



**Flowchart I: Research Ethics Approval Application for Minimal Risk (MR) Research**

Flow	Process/ Activity	Record/reference	Personnel	Timeline
	<p>Complete and submit the relevant ethics approval application forms to the JPF/JPN/JEK secretariat:</p> <ol style="list-style-type: none"> <li>1. Application Form for Ethics Approval (REC 2).</li> <li>2. Research Risk Classification Form (REC 3).</li> <li>3. Subject Information Sheet (REC 4) and Assent form (REC12) (if applicable).</li> <li>4. Checklist for Applicants (REC 5).</li> </ol> <p style="text-align: center;">OR</p> <p>Application of Exemption from Ethical Review (REC 11) (if applicable).</p>	<p>Forms: REC 2,3,5 and 4/and 12            Form: REC 11 (if applicable)</p>	<p>Applicants</p>	
	<p>Screening of REC 2,3,5 and 4/and 12 or REC 11 forms</p> <p>JPF/JPN/JEK secretariat to submit completed forms (softcopy) and related documents to REC secretariat by uploading at the following link:</p> <p><a href="https://forms.gle/KdyiNMNsLT2UR6fL7">https://forms.gle/KdyiNMNsLT2UR6fL7</a></p> <p>or email <a href="mailto:recuitsubmit@gmail.com">recuitsubmit@gmail.com</a></p> <p>or via RED (Research Ethics Depository) system</p>	<p>Cover letter from JPF/JPN/JEK</p> <p>Forms REC 2,3,5 and 4/and 12 or REC 11 (softcopy).            Other relevant documents.</p>	<p>JPF/JPN/JEK secretariat</p>	<p>Within 14 working days upon submission*</p>

	<p>Screening of REC 2,3,5 and 4 /and 12 or REC 11 forms</p>	<p>Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.</p>	<p>REC Secretariat</p>	<p>14 working days*</p>
	<p>Reviewing process and decision by the reviewer:</p> <ul style="list-style-type: none"> <li>i. Approved</li> <li>ii. Conditional Approvals: <ul style="list-style-type: none"> <li>• Minor corrections: Amendments within one (1) month.</li> <li>• Major corrections: Amendments within three (3) months.</li> </ul> </li> </ul>	<p>Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.</p>	<p>REC Members/ Associate Members</p>	<p>14 working days*</p>
	<p>Monitor timeline of review.</p> <ul style="list-style-type: none"> <li>• Send out reminder emails to reviewers at least once.</li> </ul>		<p>REC Secretariat</p>	
	<p>If decision by reviewer is MMR refer to Flowchart II.</p>			
	<p>Notification to the applicants</p>	<p>Notification of decision via email</p>	<p>REC Secretariat</p>	<p>14 working days</p>

\*Considering no amendments required

### Terms of Submission of Ethics Approval Application

1. All incomplete forms will be returned.
2. Only approved applications by JPF/JPN/JEK will be submitted to REC.
3. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary)
4. Please keep in mind that required amendments will need additional processing time.
5. The timeline of each process is subjected to the application workload of the month.
6. Submission of Research Completion Report Form (REC 8 form) within 2 months upon completion of research.