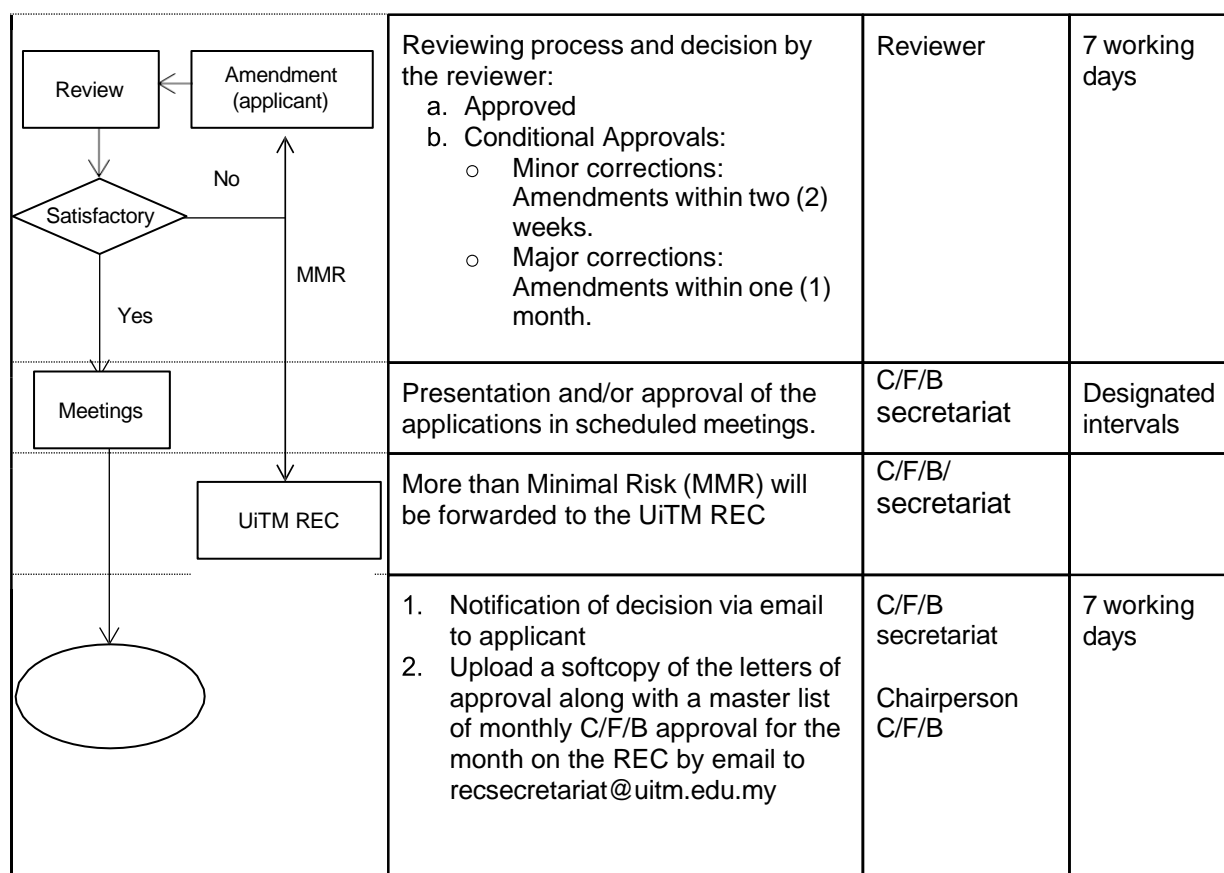


**College/Faculty/Branch
Ethics Review Committee
Universiti Teknologi MARA**



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
<pre> graph TD Start([Start]) --> Screen[Screen] Screen --> Satisfactory{Satisfactory} Satisfactory -- No --> Amendment[Amendment (applicant)] Amendment --> Screen Satisfactory -- Yes --> AssignReviewer[Assign reviewer] AssignReviewer --> End([End]) </pre>	<ol style="list-style-type: none"> 1. DRP presentation / Proposal Preparation. 2. Complete and verify application forms 3. Submit the relevant ethics approval application forms to Coordinator / KPP /equivalent entities. <p>Forms:</p> <ol style="list-style-type: none"> a. Ethics Approval Application Form (C/F/B). b. Participant Information Sheet (C/F/B/ERC2) c. Assent form (C/F/B) (if applicable). <p>OR</p> <p>Application of Exemption from Ethical Review (C/F/B).</p>	Applicant/ Supervisor	
	<ol style="list-style-type: none"> 1. Screening of all related forms (softcopy). 2. Incomplete forms will be returned. 3. 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

**Abbreviations:**

KPP	Head of School / Program (<i>Ketua Pusat Pengajian</i>)
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.
3. 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.