

**Research Ethics Committee
Universiti Teknologi MARA**
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Flowchart I: Research Ethics Approval Application for Minimal Risk (MR) Research

Flow	Process/ Activity	Record/reference	Personnel	Timeline
	<p>Complete and submit the relevant ethics approval application forms to the JPF/JPN secretariat:</p> <ol style="list-style-type: none"> 1. Application Form for Ethics Approval (REC 2). 2. Research Risk Classification Form (REC 3). 3. Subject Information Sheet (REC 4) and Assent form (REC12) (if applicable). 4. Checklist for Applicants (REC 5). <p align="center">OR</p> <p>Application of Exemption from Ethical Review (REC 11) (if applicable).</p>	<p>Forms: REC 2,3,5 and 4/and 12 Form: REC 11 (if applicable)</p>	<p>Applicants</p>	
	<p>Screening of REC 2,3,5 and 4/and 12 or REC 11 forms</p> <p>JPF/JPN secretariat to submit completed forms (softcopy) and related documents to REC secretariat by uploading at the following link:</p> <p>https://forms.gle/KdyiNMNsLT2UR6fL7 or email recuitmsubmit@gmail.com</p>	<p>Cover letter from JPF/JPN</p> <p>Forms REC 2,3,5 and 4/and 12 or REC 11 (softcopy). Other relevant documents.</p>	<p>JPF/JPN secretariat</p>	<p>Within 14 working days upon submission*</p>

	Screening of REC 2,3,5 and 4 /and 12 or REC 11 forms	Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.	REC Secretariat	7 working days*
	Reviewing process and decision by the reviewer: i. Approved ii. Conditional Approvals: <ul style="list-style-type: none"> • Minor corrections: Amendments within one (1) month. • Major corrections: Amendments within three (3) months. 	Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.	REC Members/ Associate Members	7 working days*
	If decision by reviewer is MMR refer to Flowchart II.			
	Notification to the applicants	Notification of decision via email	REC Secretariat	7 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. Submission of Research Completion Report Form (REC 8 form) within 2 months upon completion of research.