



MANUAL PENGGUNA SISTEM RESEARCH ETHICS DEPOSITORY (RED)

***THE RESEARCH ETHICS DEPOSITORY
(RED) SYSTEM MANUAL***

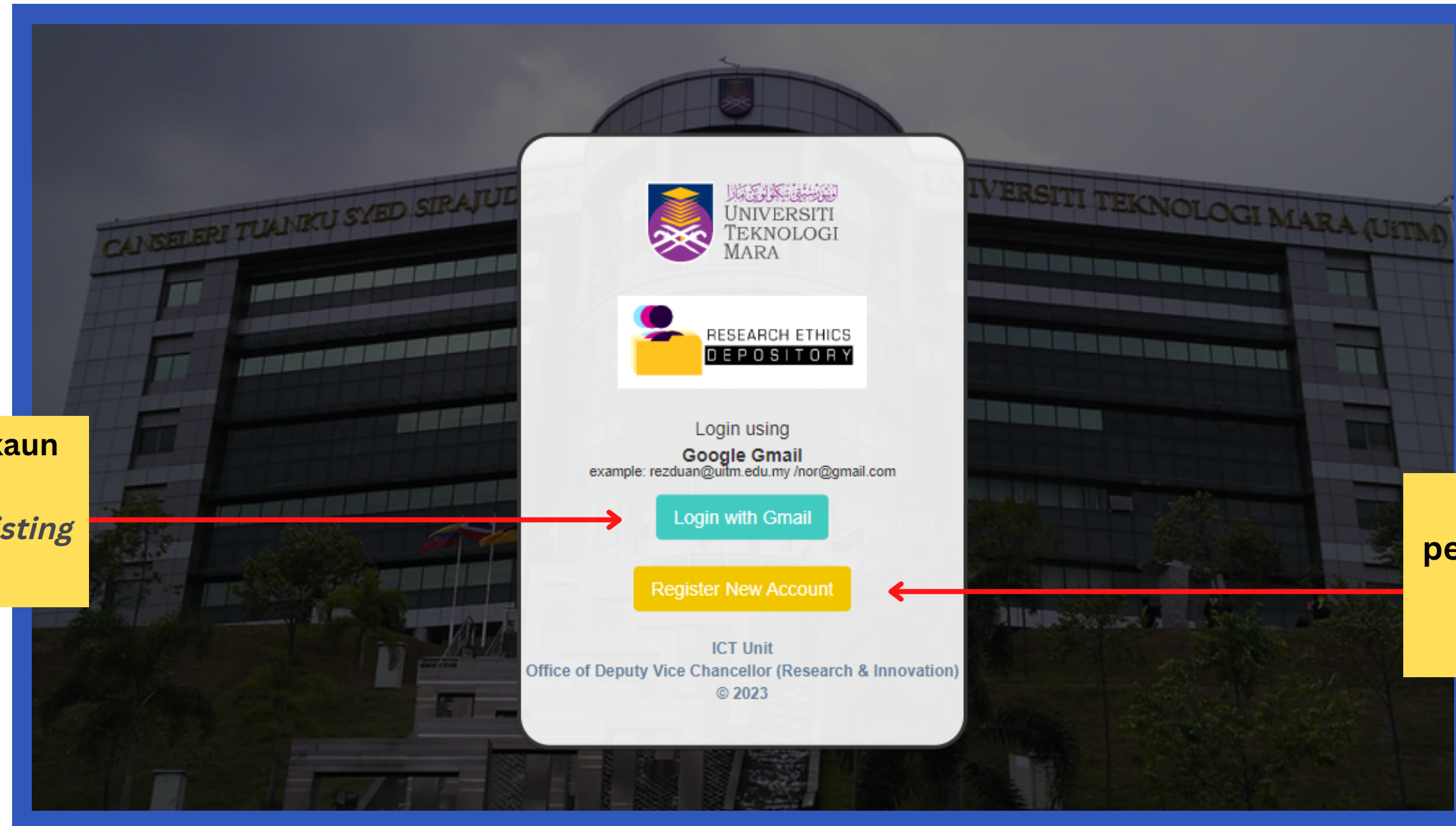
**SEKRETARIAT JAWATANKUASA
PENYELIDIKAN**

RESEARCH COMMITTEE SECRETARIAT

PENDAFTARAN DAN LOGIN SISTEM

THE REGISTRATION AND SYSTEM LOGIN

<https://red.uitm.edu.my/Depository/login.php>



Klik disini untuk login ke akaun sedia ada

Click here to login for an existing account

Klik disini untuk pendaftaran akaun baru

Click here for a new registration

Berikut adalah pautan sistem RED dan laman hadapan sistem. Klik butang Register New Account untuk pendaftaran baru atau klik butang Login untuk ke akaun sedia ada

The following is the link of the RED system and the system homepage. Click the 'Register New Account' button for a new registration or click the 'Login' button to go to an existing account.

Laman pendaftaran akaun baru
New account registration page

Klik butang '*Back*' untuk kembali
ke laman *Login/Register*
*Click the 'Back' button to return
to the Login/Register page*

The screenshot shows the 'REGISTER ACCOUNT RED' page. At the top, there is a teal header with the University of Technology MARA logo and 'RESEARCH ETHICS DEPOSITORY' text. Below the header, the title 'REGISTER ACCOUNT RED' is displayed. The main form area contains a dropdown menu labeled '-Select User Type-' with a downward arrow. Below the dropdown is a text input field with a card icon and the placeholder text 'STAFF NO / MATRIC NO /IC NO'. At the bottom of the form, there are two buttons: a teal 'REGISTER' button and a grey 'BACK' button. The footer text reads 'ICT Unit Office of Deputy Vice Chancellor (Research & Innovation) © 2023'. A red arrow points from the yellow text box on the left to the 'REGISTER ACCOUNT RED' title.

The screenshot shows the 'REGISTER ACCOUNT RED' page with the dropdown menu open. The dropdown menu is expanded, showing the following options: '-Select User Type-', 'UiTM Staff', 'UiTM Student', and 'Guest'. The 'UiTM Staff' option is highlighted in blue. Below the dropdown menu is a grey 'BACK' button. The footer text is the same as in the previous screenshot. A red arrow points from the yellow text box on the right to the dropdown menu.

Klik *dropdown menu* untuk
pilihan jenis *User*
*Click the dropdown menu to
select the User Type*

Untuk mendaftar, sila pilih 'User Type' dan lengkapkan maklumat yang diperlukan kemudian klik butang 'Register'

To register, please choose 'User Type' and complete the required information then click the 'Register' button

UiTM Student

Isi nombor pelajar UiTM & alamat emel Gmail
Fill in the UiTM student number & Gmail email address

REGISTER ACCOUNT RED

UiTM Student

STAFF NO / MATRIC NO / IC NO

Gmail Account

REGISTER

BACK

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Office of Deputy Vice Chancellor
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Klik butang *Register*
Click the Register button

UiTM Staff

Isi nombor staf UiTM
Fill in the UiTM staff number

REGISTER ACCOUNT RED

UiTM Staff

STAFF NO / MATRIC NO / IC NO

REGISTER

BACK

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Office of Deputy Vice Chancellor
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Klik butang *Register*
Click the Register button

Guest

Isi nombor kad pengenalan, nama & alamat emel Gmail
Fill in the Card number Identification, name & Gmail email address

REGISTER ACCOUNT RED

Guest

STAFF NO / MATRIC NO / IC NO

NAME

Gmail Account

REGISTER

BACK

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Office of Deputy Vice Chancellor
(Research & Innovation) © 2023

Klik butang *Register*
Click the Register button



MANUAL PENGGUNA SISTEM RESEARCH ETHICS DEPOSITORY (RED)

***THE RESEARCH ETHICS DEPOSITORY
(RED) SYSTEM MANUAL***

**SEKRETARIAT JAWATANKUASA PENYELIDIKAN
NEGERI / FAKULTI / KOLEJ/ ENTITI KECEMERLANGAN
(JPN/F/K/EK)**

***RESEARCH COMMITTEE SECRETARIAT MANUAL STATE / FACULTY / COLLEGE /
ENTITY OF EXCELLENCE (JPN/F/C/EE)***

CARA MENDAPATKAN AKSES SEBAGAI ADMIN SEKRETARIAT DI JPN/F/K/EK

HOW TO GET ACCESS AS A SECRETARIAT ADMIN IN JPN/F/K/EK

Emel butiran berikut ke

Email the following details to

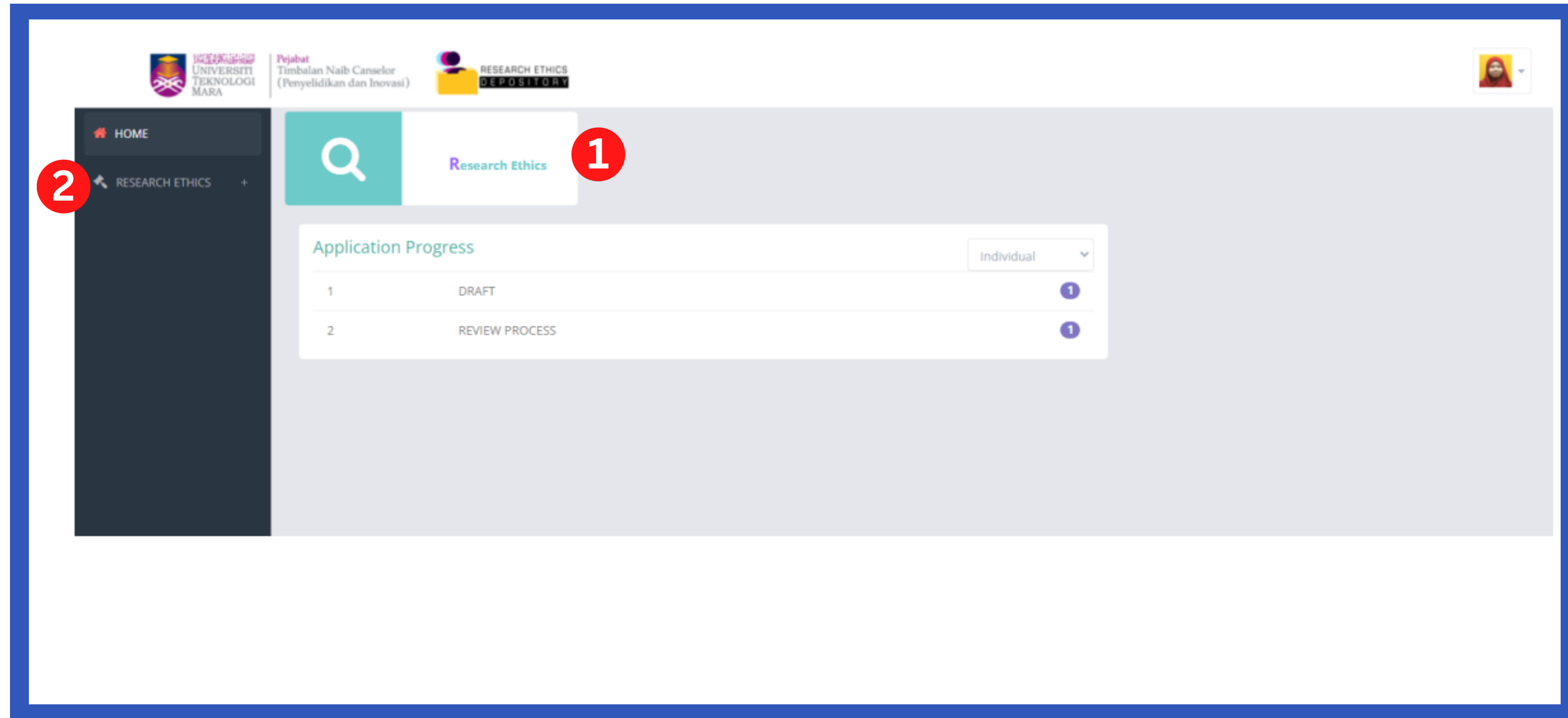
recsecretariat@uitm.edu.my

- Nama Penuh/ *Full Name*
- Nombor Staf/ *Staff Number*
- Pusat Tanggungjawab (Nama Kolej/Fakulti/Cawangan/Entiti Kecemerlangan) / *Center of Responsibility (Name of College/Faculty/Branch/Entity of Excellence)*
- Nombor Telefon/ *Telephone Number*
- Alamat Emel / *Email Address*

Setiap daripada JPN/F/K/EK boleh memberikan sehingga 3 nama sekretariat

Each of JPN/F/K/EK can provide up to 3 secretariat names

Laman Utama / Home Page



Sila klik butang *Home* di laman utama, kemudian klik butang [1] *Research Ethics* untuk paparan tab menu di sebelah kiri. Klik butang [2] *Research Ethics* untuk paparan *dropdown menu*

Please click the Home button on the main page, then click the [1] Research Ethics button to display the menu tab on the left side. Click the [2] Research Ethics button to display the dropdown menu

Cara semakan permohonan di peringkat Jawatankuasa Penyelidikan

How to review applications at the Research Committee

The screenshot displays a web application interface for reviewing research ethics applications. The sidebar menu on the left has a red circle with the number '1' next to the 'Research Committee' option. The main content area shows a table of applications with columns for #, PROJECT TITLE, NAME OF APPLICANT, APPLICATION TYPE, DATE OF APPLICATION, STATUS, and ACTION. The table contains four entries. The fourth entry, with status 'PENDING', has a red circle with the number '3' next to its 'Action' button. A red circle with the number '2' is positioned near the bottom right of the table. A yellow callout box at the bottom right contains the following text:

Klik butang "Action" pada permohonan dengan status "Pending"
Click the "Action" button on the application at the status "Pending"

#	PROJECT TITLE	NAME OF APPLICANT	APPLICATION TYPE	DATE OF APPLICATION	STATUS	ACTION
1	THE EFFECTS OF PRACTICE IN MIND (PIM) TRAINING ON SHORT-SERVICE PERFORMANCE AND SELF-EFFICACY AMONG BADMINTON PLAYERS	NURUL ATIKAH BINTI ABDULLAH (2019267774)	APPLICATION FORM FOR ETHICS APPROVAL	2022-03-30 17:43:30	VERIFIED	Action -
2	Apply RED for Demo	NOR MALINI BINTI A. HAMID (872380)	APPLICATION FORM FOR ETHICS APPROVAL	2022-04-21 09:37:38	AMENDED	Action -
3	Recreational Badminton Playing Time and Its Influence on Physiological, Cognitive and Cardiometabolic Indices in Healthy Elderly	SYED MUHAMMAD MURSHID BIN SYED ZUBIR (2021495552)	APPLICATION FORM FOR ETHICS APPROVAL	2022-04-30 01:50:58	VERIFIED	Action -
4	Work From Home: implications of JD-R on employee satisfaction and productivity in educational services	DG KAMISAH BINTI AG BUDIN (303862)	APPLICATION FORM FOR ETHICS APPROVAL	2022-04-29 14:58:26	PENDING	Action -

Showing 1 to 4 of 4 entries

Pilih menu *Research Committee* pada dropdown tersebut. Senarai permohonan akan tertera di skrin. permohonan yang baru adalah berstatus Pending. Klik butang [3] *Action* dan klik 'Verify'

Select the Research Committee menu on the dropdown. The list of applications will be displayed on the screen. The new applications will be shown as 'Pending'. Click the [3] action button and click 'Verify'.

HOME

RESEARCH ETHICS

Apply

Research Committee

REC Secretariat

Reviewer List

Review

Faculty Maintenance

1

PART A : APPLICATION DETAILS

PART B : CORRECTION

PART C : RESPONS

Application Information

Title : Work From Home: implications of JD-R on employee satisfaction and productivity in educational services

Faculty /Branch : INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

Applicant : DG KAMISAH BINTI AG BUDIN (303862)

Date : Apply on : 2022-04-29 14:58:26
Verify on :
Approved on :

Status : PENDING

Part A : Research Details

Comment Faculty

Applicant Reply

Part B : Member(s)

Comment Faculty

Applicant Reply

Part C : Research Risk

Comment Faculty

Applicant Reply

Part D : Participant Form

Comment Faculty

Applicant Reply

Paparan skrin akan menunjukkan maklumat permohonan beserta borang Semakan Fakulti dan dokumen sokongan

Screen display will show application information with Faculty Evaluation form and Supporting Documents

The screenshot shows a web application interface for research ethics. On the left is a dark sidebar with a menu containing: HOME, RESEARCH ETHICS (with a sub-menu: Apply, Research Committee, REC Secretariat, Reviewer List, Review, Faculty Maintenance), and a 'Back' button at the bottom right. The main content area is divided into sections: Part B: Member(s), Part C: Research Risk, Part D: Participant Form, and Part E: Supporting Document(s). Below Part E, there are 'Comment Faculty' and 'Applicant Reply' input fields, a 'Comment:' field, and an 'Uploaded Documents:' section with three PDF links: PDF REC 2, PDF REC 3, and PDF REC 4. A red bracket groups these links with callout 2. Below the links is a 'Flow Chart' section with a link to 'Questionnaires/Survey Form/Interview Protocol' and callout 3. A 'Back' button is located at the bottom right of the main content area.

2 Klik disini untuk melihat borang REC 2, 3 dan 4
Click here to view REC 2, 3 and 4 forms

3 Klik disini untuk melihat dokumen tambahan yang dimuat naik
Click here to view additional documents uploaded

Klik pada mana-mana pautan dokumen untuk lihat, muat turun atau cetak
Click on any document link to view, download or print

HOME

RESEARCH ETHICS

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Faculty Maintenance

Close

Print REC Form 2

4
Klik disini untuk muat turun
atau cetak
*Click here to download or
print*

REC 2 / 2019 Rev 3 (2020)

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM

Tel: 03-5544-8069, Faks: 03-5544-2096/2767

Borang Permohonan Kelulusan Etika
Application Form for Ethics Approval



Permohonan ini dikemukakan untuk tujuan kelulusan menjalankan penyelidikan. Sila lampirkan salinan kertas cadangan penyelidikan.

This application is for the purpose of obtaining approval to conduct research. Please attach a copy of Research Proposal.

Bahagian A : Maklumat Penyelidik

Part A: Details of Researcher

Staf/Penysyarah / Staff/Lecturers

Tajuk Penyelidikan :

Title of Research

Work From Home: implications of JD-R on employee satisfaction and productivity in educational services

Project :

Nama Penyelidik :

Name of Researcher :

DG KAMISAH BINTI AG BUDIN

UITM KOTA KINABALU SABAH

BEG BERKUNCI 71

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PART A : APPLICATION DETAILS

PART B : CORRECTION

PART C : RESPONSE

Status

--- Select Status ---

--- Select Status ---

VERIFIED

REJECTED

CORRECTION

Part B : Member(s)

Part C : Research Risk

Part D : Participant Form

Part E : Supporting Document(s)

Remarks :

Back

5

6

Terus ke PART C: RESPONSE untuk memilih status permohonan
Go to PART C: RESPONSE for select application status

Setelah semakan dilakukan diperingkat Fakulti, terus ke 'PART C: RESPONSE' untuk memilih status permohonan dalam ruangan dropdown menu

After the Faculty Evaluation is completed, continue to 'PART C: RESPONSE' to select the application status in the dropdown menu space

3(a). Status: *Verified/Rejected*

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PART A : APPLICATION DETAILS

PART B : CORRECTION

PART C : RESPONS

Status

VERIFIED

Comment

Research Risk :

MINIMAL RISK

MORE THAN MINIMAL RISK

Remarks:

Verified by the faculty

Document Link:

https://drive.google.com/file/d/1WK_DSRad70hf6BW6r7kEv977yopZAw1ZVh

Save

Back

7

Lengkapkan ruangan komen ini dan klik Save

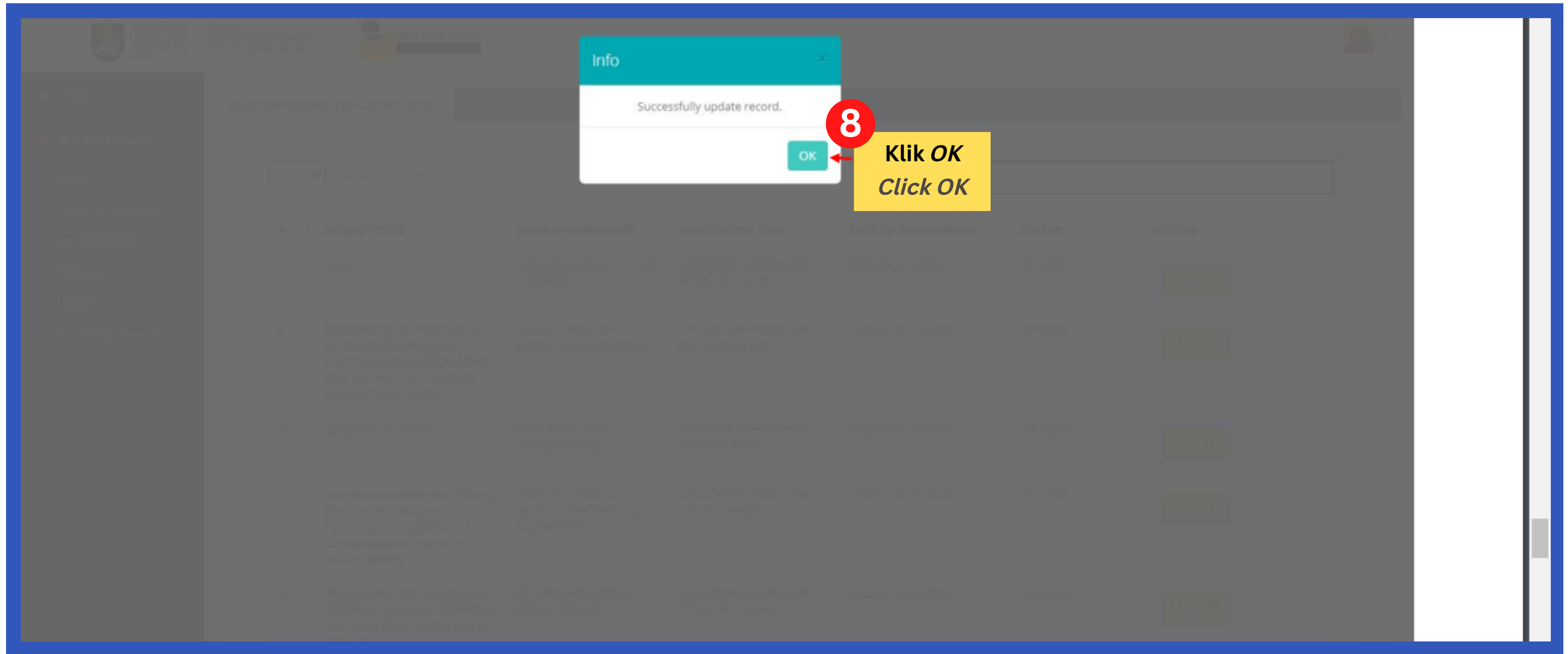
Please complete the comment section and click Save

Sertakan pautan dokumen pengesahan PTJ dalam Document Link, klik butang Save dan klik Ok pada notifikasi seterusnya

Fill out the comment section, include the proof of PTJ verification in the document link, Click Save, and then click Ok on the next notification.

Sekiranya permohonan tiada sebarang masalah dan telah mendapat pengesahan PTJ, status yang perlu dipilih adalah *Verified*. Lengkapkan bahagian ruang komen, sertakan bersama pautan dokumen pengesahan PTJ dalam *Document Link*, klik butang *Save* dan klik *Ok* pada notifikasi seterusnya

If the application does not have any problems and already received PTJ confirmation, the status to be selected is Verified. Fill up the comment section, include the proof of PTJ verification in the document link, click Save and click Ok on the next notification



3(b). Status: *Correction*

9 Sekiranya terdapat pembetulan yang perlu dibuat, sila lengkapkan bahagian ini.
If there are corrections to be made, please complete this section.

Sekiranya terdapat pembetulan yang perlu dibuat, sila pilih status *Correction* dan lengkapkan bahagian komen dan klik *Submit*

If there are any corrections that need to be made, please select 'Correction' and fill up the comment section and click Submit

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LIST OF RESEARCH ETHICS APPLICATION

10 records per page

Semak status permohonan disini
Check the application status here

#	PROJECT TITLE	NAME OF APPLICANT	APPLICATION TYPE	DATE OF APPLICATION	STATUS	ACTION
1	THE EFFECTS OF PRACTICE IN MIND (PIM) TRAINING ON SHORT-SERVICE PERFORMANCE AND SELF-EFFICACY AMONG BADMINTON PLAYERS	NURUL ATIKAH BINTI ABDULLAH (2019267774)	APPLICATION FORM FOR ETHICS APPROVAL	2022-03-30 17:43:30	VERIFIED	Action
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Status permohonan boleh disemak dalam *List of Research Ethics Application*

The status of the application can be seen in the List of Research Ethics Applications.

Terus ke PART B: CORRECTION untuk semakan pembetulan
Go to PART B: CORRECTION for review

Sekiranya pembetulan memuaskan boleh terus ke PART C: RESPONSE dan Verify permohonan [rujuk Slaid 14]
If the correction is complete and satisfactory, please proceed to PART C: RESPONSE and Verify the Application [Refer to Slide 14]

Pembetulan akan ditanda seperti berikut
The Corrections will be marked as follows

Pilih *Part B: Correction* untuk melihat pembetulan yang telah dibuat. Pembetulan akan ditanda dengan warna hijau. Sekiranya tiada pembetulan dibahagian ini, boleh rujuk semula *Part A: Application Details* dan klik PDF REC atau dokumen sokongan yang berkaitan untuk melihat pembetulan. Klik menu tab *Part C: Response* untuk memilih status permohonan. Sila rujuk slaid 13 dan 16 sekiranya permohonan masih memerlukan pembetulan. Rujuk slaid 12 hingga 16 sekiranya pembetulan adalah memuaskan.

Select '*Part B: Correction*' to see the corrections that have been made. Corrections will be marked in green color. If there are no corrections in this part, you can refer to *Part A: Application Details* and click on the related PDF REC or support documents to see the corrections. Go to tab *Part C: Response* to select an application status. Please refer to slides 13 to 16 if the application still needs correction. Refer to slides 12 and 16 if the correction is satisfactory.

4. Status dan Nombor Kelulusan REC / Status and REC Approval Number

Klik **ALL APPLICATION** untuk melihat semua status semua permohonan bersama nombor kelulusan REC sekiranya permohonan telah diluluskan

Click ALL APPLICATION to see the status of all applications along with the REC approval number if the application has been approved

#	PROJECT TITLE	NAME OF APPLICANT	APPLICATION FORM FOR ETHICS APPROVAL	DATE	STATUS
1	To Evaluate the Asthma Control in Patients on 'Fixed Dose Combination FP/Sal' with a History of Uncontrolled Asthma with 'ICS/Form PRN' or 'ICS' whenever SABA is Taken "MERIT"	AHMAD IZUANUDDIN BIN ISMAIL (275149)	APPLICATION FORM FOR ETHICS APPROVAL	2022-06-17 17:04:44	PENDING
2	The Perception of Self-Directed Learning Abilities Among the Pre-Clinical Undergraduate Medical Students of Faculty of Medicine, Universiti Teknologi MARA	NURUL ALIMAH BINTI ABDUL NASIR (297680)	APPLICATION FORM FOR ETHICS APPROVAL	2022-06-21 21:31:49	REVIEW PROCESS
3	Characteristics of elite Malaysian soccer players: variation by competitive level and playing position	ANG GEIK YONG (334213)	APPLICATION FORM FOR ETHICS APPROVAL	2022-05-15 11:14:26	REVIEW PROCESS
4	Development And Usability Assessment of a Mobile App to Support Dementia Caregivers in Kuala Lumpur	NURUL SYAIREEN BINTI A RASHID (2021630304)	APPLICATION FORM FOR ETHICS APPROVAL	2022-06-28 11:22:15	PENDING

Klik *All Application* untuk melihat semua status semua permohonan bersama nombor kelulusan REC sekiranya permohonan telah diluluskan

Click All Application to see the status of all applications along with the REC approval number if the application has been approved