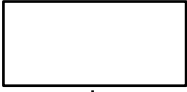
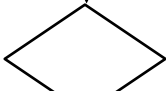






**Flowchart II: Research Ethics Approval Application for More than Minimal Risk (MMR) Research**

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. Research Ethics Depository (RED) System           <ul style="list-style-type: none"> <li>• PART A: Project Details</li> <li>• PART B: Member (s)</li> <li>• PART C: Research Risk</li> <li>• PART D: Participation Form</li> <li>• PART E: Supporting Documents</li> <li>• PART F: Endorsement</li> </ul> </li> </ol> <p>OR</p> <p>Application of Exemption from Ethical Review (REC 11) (if applicable).</p>	<p>RED System: PART A – E</p> <p><b>manual application</b> – not via RED system</p>	<p>Applicants</p>	
	<p>Screening of application through RED (PART A – E) or REC 11 forms</p> <p>JPF/JPN/JEK secretariat to verify the application through RED (PART A – E)</p> <p>Note: To verify after all necessary corrections are done by applicants</p> <p>Submission to REC at least two (2) weeks before the subsequent meeting (3<sup>rd</sup> Tuesday of each month).</p>	<p>Cover letter from JPF/JPN</p> <p>RED System (PART A – E) or REC 11 (softcopy). Other relevant documents.</p>	<p>JPF/JPN/ JEK secretariat</p>	<p>Within 14 working days upon submission*</p>

	Screening of (PART A – E) in RED System	RED System (PART A – E)  Other relevant documents.	REC Secretariat	14 working days*
	Reviewing process and feedback by the primary reviewer:	RED System (PART A – E) or REC 11 (softcopy).  Other relevant documents.	REC Members/ Associate Members	14 working days*
	<b>Full board presentation</b> by applicants to REC committee i. Approve ii. Conditional Approval: <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> iii. Reject	RED System (PART A – E) or REC 11 (softcopy).  Other relevant documents.	Applicants, REC Committee	3 <sup>rd</sup> Tuesday of each month
	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 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.

#### Terms of condition for Clinical Trials

1. Submission of Monitoring of Ongoing Studies Form (REC 6 Form) every 6 or 12 months upon approval.