

REC/ERC Application Process Summary

REC Secretariat, UiTM



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UiTM Research Ethics Application Flowchart

APPLICANT

Which application form to fill?

ERC Forms

Undergraduate Student

Postgraduate Student (Coursework)

Endorsement by Coordinator or equivalent

Where to submit application form?

Ethics Review Committee (ERC)

Which risk classification declared?

Exemption

Minimal Risk

More than Minimal Risk

Review

Which risk classification determined?

Exemption

Minimal Risk

More than Minimal Risk

Decision

ERC SECRETARIAT

Approval Letter Issuance

Postgraduate Student (Mix-Mode)

Postgraduate Student (Research)

UiTM Staff

Non-UiTM Student/Staff

RED System

Endorsement by Research Committee

Research Ethics Committee (REC)

More than Minimal Risk

Minimal Risk

Exemption*

Review

More than Minimal Risk

Minimal Risk

Exemption*

Decision

REC SECRETARIAT

Approval Letter Issuance

Pass Over

Presentation

Committee	REC Research Ethics Committee, UiTM	ERC Ethics Review Committee
Level	Main/Central	Branch / College / Faculty / Cluster of Centre of Excellence (C/F/B/CoE)
Applicant	Postgraduates by Mix-Mode Postgraduates by Research UiTM Staff Non-UiTM Researchers	Undergraduates Masters by Coursework
Application form	Online via the RED system*	ERC Forms
Application form endorsement	Research Committee (Jawatankuasa Penyelidikan, JPN/JPF)	Coordinator / Head of Program / *or equivalent
Category of risk classification (for approval)	Exemption Minimal Risk (MR) More than Minimal Risk (MMR)	Exemption Minimal Risk (MR) *MMR will be forwarded to REC
Research Ethics Depository (RED) System	Available*	Not Available

RED Status Summary


PHASE	STATUS	ACTIONEE	DESCRIPTION
START	DRAFT	APPLICANT	A preliminary incomplete version of application
VERIFICATION	PENDING	RESEARCH COMMITTEE	Application submitted to Research Committee for verification
	CORRECTION	APPLICANT	Application returned to applicant for correction requested by Research Committee
	AMENDED	RESEARCH COMMITTEE	Application submitted to Research Committee after correction for verification
SCREENING	VERIFIED	REC SECRETARIAT	Application verified by Research Committee and submitted to REC Secretariat for screening
	INCOMPLETE	APPLICANT	Application returned to applicant for correction requested by REC Secretariat
	RESUBMISSION	REC SECRETARIAT	Application submitted to REC Secretariat after correction for screening
REVIEW	REVIEW PROCESS	REVIEWER	Application screened by REC Secretariat and submitted to a reviewer for review
	MINOR AMENDMENT	APPLICANT	Application returned to applicant for minor correction requested by reviewer
	MAJOR AMENDMENT	APPLICANT	Application returned to applicant for major correction requested by reviewer
	REVISION	REVIEWER	Application submitted to reviewer after correction for review
	VERIFIED BY REVIEWER	REC SECRETARIAT	Application review completed. Awaiting approval letter by REC Secretariat.
APPROVAL	APPROVED	-	Application approved. Approval letter and code issued and accessible.
REJECTION	REJECTED	-	Application rejected and halted. Create new application to seek approval

To Lodge Complaint

Go to https://units.uitm.edu.my/aduan_add.cfm

Or search “units uitm aduan”

→ ↻ units.uitm.edu.my/aduan_add.cfm



New **ADUAN ICT**

Status **ADUAN ICT**

New ADUAN ICT

Personal Information

ICT Service Ticket: **A20230119497666**

User Type : Staff Student Guest

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Category* : SISTEM - TNCNPI

Sub Categories* : RESEARCH ETHICS DEPOSITORY

Details* : Report Details

Attachment : No file chosen

* Format Pdf and Image (Jpeg,Jpg,Gif,Png) only.