College/Faculty/Branch Ethics Review Committee Universiti Teknologi MARA



Flowchart III: Research Ethics Approval Application for Undergraduates or Postgraduate by Coursework (Master & PhD) for Exemption, Minimal Risk and More Than Minimal Risk

FLOWCHART	PROCESS/ ACTIVITY	PERSONNEL	TIMELINE
	 DRP presentation / Proposal Preparation. Complete and verify application forms Submit the relevant ethics approval application forms to Coordinator / KPP /equivalent entities. 	Applicant/ Supervisor	
	Forms: a. Ethics Approval Application Form (C/F/B). b. Participant Information Sheet (C/F/B/ERC2) c. Assent form (C/F/B) (if applicable). OR Application of Exemption from Ethical Review (C/F/B).		
Screen Amendment (applicant) No Satisfactory Yes	 Screening of all related forms (softcopy). Incomplete forms will be returned. Endorse and categorize the completed applications as either ethics exemption, minimal risk or more than minimal risk research. 	Coordinator / KPP (or equivalent)	7 working days
	Assign reviewer (REC Associate Member/ ERC Member)	C/F/B secretariat	7 working days

Review Amendment (applicant) No Satisfactory MMR	Reviewing process and decision by the reviewer: a. Approved b. Conditional Approvals: Minor corrections: Amendments within two (2) weeks. Major corrections: Amendments within one (1) month.	Reviewer	7 working days
Meetings	Presentation and/or approval of the applications in scheduled meetings.	C/F/B secretariat	Designated intervals
UiTM REC	More than Minimal Risk (MMR) will be forwarded to the UiTM REC	C/F/B/ secretariat	
	 Notification of decision via email to applicant Upload a softcopy of the letters of approval along with a master list of monthly C/F/B approval for the month on the REC by email to recsecretariat@uitm.edu.my 	C/F/B secretariat Chairperson C/F/B	7 working days

Abbreviations:

KPP Head of School / Program (*Ketua Pusat Pengajian*)

CERC College Ethics Review Committee
FERC Faculty Ethics Review Committee
BERC Branch Ethics Review Committee
UiTM REC UiTM Research Ethics Committee

Terms of Submission of Ethics Approval Application

- 1. All incomplete forms will be returned.
- 2. Only applications endorsed by Coordinator / KPP /equivalent entities will be submitted to C/F/B.
- 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).
- 4. Please keep in mind that the required amendments will need additional processing time.
- 5. The timeline of each process is subjected to the application workload of the respective faculty/branch.
- 6. Provide any data or information on C/F/B records and processes during REC Audit.