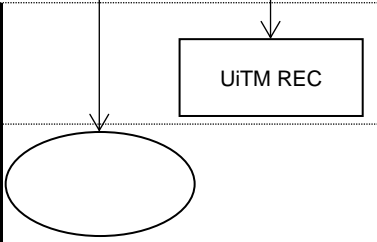


**Faculty/Branch Ethics Review Committee
Universiti Teknologi MARA**



**Flowchart: Research Ethics Approval Application for Undergraduates or
Postgraduates by Coursework Research**

FLOWCHART	PROCESS/ ACTIVITY	PERSONNEL	TIMELINE
	<ol style="list-style-type: none"> 1. DRP presentation / Research Methodology / Proposal Preparation. 2. Complete and submit the relevant ethics approval application forms to the Department or Postgraduate Research Committee (D/PRC). <p>Forms:</p> <ol style="list-style-type: none"> a. Ethics Approval Application Form (F/BERC1). b. Participant Information Sheet (F/BERC2) c. Assent form (F/BERC3) (if applicable). <p>OR</p> <ol style="list-style-type: none"> a. Application of Exemption from Ethical Review (F/BERC4). 	Applicant/ Supervisor	
	<ol style="list-style-type: none"> 1. Screening of all related forms (softcopy). 2. Incomplete forms will be returned. 	D/PRC	7 working days
	Assign reviewer (REC Associate Member)	F/BERC	7 working days
	<p>Reviewing process and decision by the reviewer:</p> <ol style="list-style-type: none"> a. Approved b. Conditional Approvals: <ul style="list-style-type: none"> o Minor corrections: Amendments within two (2) weeks. o Major corrections: Amendments within one (1) month. 	Reviewer	7 working days

	More than Minimal Risk (MMR) will be forwarded to the UiTM REC	F/BERC	
	Notification of decision via email to applicant and copy to REC Secretariat	F/BERC	7 working days

Abbreviations:

DRC	Department Research Committee
PRC	Postgraduate Research Committee
FERC	Faculty Ethics Review Committee
BERC	Branch Ethics Review Committee
UiTM REC	UiTM Research Ethics Committee

Terms of Submission of Ethics Approval Application

1. All incomplete forms will be returned.
2. Only approved applications by Department or Postgraduate Research Committee will be submitted to F/BERC.
3. Any data collection instruments requiring participants' input must be prepared in both the Malay and English languages, and other language(s) understood by the participant (if necessary).
4. Please keep in mind that required amendments will need additional processing time.