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

Flow	Process/ Activity	Record/reference	Personnel	Timeline
	Complete and submit the relevant ethics approval application forms to the JPF/JPN/JEK secretariat: 1. Research Ethics Depository (RED) System • PART A: Project Details • PART B: Member(s) • PART C: Research Risk • PART D: Participation Form • PART E: Supporting Documents • PART F: Endorsement OR Application of Exemption from Ethical Review (REC 11) (if applicable).	RED System: PART A – E manual application – not via RED system	Applicants	
	Screening of application through RED (PART A – E) or REC 11 form JPF/JPN/JEK secretariat to **verify** the application through RED (PART A – E) Note: To verify after all necessary corrections are done by applicants. OR submit completed REC 11 forms (softcopy) and related documents to REC secretariat by uploading at the following link: https://forms.gle/KdyiNMNsLT2UR6fL7 or email recuitmsubmit@gmail.com	Cover letter from JPF/JPN/JEK RED System (PART A – E) OR REC 11 (softcopy). Other relevant documents.	JPF/JPN/JEK secretariat	Within 14 working days upon submission*

Screening of (PART A – E) in RED System or REC 11 form	RED System (PART A – E) or REC 11. Other relevant documents.	REC Secretariat	14 working days*
Reviewing process and decision by the reviewer: i. Approved ii. Conditional Approvals: • Minor corrections: Amendments within one (1) month. • Major corrections: Amendments within three (3) months.	RED System (PART A – E) or REC 11. Other relevant documents.	REC Members/ Associate Members	14 working days*
Monitor timeline of review. • Send out reminder emails to reviewers at least once.		REC Secretariat	
If decision by reviewer is MMR refer to Flowchart II.			
Notification to the applicants	Notification of decision via email	REC Secretariat	14 working days

*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.