

**Research Ethics Committee  
Research Management Centre  
Universiti Teknologi MARA**



40450 SHAH ALAM

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

## CHECKLIST FOR SCREENING OF PROPOSALS

### 1. REC 2 form:

- a. *Please ensure that there is minimal/no grammatical errors and spelling mistakes. Otherwise the forms will be returned to the applicants.*

Part/No.	Title	Description
A	Maklumat Penyelidik	<p>Ensure everything is filled up (if it is applicable).</p> <p>*Study coordinator is only for <b>CLINICAL STUDIES</b> UG/PG/Staff is not <b>CLINICAL STUDY</b></p> <p>*Please ensure the 'Level of Study' is ticked. (UG/PG/Staff/External/Clinical Study)</p> <p>*External Ethics Approval</p> <p>*Funding</p>
B	Maklumat Penyelidikan	
B1		Make sure it is filled up.
B2 (1)	Latar belakang Pernyataan masalah Rujukan	Make sure it is filled up.
B2 (2)	Objektif penyelidikan	Take note of the objective/s.
B2 (3)	Faedah yang dijangka	Make sure it is filled up and elaborated.
B2 (4)	Tarikh penyelidikan bermula-berakhir	Make sure it is filled up.
B2 (5)	Jangkaan tarikh pengumpulan data bermula	<p><b>Make sure the expected date is after obtaining ethics approval.</b></p> <p>Please allow 1-2 months interval after your initial submission.</p>
B2 (6)	Lokasi penyelidikan dijalankan	<p>Make sure it is a <b>specific location</b>, eg. <i>Gelanggang Bola Tampar, Fakulti Sukan dan Rekreasi, UiTM Shah Alam.</i></p> <p><b>If it involves a location outside of UiTM, approval from the appropriate authority is needed.</b></p>
B2 (7)	Rekabentuk penyelidikan dan metodologi	<p>Take note of who are the participants. If minors, then <b>assent form</b> is needed</p>
B2 (8)	Kriteria kemasukan dan pengecualian	<p>Must be filled up.</p> <p>Look at the criteria listed: For eg. whether it involves participants who are able to understand Malay only or Malay and English.</p>

		<p>This is to tally with REC 4 (participant information sheet)</p> <p>If the researcher's inclusion criteria include participants that only understood Malay, then the REC 4 must be submitted in Malay.</p> <p>If the inclusion criteria include participants that understood Malay and English, then the REC 4 need to be submitted in both Malay and English.</p>
B2 (9)	Saiz sampel	<p><b>Number of sample size</b></p> <p><b>Sample size calculation.</b></p> <ul style="list-style-type: none"> <li>- Calculation/apps used/formula</li> </ul>
B2 (10)	Carta alir penyelidikan	<p>Must be filled up.</p> <ul style="list-style-type: none"> <li>- Must reflect the methodology section.</li> </ul>
B2 (11)	Analisa statistik	<p>Must be filled up, include the <b>software</b> that will be utilized.</p>
C	Maklumat dana	<p>Must be filled up (if applicable)</p> <ul style="list-style-type: none"> <li>- If not applicable, make sure to write 'NA'</li> </ul>
D	Pengesahan persetujuan menjalankan penyelidikan	<p><b>Must be signed and verified.</b></p>
E	Pengesahan jawatankuasa penyelidikan fakulti/negeri	<p><b>Approval from the JPF/JPN.</b></p>

\*take note that there will be some variation in the forms, as some of the researchers are still using the outdated form. Please encourage the researchers to use the new forms.

## 2. REC 3 form

Make sure all the questions are answered (ticked YES/NO). If any of the questions are ticked YES, a brief description is needed.

**3. REC 4 form** \*Please check both Malay and English version (ensure the content carries the same meaning).

- a. Please ensure the usage of simple language so that the participants can understand the study.
- b. Please ensure that the translation (Malay/English) is in proper language, avoid grammatical errors and spelling mistakes. Otherwise the forms will be returned to the applicants.

<b>Title</b>	<b>Description</b>
Research title	Please ensure that this section is filled up.
Introduction of research	Max of 300 words. It needs to be in simple language (layman's term and not too technical). Avoid medical jargon.
Purpose of research	Suggest to be a maximum of 150 words. Do not copy-paste from the REC 2. It needs to be in simple language (layman's term and not too technical). Avoid medical jargon.
Research procedure	Do not copy-paste from the methodology section in REC 2.  This section is important for the participants to know their role in the study. eg. <i>Anda perlu menjawab soalan....</i> It needs to be in simple language (layman's term and not too technical). Avoid medical jargon.
Participation in research	Copy from the template given.
Benefit of research	Written in layman terms. Must be elaborated.
Research risk	Written in layman terms. Includes elaboration of how to mitigate/minimize the risk involved.

**4. REC 5 form**

Please ensure the form is filled in 'SECTION A' OR 'SECTION B (CLINICAL STUDIES ONLY)' and signed.