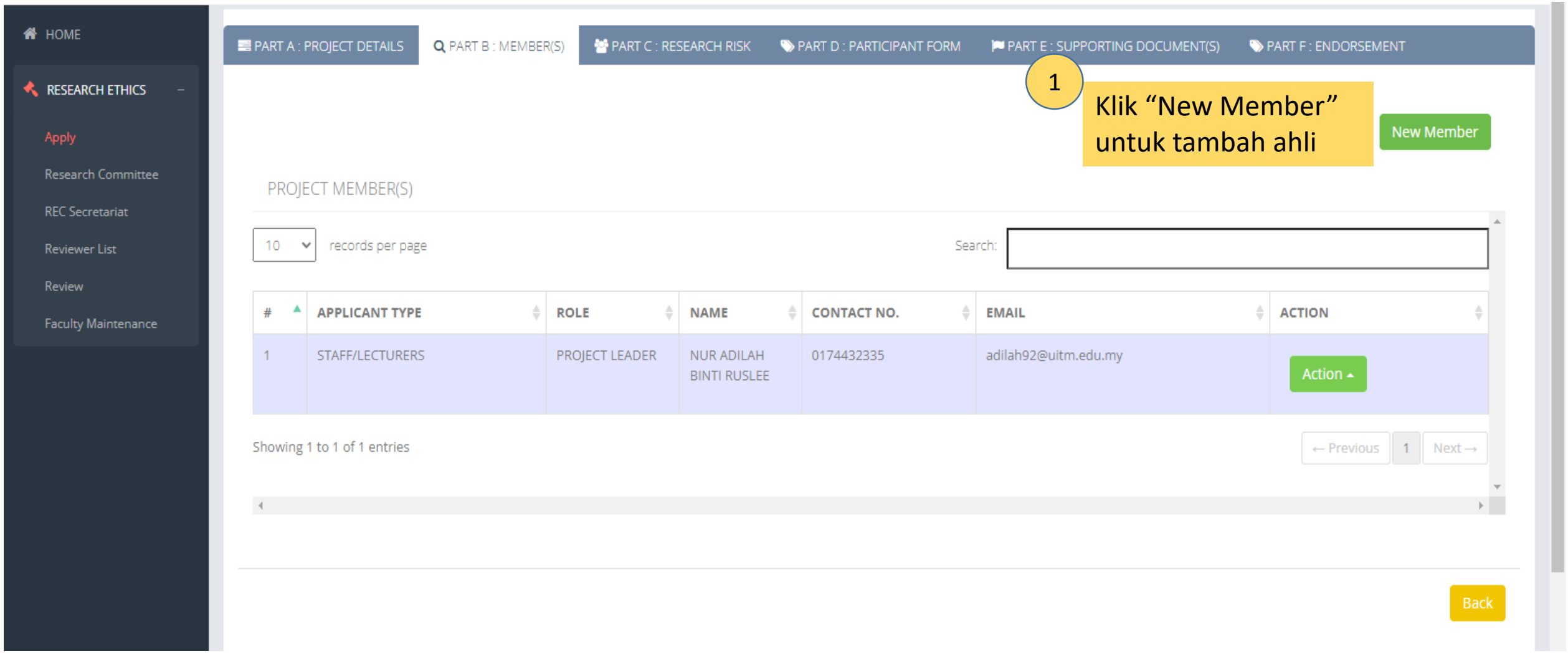
Save


Info
Successfully edit record.
OK
4
Klik ‘OK’

Penting!

- Untuk menyimpan draf maklumat pastikan anda mengisi ruangan berikut:
  1. *Faculty/Branch*
  2. *Date of research commencement*
  3. *Date of research ending*
  4. *Date of starting data collection*

3. Part B: Member(s) – Add New Member



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Isi kesemua ruang yang disediakan

New Member

Applicant type

--- Select Applicant Type ---

- --- Select Applicant Type ---
- UNDERGRADUATE
- POSTGRADUATE
- STAFF/LECTURERS
- EXTERNAL

IC: 880706041234 / Passport: XX012345

Department / Affiliation

Address 1

Address 2

Address 3

State

--- Select State ---

Distric / Area

Mobile phone

0123456789

Role

--- Select Member Role ---

Name

Position/Specialisation

Office no.

0355445544

Email

Add

Close

HOME

RESEARCH ETHICS

Apply

3 Isi ruang 'Staff/Student' ID dan klik butang

Faculty Maintenance

New Member

Applicant type

STAFF/LECTURERS

Staff / Student ID

90024300

IC / Passport no.

921201105754

IC: 880706041234 / Passport: XX012345

Department / Affiliation

Address 1

Address 2

Address 3

State

--- Select State ---

Distric / Area

Mobile phone

0123456789

Role

--- Select Member Role ---

Name

NUR ADILAH BINTI RUSLEE

Position/Specialisation

Office no.

0174432335

0355445544

Email

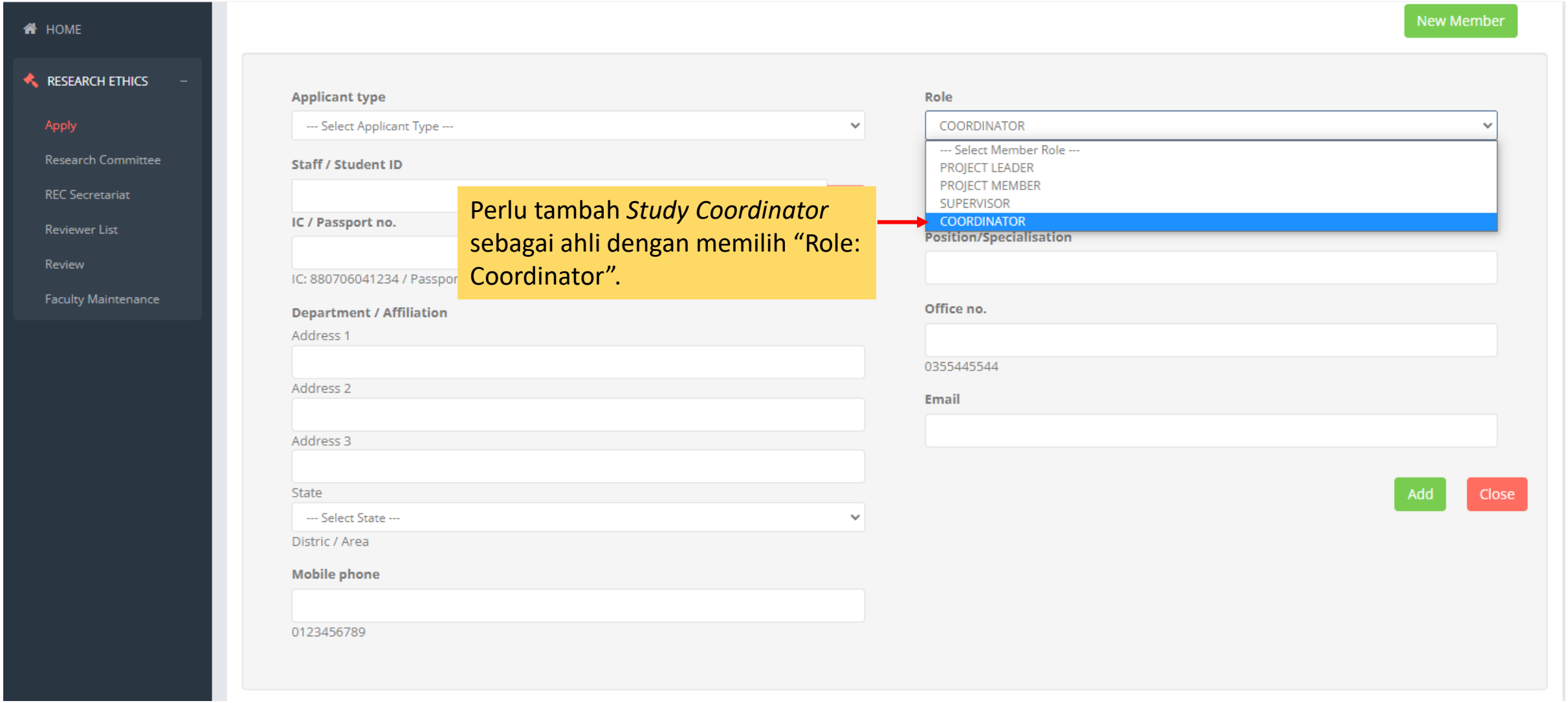
adilah92@uitm.edu.my

4 Klik 'Add'

Add

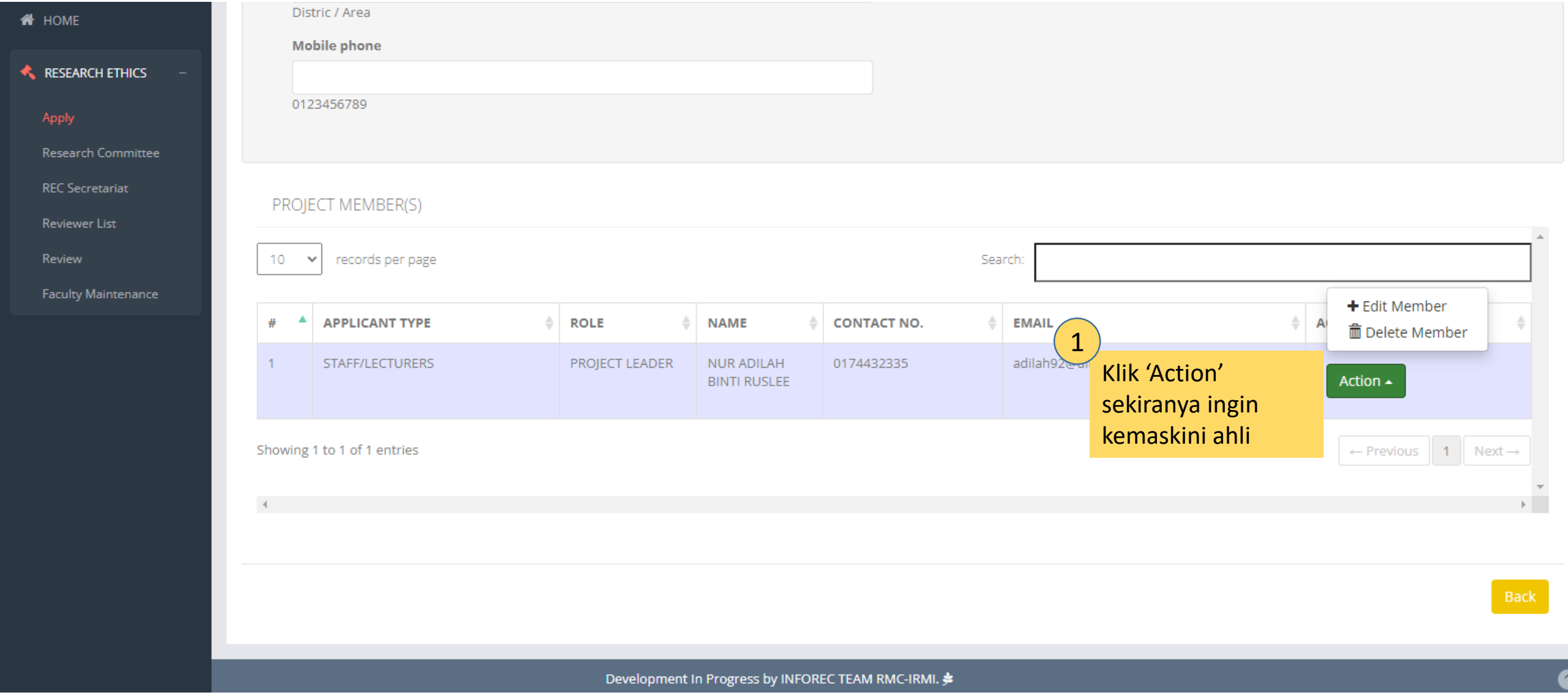
Close

Penting!-Kajian Klinikal Sahaja

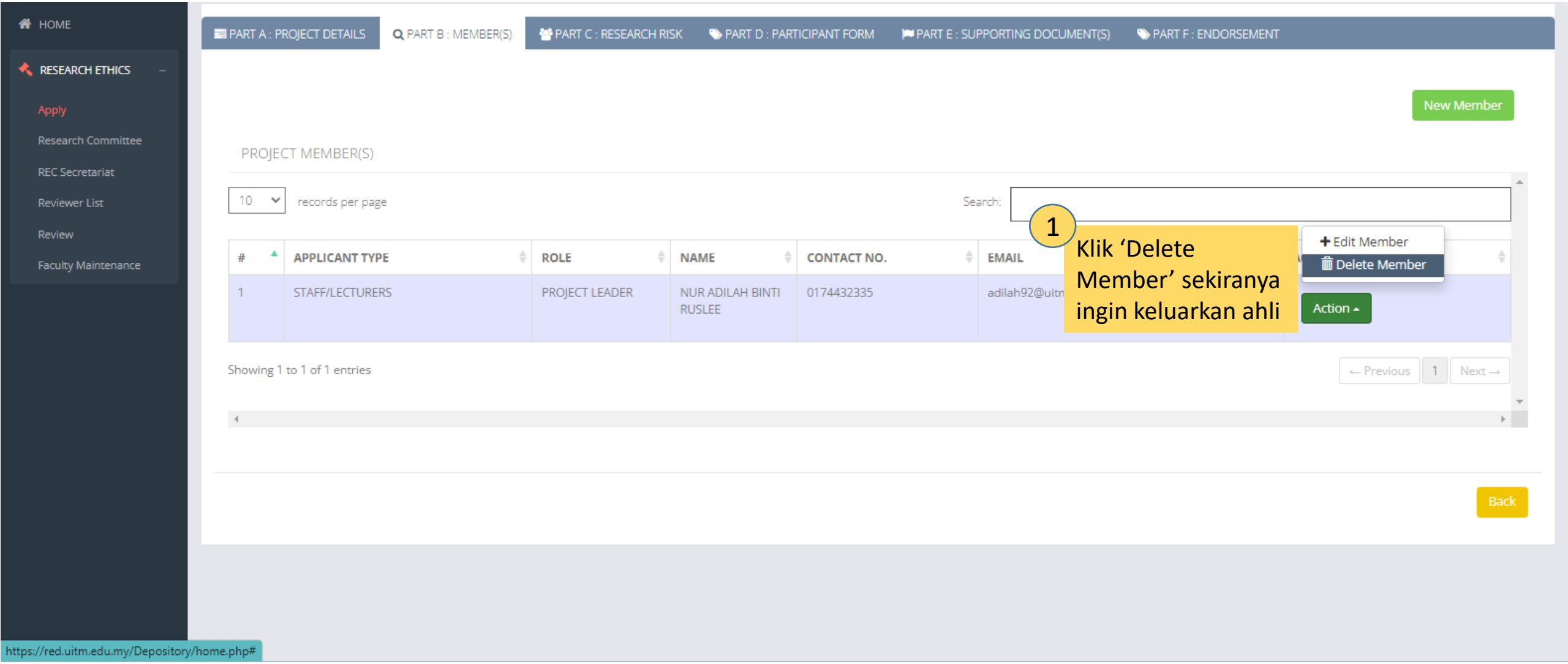


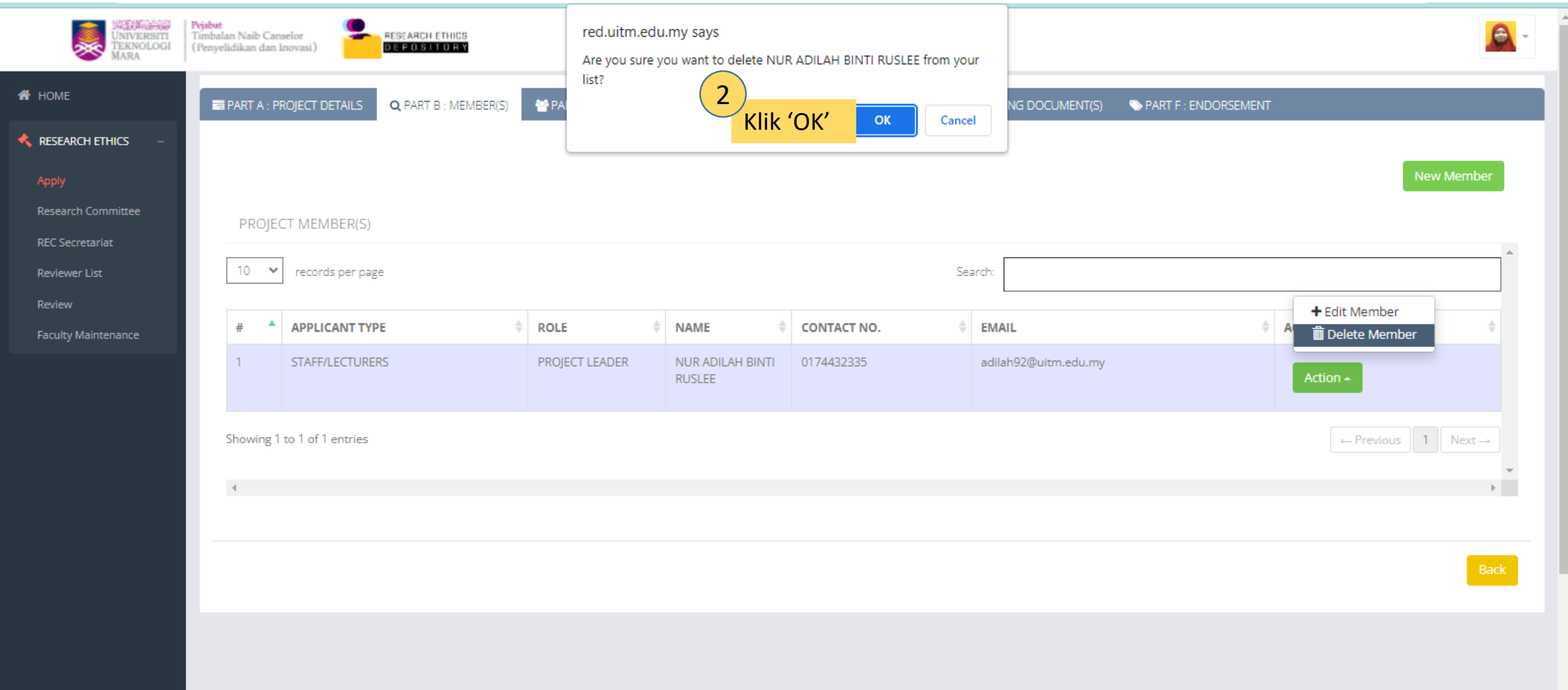
Perlu tambah *Study Coordinator* sebagai ahli dengan memilih “Role: Coordinator”.

3(a). Part B: Member(s) – Edit Member



3(b). Part B: Member(s) – Delete Member




red.uitm.edu.my says
Are you sure you want to delete NUR ADILAH BINTI RUSLEE from your list?
2
Klik 'OK'
OK
Cancel
HOME
RESEARCH ETHICS
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PART A : PROJECT DETAILS
PART B : MEMBER(S)
PART F : ENDORSEMENT
New Member
PROJECT MEMBER(S)
10 records per page
Search:
APPLICANT TYPE ROLE NAME CONTACT NO. EMAIL
1 STAFF/LECTURERS PROJECT LEADER NUR ADILAH BINTI RUSLEE 0174432335 adilah92@uitm.edu.my
Edit Member
Delete Member
Action
Showing 1 to 1 of 1 entries
Previous 1 Next
Back

4. Part C: Research Risk

HOME

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PART A : PROJECT DETAILS | PART B : MEMBER(S) | PART C : RESEARCH RISK | PART D : PARTICIPANT FORM | PART E : SUPPORTING DOCUMENT(S) | PART F : ENDORSEMENT

#	PARTICIPANT PROFILE	BRIEF DESCRIPTION
1.	Are the participant children (under 18 years old) ?	○ Yes ◉ No
2.	Are the participant from a particular vulnerable group ? (e.g. mental disorder, mentally challenged, disabled, minority, disadvantaged group etc.)	○ Yes ◉ No
3.	Are any of these participant/patients in terminal care ?	○ Yes ◉ No
4.	Are any of these participant unable or are incapable of giving consent ? (i.e. consent will be obtained indirectly from a legal guardian etc.)	○ Yes ◉ No
5.	Are the participant given any form of emolument to participate ?	○ Yes ◉ No
#	PRIVACY AND CONFIDENTIALLY	BRIEF DESCRIPTION
6.	Does any of the data collected have the potential to cause discomfort, embarrassment, or psychological harm to the participant ? (e.g. sexual orientation etc.)	○ Yes ◉ No
7.	Does your research involve measures undeclared to the participant ? (e.g. covert observations etc.)	○ Yes ◉ No

1

Klik ‘Yes’ atau ‘No’ untuk 23 soalan. Sekiranya ‘Yes’, isi bahagian penerangan ringkas.

19.	Will the samples obtained be stored for future research?	○ Yes ● No
20.	Do you propose to analyse the sample outside of the original purpose for which it was collected?	○ Yes ● No
21.	If 'Yes' to No. 20, have you obtained consent from participant for this purpose?	○ Yes ● No
22.	What type of biological samples collected? (Please indicate amount and frequency.)	○ Yes ● No
#	**OTHER ETHICAL ISSUES**	**BRIEF DESCRIPTION**
23.	Are there any other ethical issues not stated in this checklist ?	○ Yes ● No

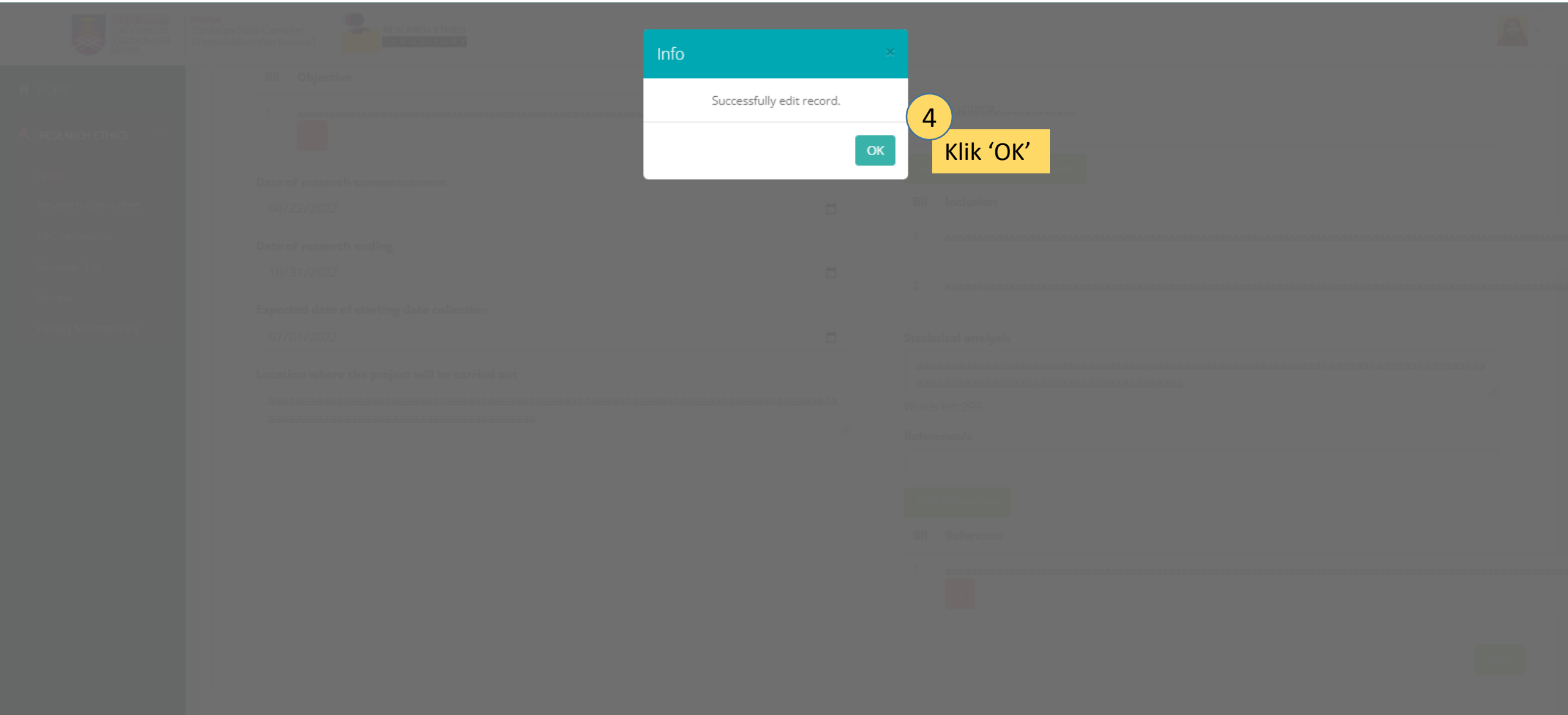
Klik 'Yes' atau 'No' untuk 23 soalan. Sekiranya 'Yes', isi bahagian penerangan ringkas.

2

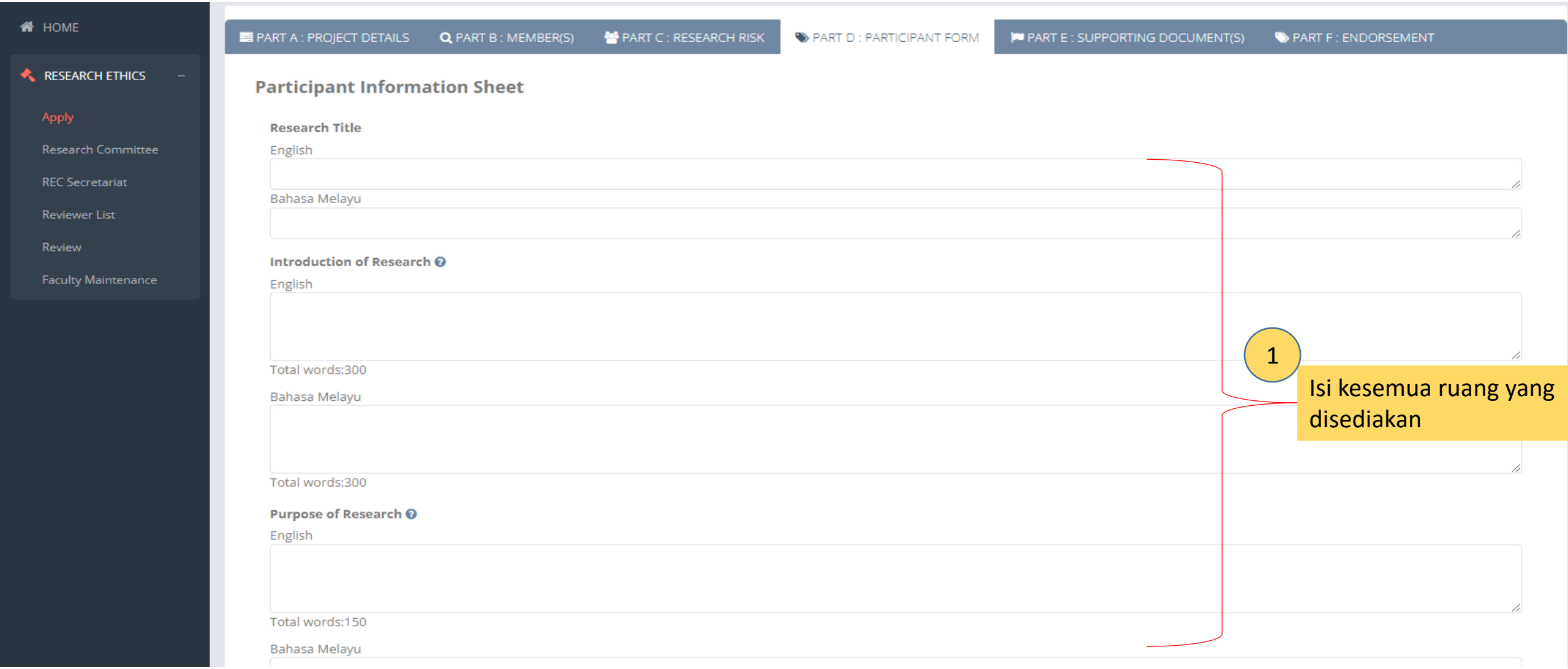
Klik 'Save'

Save

Back


Info
Successfully edit record.
OK
4
Klik ‘OK’

5. Part D: Participant Form



HOME

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Total words:150

Confidentiality

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

English

Total words:150

Bahasa Melayu

Total words:150

2

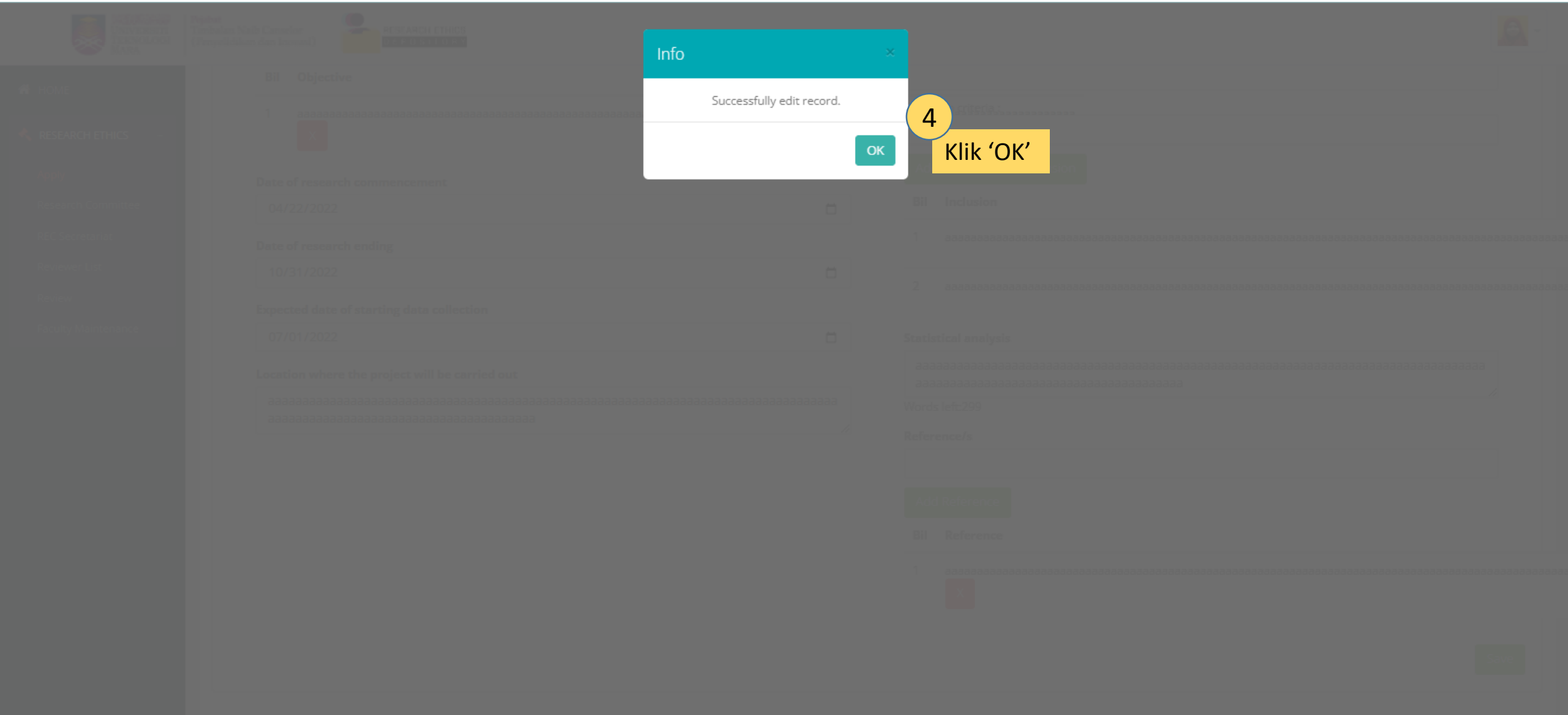
Isi kesemua ruang yang disediakan

3

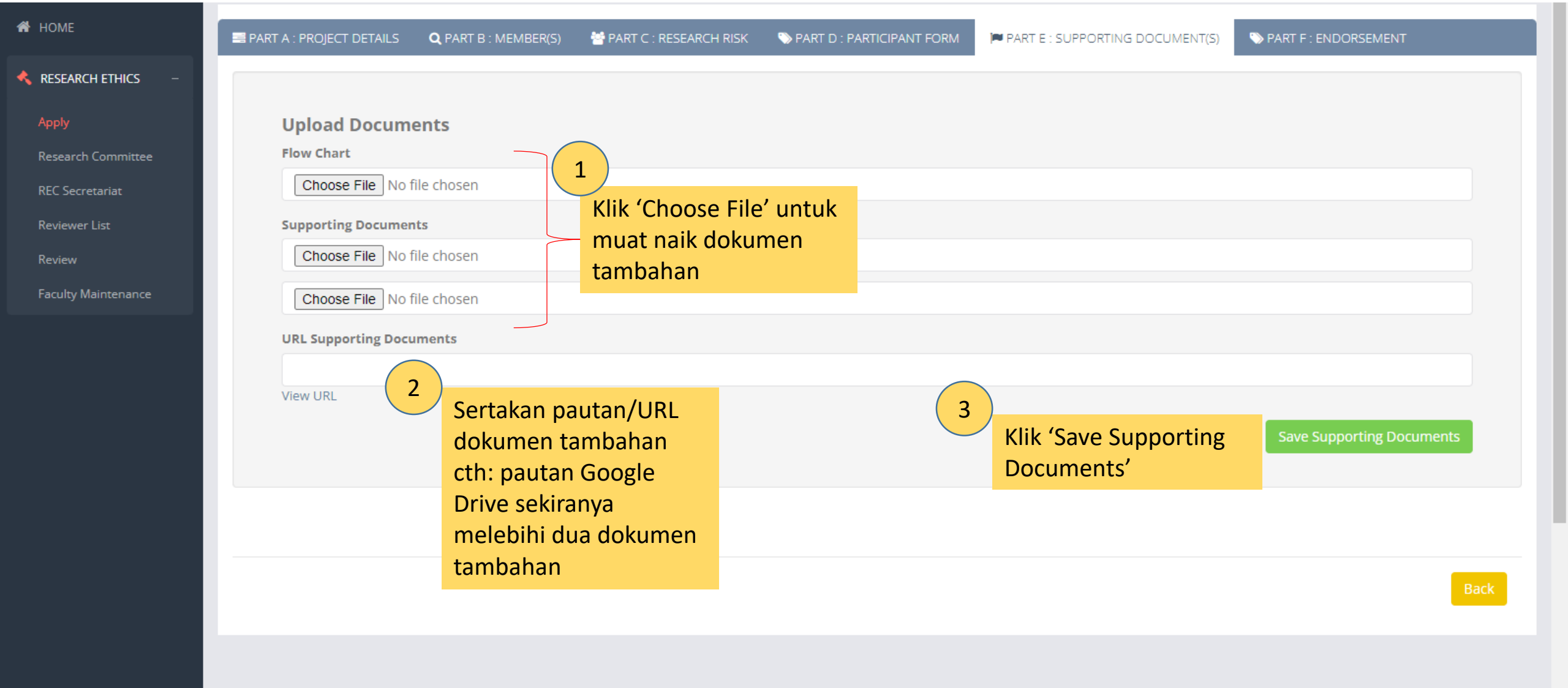
Klik 'Save'

Save

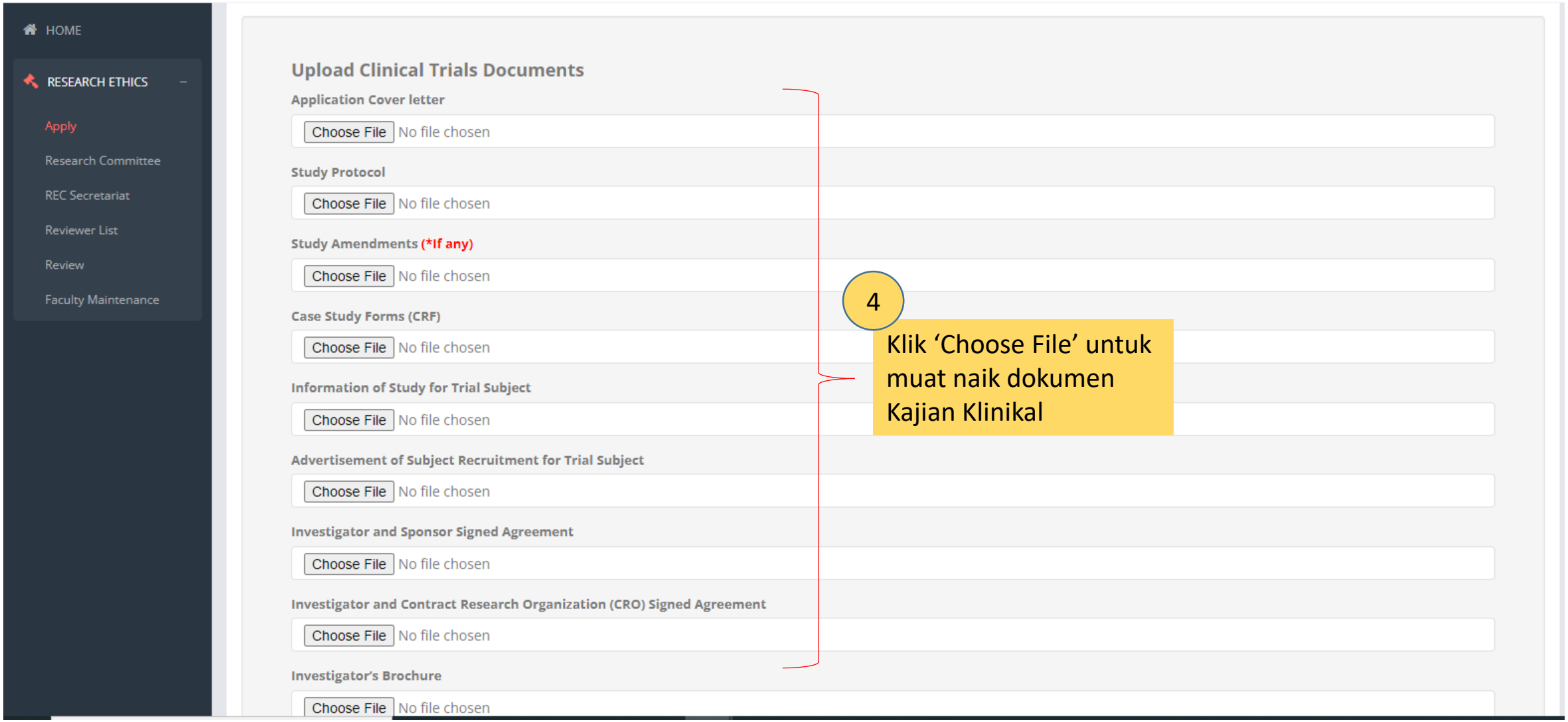
Back


Info
Successfully edit record.
OK
4
Klik ‘OK’

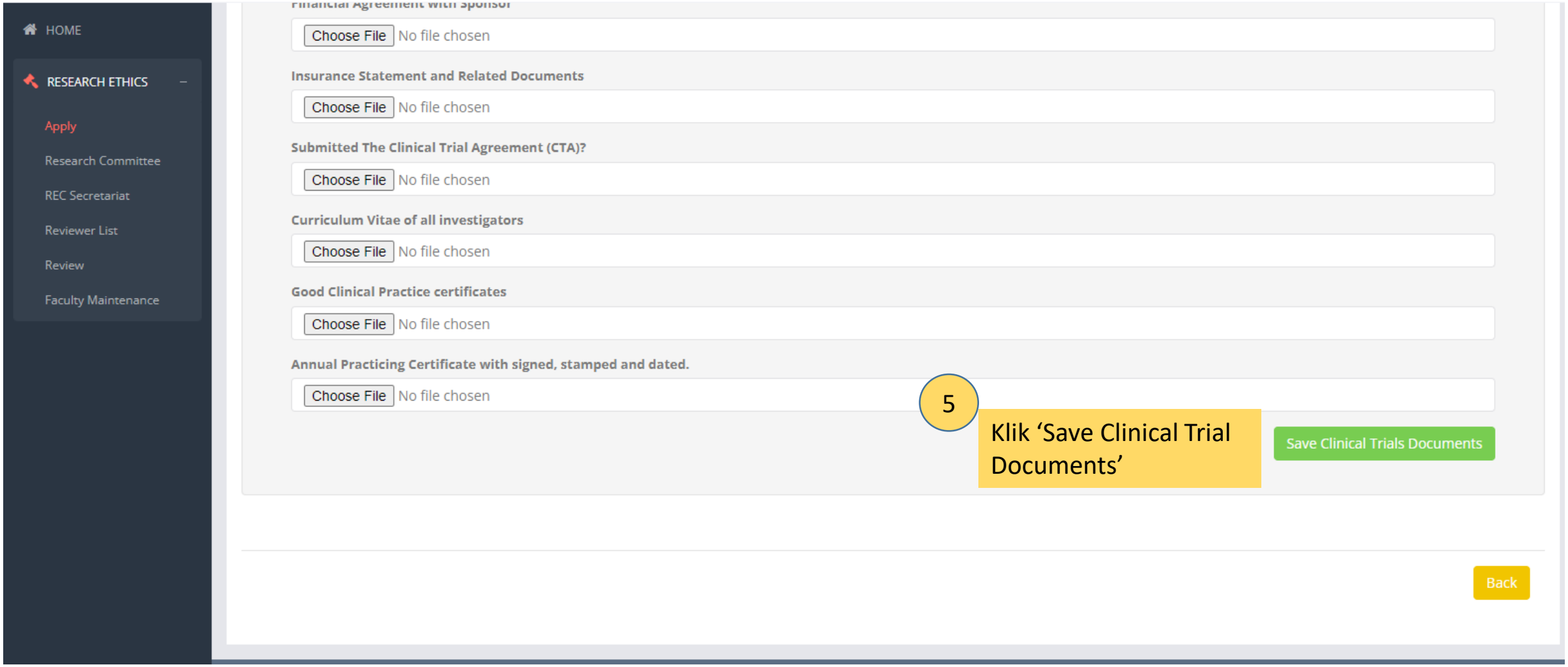
6. Part E: Supporting Documents

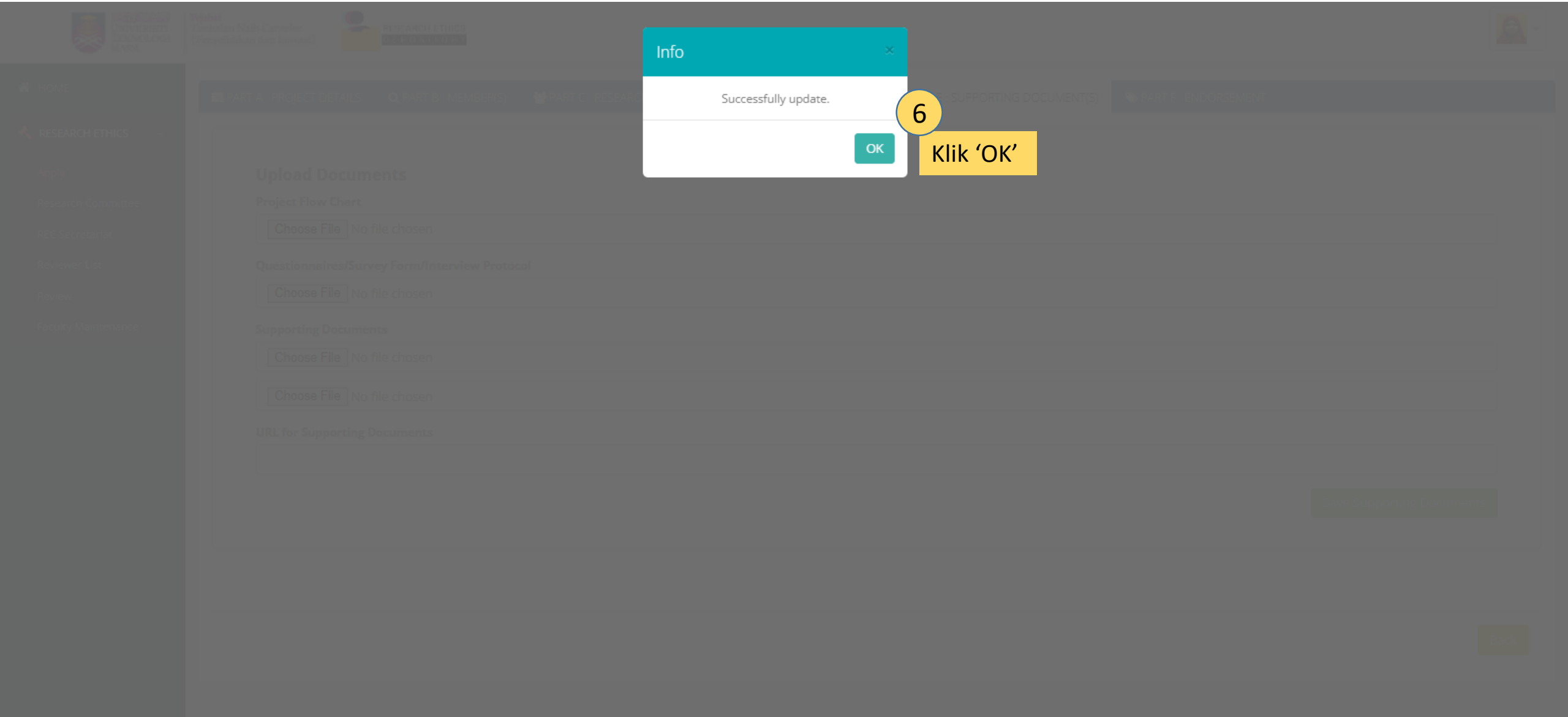


Kajian Klinikal sahaja



Kajian Klinikal sahaja




Info
Successfully update.
OK
6
Klik 'OK'

7. Part F: Endorsement

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PART A : PROJECT DETAILS | PART B : MEMBER(S) | PART C : RESEARCH RISK | PART D : PARTICIPANT FORM | PART E : SUPPORTING DOCUMENT(S) | PART F : ENDORSEMENT

1

Semak sebarang maklumat yang masih belum lengkap dan lengkapkan maklumat tersebut

Checklist & Declaration

#	PART	INCOMPLETE INFORMATIONS
1.	Part A: Project Details	Background Objective Problem statement Expected benefits Design and methodology Statistical analysis Location project Inclusion and exclusion criteria Sample size Rerefences
2.	Part B: Members	Completed
3.	Part C: Research Risk	Completed
4.	Part D: Participant Form	Incomplete Participant Form
5.	Part E: Supporting Documents	Upload Flow Chart
	Part E: Clinical Trials Documents	

☐ I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. With this, I will comply with the ethical principles as appropriate and approved by the Research Ethics Committee of Universiti Teknologi MARA

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Checklist & Declaration

#	PART	INCOMPLETE INFORMATIONS
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2.	Part B: Members	Completed
3.	Part C: Research Risk	Completed
4.	Part D: Participant Form	Completed
5.	Part E: Supporting Documents	Completed Upload Questionnaires/Survey Form/Interview Protocol
	Part E: Clinical Trials Documents	

2

Klik pada kotak akujanji

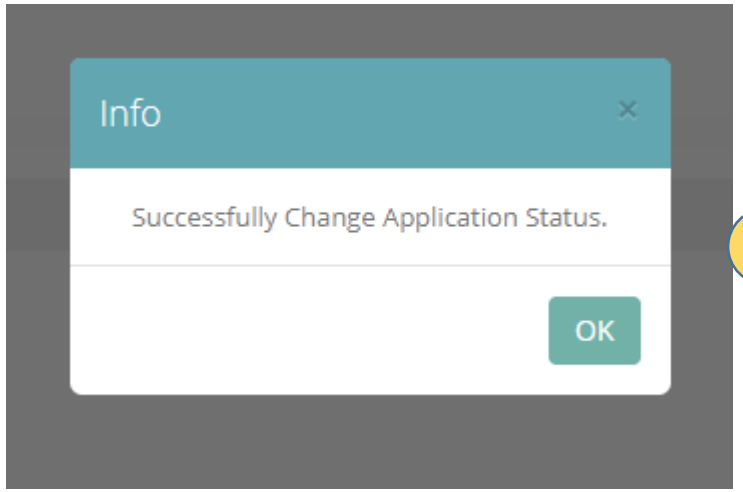
☐ I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. With this, I will comply with the et[illegible]nciples as appropriate and approved by the Research Ethics Committee of Universiti Teknologi MARA

PDF REC 2 | PDF REC 3 | PDF REC 4

3

Klik 'Submit' untuk hantar

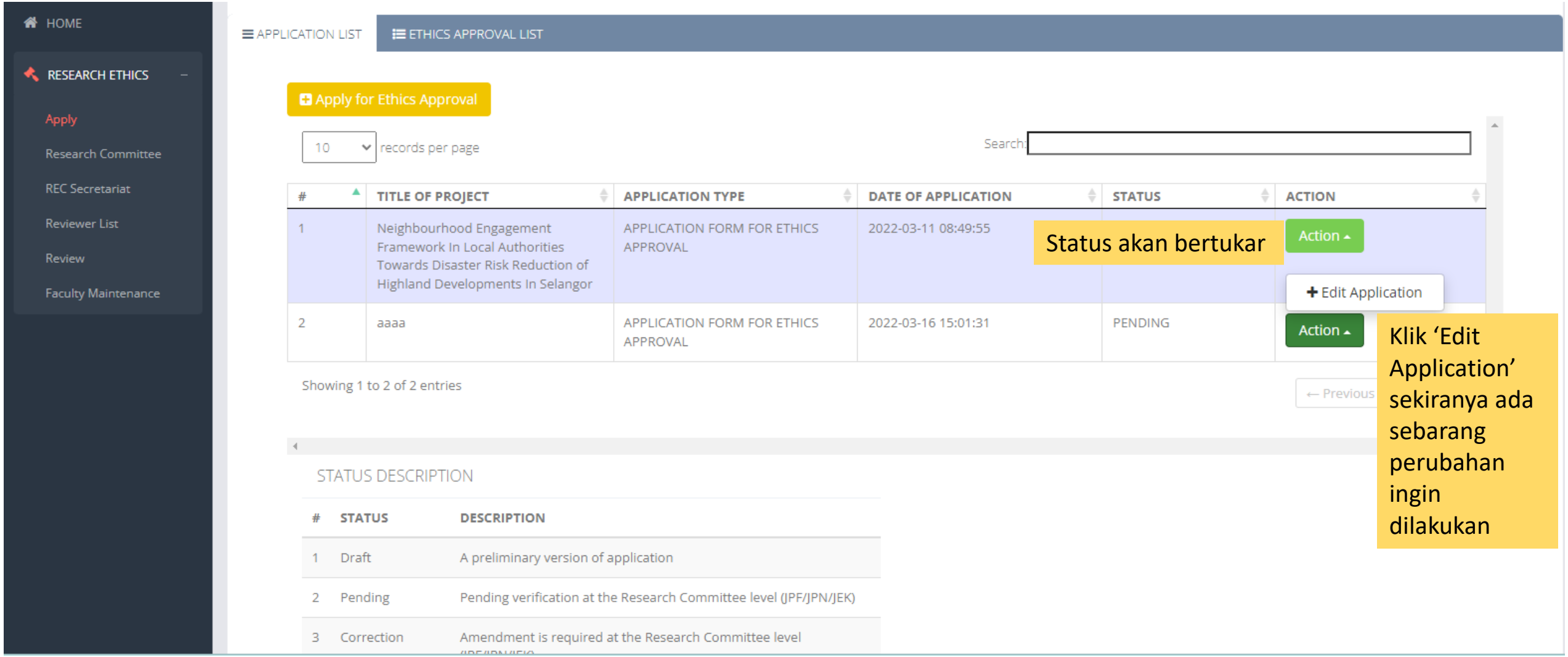
Submit



4

Setelah selesai menghantar permohonan sila klik ‘OK’

8. Semakan Status dan Kemaskini Permohonan



Status akan bertukar

Klik ‘Edit Application’ sekiranya ada sebarang perubahan ingin dilakukan

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Showing 1 to 2 of 2 entries

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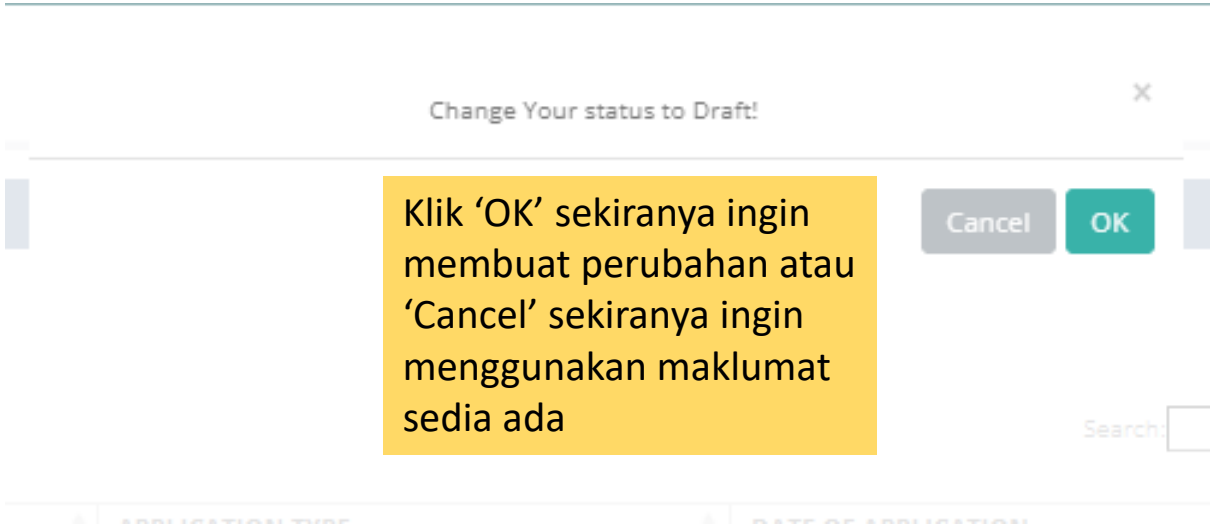
STATUS DESCRIPTION

#	STATUS	DESCRIPTION
1	Draft	A preliminary version of application
2	Pending	Pending verification at the Research Committee level (JPF/JPN/JEK)
3	Correction	Amendment is required at the Research Committee level (JPF/JPN/JEK)
4	Verified	Verified by the Research Committee (JPF/JPN/JEK)
5	Minor correction	To resubmit the corrected application within 1 month
6	Major correction	To resubmit the corrected application within 3 months
7	Resubmit	Amendment is required at the Research Ethics Committee (REC) level
8	Approved	Application is approved by the Research Ethics Committee (REC)

Maksud setiap status permohonan



Klik ‘OK’ sekiranya ingin membuat perubahan atau ‘Cancel’ sekiranya ingin menggunakan maklumat sedia ada

9. Emel notifikasi status permohonan telah dikemaskini

RED SYSTEM: APPLICATION OF RESEARCH ETHICS Inbox x

inforec@uitm.edu.my 3:04 PM (2 minutes ago)
to

Dear NUR ADILAH BINTI RUSLEE,

Please be informed that your Research Ethics Application status has been updated.

APPLICATION DETAILS

TITLE : [redacted]
TRIAL SITE : [redacted]
STATUS : PENDING
YOUR ROLE : PROJECT LEADER
URL : RED

Thank you for your cooperation.
Research Ethics Committee : 03-5544 8069 / 2794 / 5543 2049
ICT Unit : 03-55437876

Note: This is a system - generated message. Please do not reply to this email.

Reply Forward

10. Emel notifikasi untuk melakukan pembetulan selepas semakan peringkat PTJ

RED SYSTEM: CORRECTION OF ETHICS APPROVAL APPLICATION Inbox ×

S **inforec@uitm.edu.my** 3:06 PM (4 minutes ago)
to

Dear NUR ADILAH BINTI RUSLEE,

Please be informed that your Research Ethics Application status has been updated.

APPLICATION DETAILS

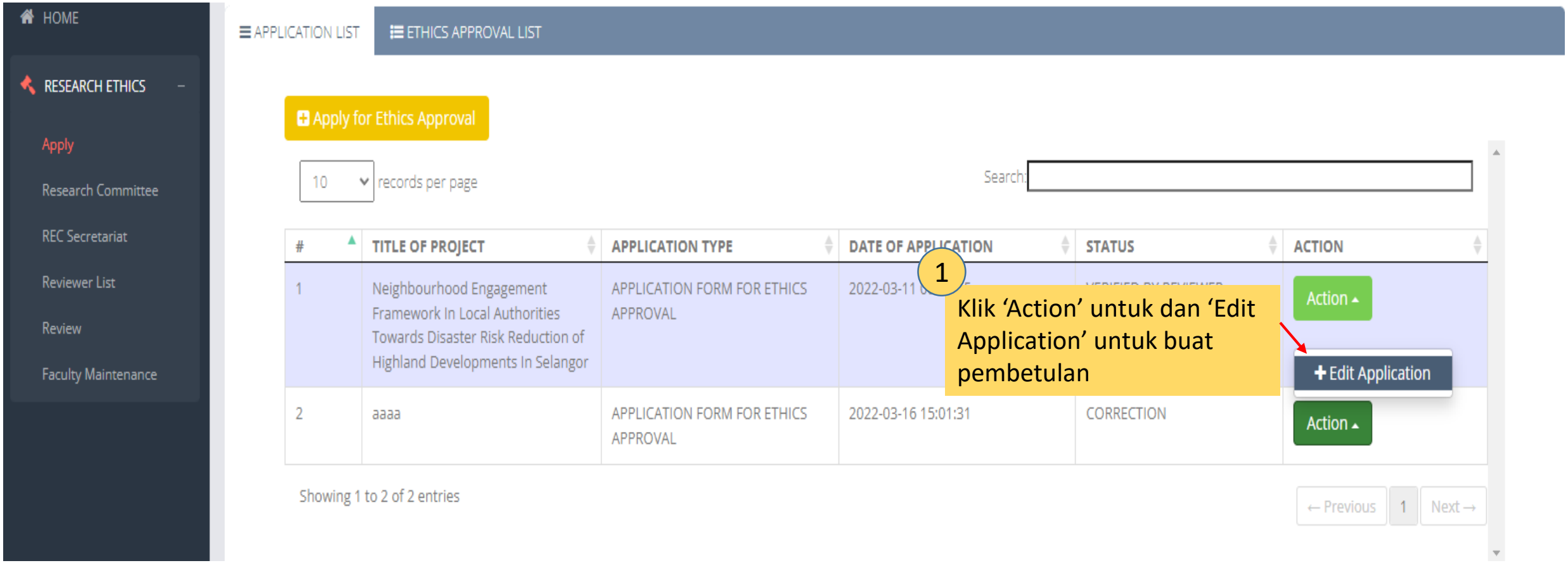
TITLE : [redacted]
TRIAL SITE : [redacted]
STATUS : CORRECTION
URL : RED

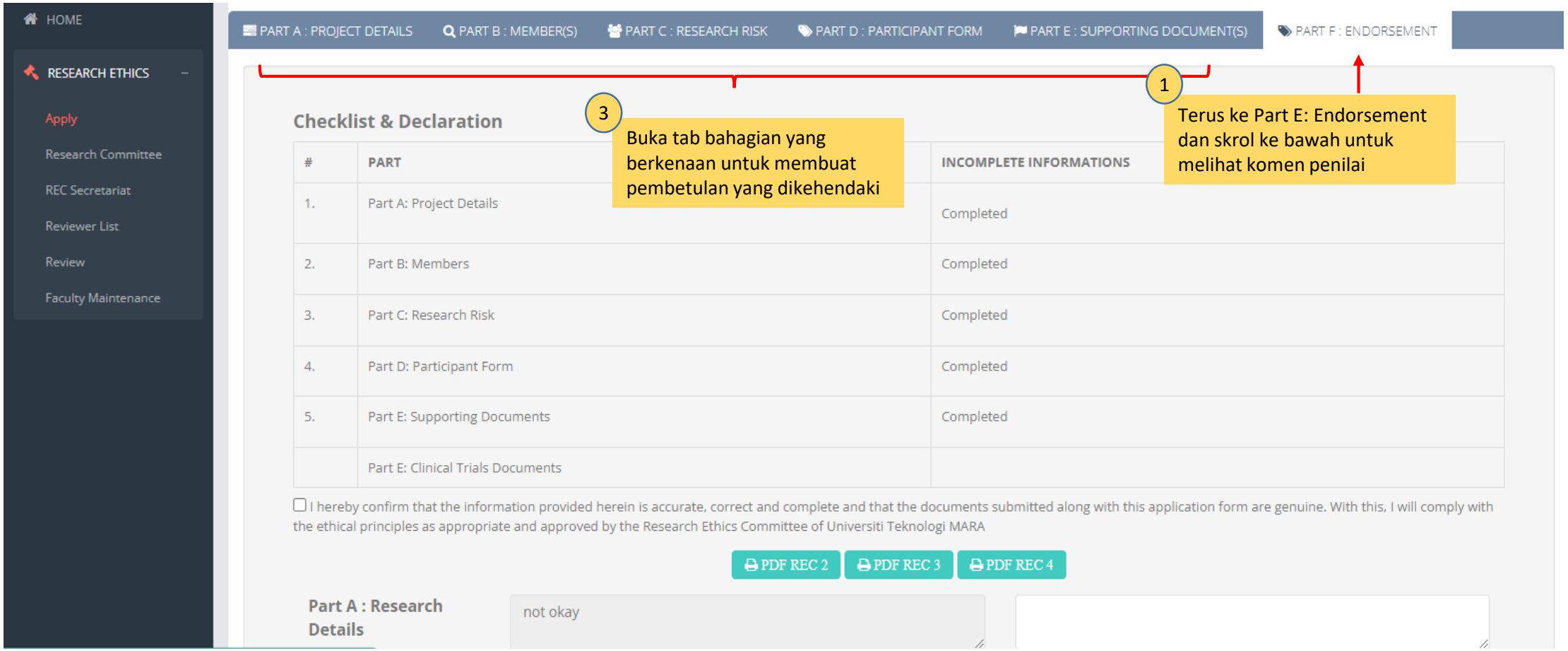
Thank you for applying for ethics approval. The applicant is required to submit the corrected application according to the reviewers' comments.
Please submit the correction within the specified timeframe. Failure to submit the updated application may result in a considerable delay in the application's processing.

Thank you.
Research Ethics Committee : 03-5544 8069 / 2794 / 5543 2049
ICT Unit : 03-55437876

Note: This is a system - generated message. Please do not reply to this email.

10(a). Cara melakukan pembetulan selepas semakan peringkat PTJ

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RESEARCH ETHICS
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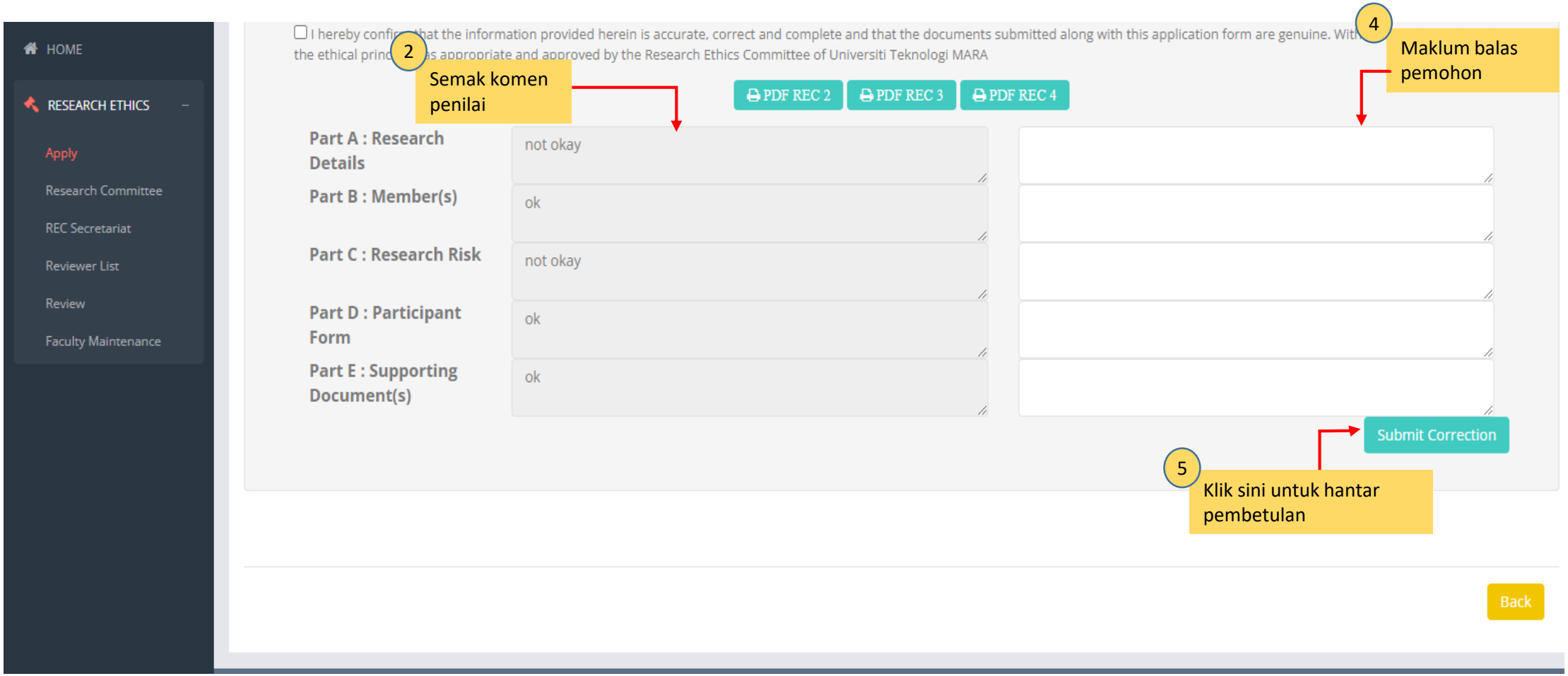
PART A : PROJECT DETAILS
PART B : MEMBER(S)
PART C : RESEARCH RISK
PART D : PARTICIPANT FORM
PART E : SUPPORTING DOCUMENT(S)
PART F : ENDORSEMENT
1
Terus ke Part E: Endorsement dan skrol ke bawah untuk melihat komen penilai
3
Buka tab bahagian yang berkenaan untuk membuat pembetulan yang dikehendaki
Checklist & Declaration
| PART | INCOMPLETE INFORMATIONS
1. | Part A: Project Details | Completed
2. | Part B: Members | Completed
3. | Part C: Research Risk | Completed
4. | Part D: Participant Form | Completed
5. | Part E: Supporting Documents | Completed
| Part E: Clinical Trials Documents |
I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. With this, I will comply with the ethical principles as appropriate and approved by the Research Ethics Committee of Universiti Teknologi MARA
PDF REC 2
PDF REC 3
PDF REC 4
Part A : Research Details
not okay


HOME
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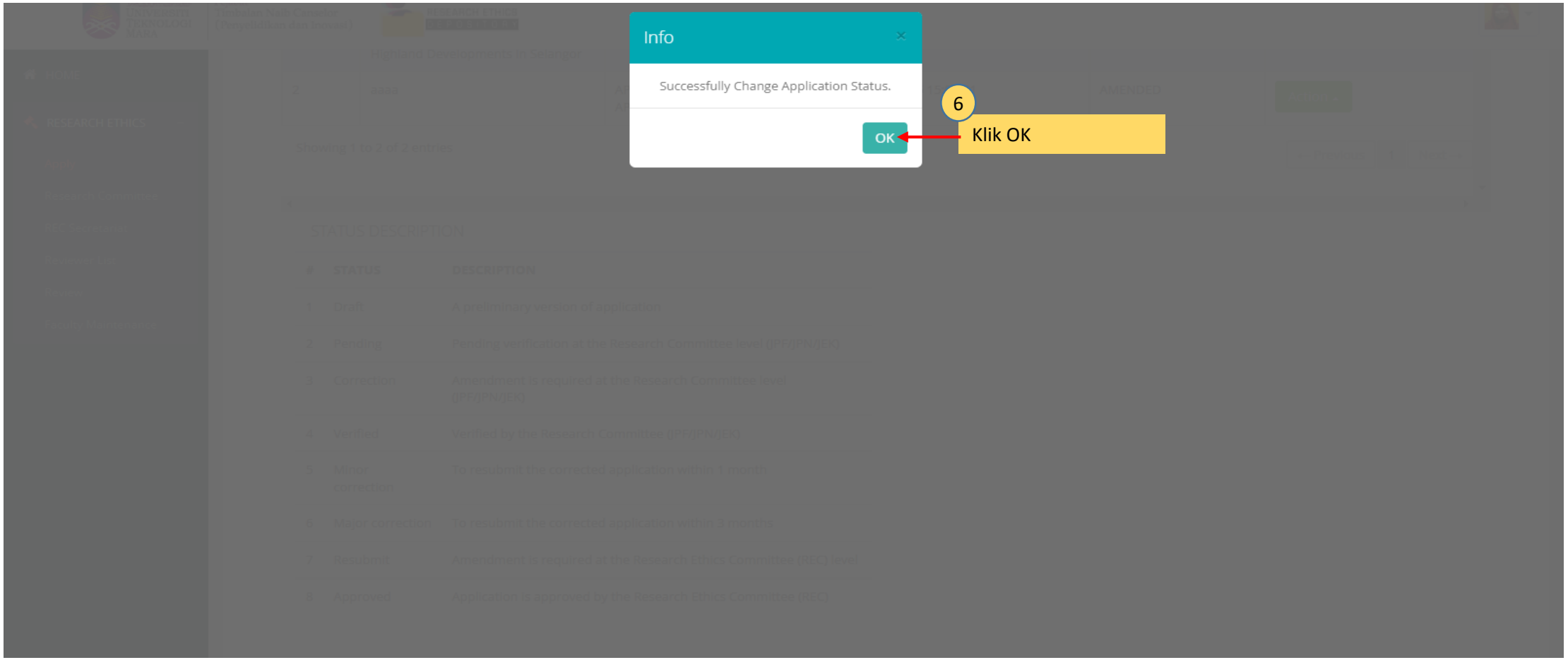
Faculty Maintenance
I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. With the ethical principles as appropriate and approved by the Research Ethics Committee of Universiti Teknologi MARA
2
Semak komen penilai
4
Maklum balas pemohon
PDF REC 2
PDF REC 3
PDF REC 4
Part A : Research Details
not okay
Part B : Member(s)
ok
Part C : Research Risk
not okay
Part D : Participant Form
ok
Part E : Supporting Document(s)
ok
Submit Correction
5
Klik sini untuk hantar pembetulan
Back


Info
Successfully Change Application Status.
OK
6
Klik OK

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APPLICATION LIST | ETHICS APPROVAL LIST

Apply for Ethics Approval

10 records per page

Search:

#	TITLE OF PROJECT	APPLICATION TYPE	DATE OF APPLICATION	STATUS	ACTION
1	Neighbourhood Engagement Framework In Local Authorities Towards Disaster Risk Reduction of Highland Developments In Selangor	APPLICATION FORM FOR ETHICS APPROVAL	2022-03-11 08:49:55	VERIFIED BY REVIEWER	Action
2	aaaa	APPLICATION FORM FOR ETHICS APPROVAL	2022-03-16 15:01:31	AMENDED	Action

Showing 1 to 2 of 2 entries

1 Next →

Status bertukar kepada AMENDED dan emel pemakluman juga akan diterima

11. Emel notifikasi pembetulan selepas penilaian

1 of 3,080

RED SYSTEM: CORRECTION OF ETHICS APPROVAL APPLICATION Inbox ×

S **inforec@uitm.edu.my** 9:52 AM (4 minutes ago)
to

Dear NUR ADILAH BINTI RUSLEE,

Please be informed that your Research Ethics Application status has been updated.

APPLICATION DETAILS

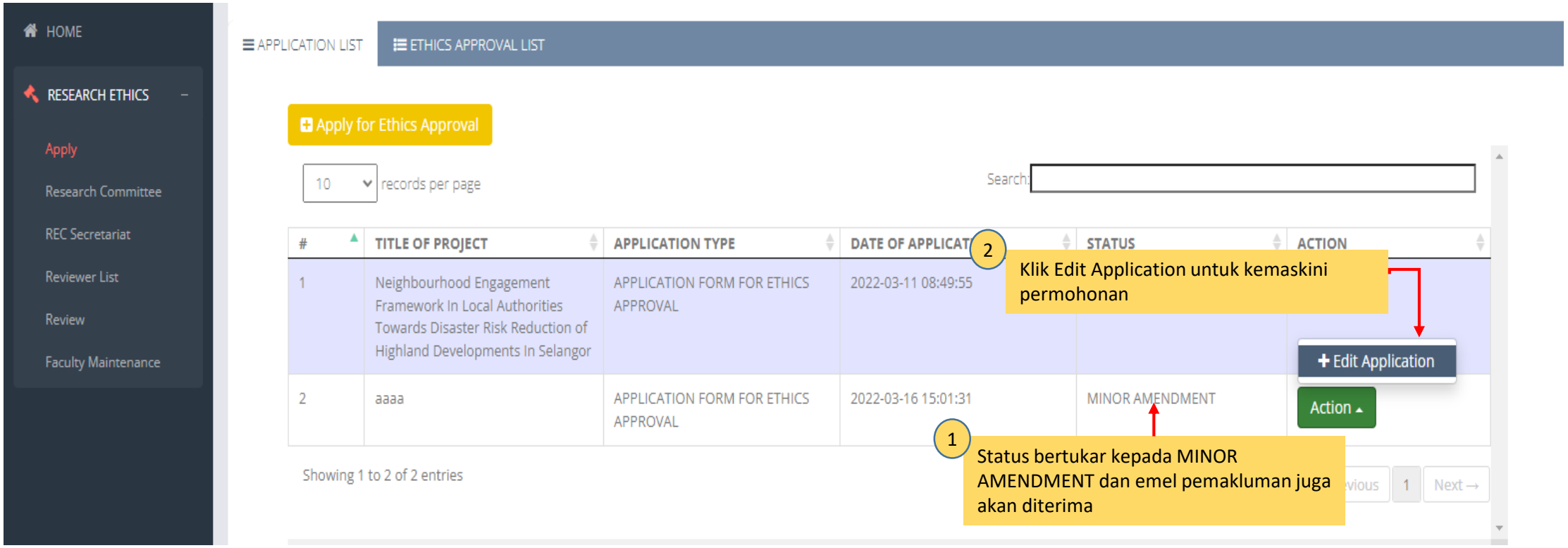
TITLE : [redacted]
TRIAL SITE : [redacted]
STATUS : MINOR AMENDMENT
URL : RED

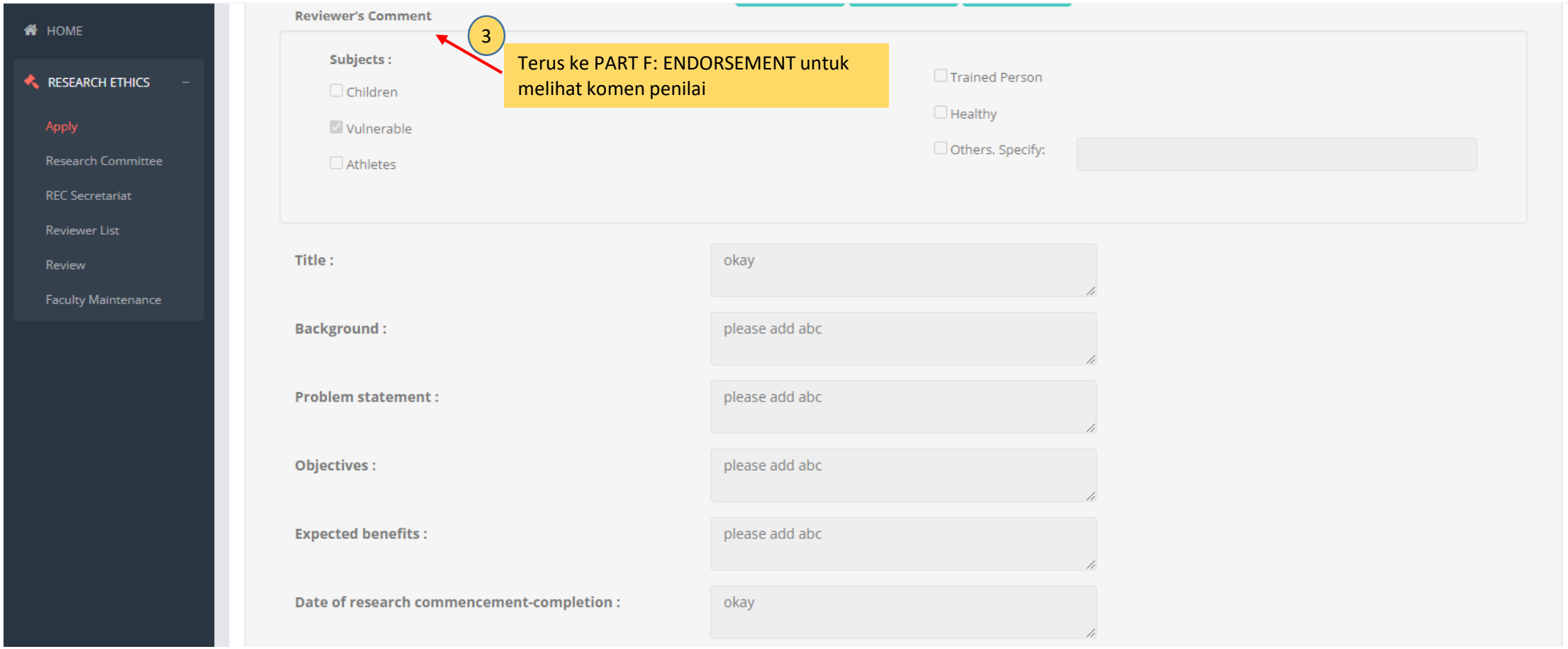
Thank you for applying for ethics approval. The applicant is required to submit the corrected application according to the reviewers' comments.
Please submit the correction within the specified timeframe. Failure to submit the updated application may result in a considerable delay in the application's processing.

Thank you.
Research Ethics Committee : 03-5544 8069 / 2794 / 5543 2049
ICT Unit : 03-55437876

Note: This is a system - generated message. Please do not reply to this email.

11(a). Cara melakukan pembetulan selepas semakan peringkat penilai JEP UiTM

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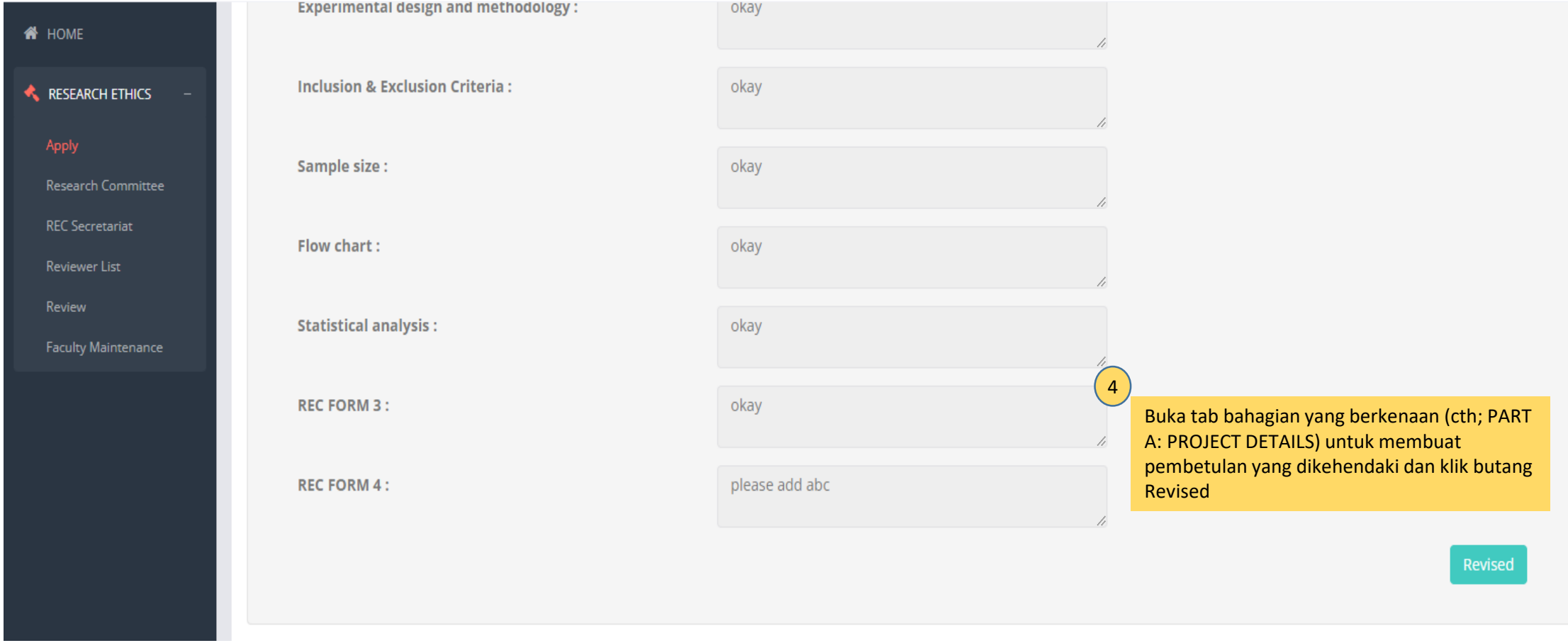
3
Terus ke PART F: ENDORSEMENT untuk melihat komen penilai
Subjects :
Children
Vulnerable
Athletes
Trained Person
Healthy
Others. Specify:
Title :
okay
Background :
please add abc
Problem statement :
please add abc
Objectives :
please add abc
Expected benefits :
please add abc
Date of research commencement-completion :
okay


HOME
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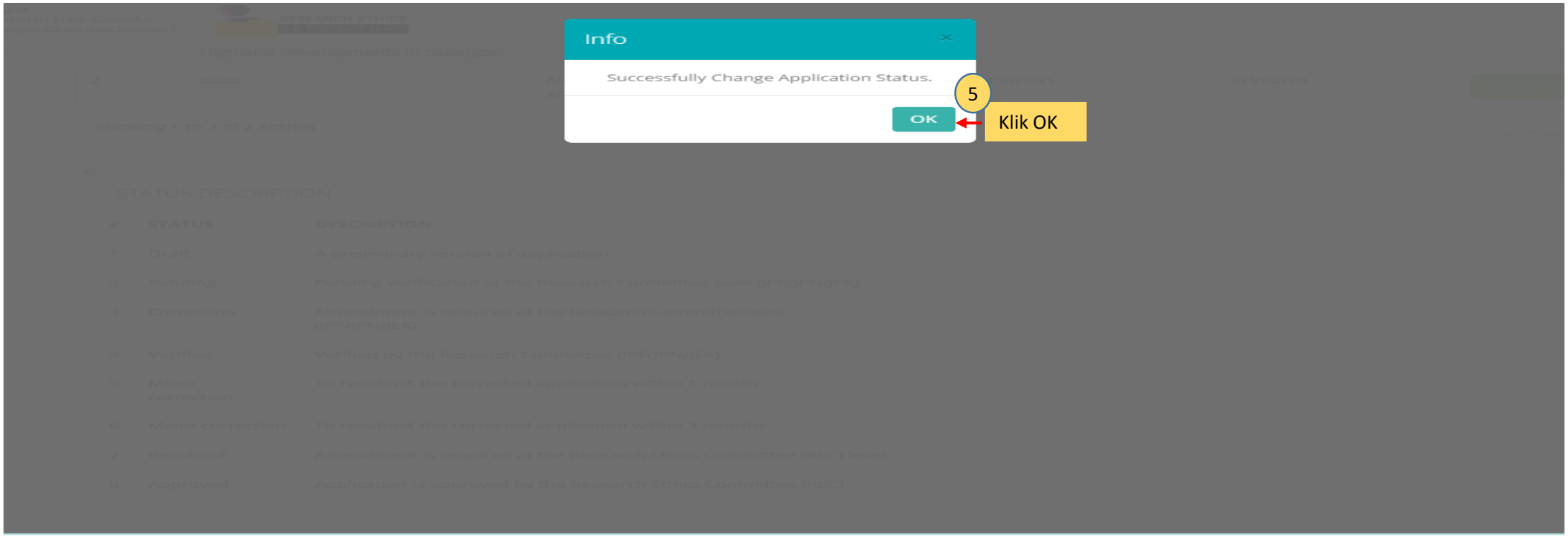
Experimental design and methodology :
okay
Inclusion & Exclusion Criteria :
okay
Sample size :
okay
Flow chart :
okay
Statistical analysis :
okay
REC FORM 3 :
okay
REC FORM 4 :
please add abc
4
Buka tab bahagian yang berkenaan (cth; PART A: PROJECT DETAILS) untuk membuat pembetulan yang dikehendaki dan klik butang Revised
Revised


Info
Successfully Change Application Status.
OK
5
Klik OK

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Search:

#	TITLE OF PROJECT	APPLICATION TYPE	DATE OF APPLICATION	STATUS	ACTION
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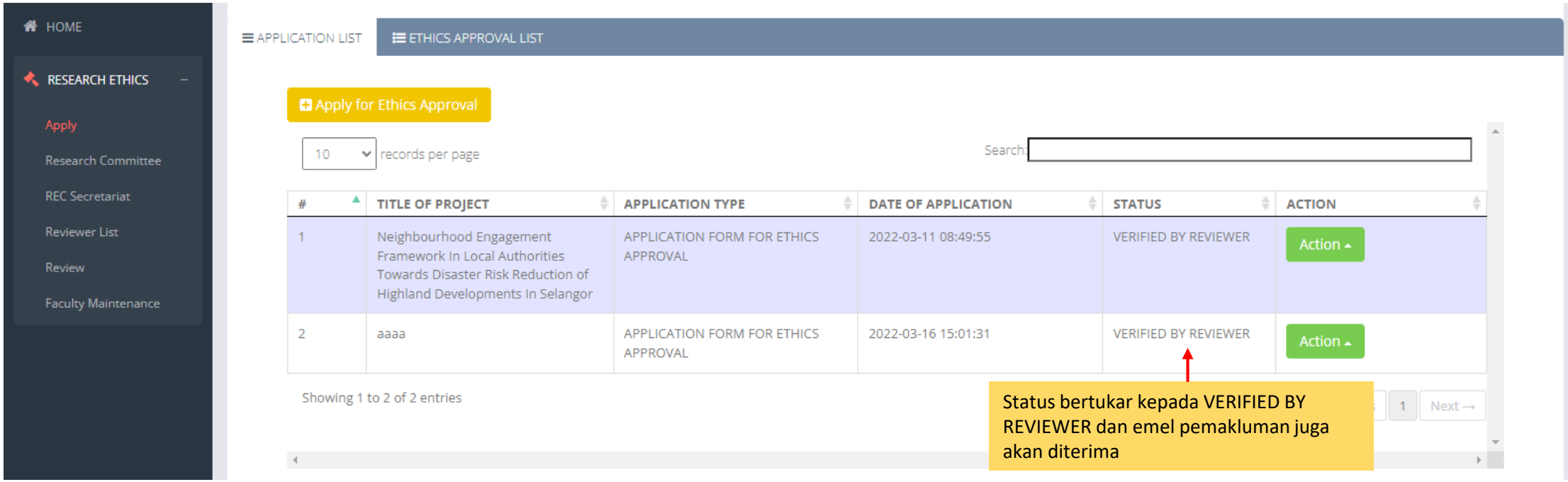
2	aaaa	APPLICATION FORM FOR ETHICS APPROVAL	2022-03-16 15:01:31	REVISION	Action

Showing 1 to 2 of 2 entries

Status bertukar kepada REVISION dan emel pemakluman juga akan diterima

12. Perubahan status selepas penilaian peringkat JEP UiTM



13. Emel Notifikasi Kelulusan Etika Penyelidikan

1 of 47

RED SYSTEM: ETHICS APPROVAL BY UITM RESEARCH ETHICS COMMITTEE Inbox ×

inforec@uitm.edu.my 10:39 AM (0 minutes ago)
to

Dear NUR ADILAH BINTI RUSLEE,

Please be informed that your Research Ethics Application status has been updated.

APPLICATION DETAILS

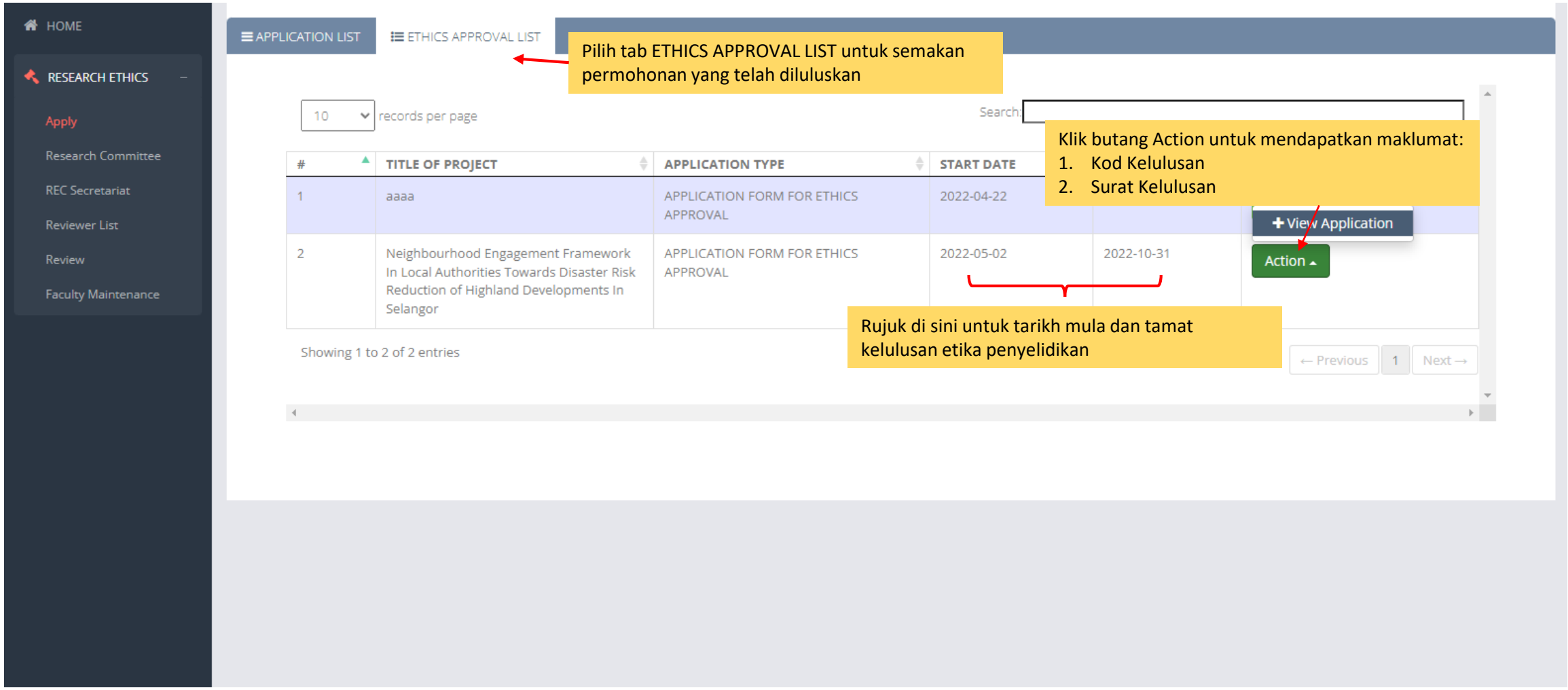
TITLE : [redacted]
TRIAL SITE : [redacted]
ETHICS APPROVAL CODE : REC/01/2022 (1)
URL : RED

Kod kelulusan etika penyelidikan

Thank you for submitting your research ethics application.
R Research Ethics Committee : 03-5544 8069 / 2794 /5543 2049
ICT Unit : 03-55437876

Note: This is a system - generated message. Please do not reply to this email.

13(a). Cara semakan permohonan yang telah diluluskan



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APPROVED APPLICATION

Rujuk maklumat permohonan yang telah diluluskan melalui laman APPROVED APPLICATION

Application Information

Title :	Neighbourhood Engagement Framework In Local Authorities Towards Disaster Risk Reduction of Highland Developments In Selangor
Applicant :	NUR ADILAH BINTI RUSLEE (90024300)
Date :	Apply on : 2022-04-21 09:48:10 Verify on : 2022-03-11 09:42:52 Approved on :2022-05-24 16:58:41
Status :	Approved
Suggestion By Faculty :	Minimal Risk
Reviewer's Comment (1):	
Duration :	11-03-2022 -
Reviewer's recommendation :	
Verification: Reviewer's remarks:	
Reviewer's Comment (2):	
Duration :	22-04-2022 - 22-04-2022

Subjects :

☐ Trained Person

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REC Form 3 : ok

REC Form 4 : check here

Reviewer's recommendation : MINIMAL RISK

Verification: Reviewer's remarks: Okay

Verification: Research Committee's Remarks : ok

Approval: REC Remarks: : OKAY

Link Document :

Uploaded Documents :

Applicant Document
Faculty Document
Committee Document
Flow Chart
Questionnaires/Survey Form/Interview Protocol
Supporting Documents
Supporting Documents

Semak/muat turun surat kelulusan dengan klik 'Committee Document'

Nombor rujukan kelulusan etika

REC Approval No. : REC/01/2022 (2)

PDF REC 2 | PDF REC 3 | PDF REC 4

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