

## APPLICANT'S CHECKLIST BEFORE SUBMISSION FOR ETHICS APPROVAL AT FACULTY LEVEL.

Name: ..... Matric No: .....

Title of Research:

.....  
.....

Please tick (√) at the relevant column.

	ITEM	YES	NO
1	Have you completed the REC 1 form - Application for Ethics Approval? <b>(use the latest version Borang REC 1 / 2016 Rev)</b> <b>*please print this form in using yellow paper</b>		
2	Have you completed the REC 1E form – Part E: Ethical Issues Questionnaire? <b>(use the latest version Borang REC 1E / 2016)</b>		
3	Have you completed the REC 2 form – Subjects Information Sheet and Consent Form? <b>(use the latest version Borang REC 2/2016 BI &amp; BM)</b>		
4	Have you obtained the signatures of all your <b>supervisor/co-researchers/ team members?</b>		
5	Have you completed the <b>candidate's particulars</b> of the RED 3 Ethics Evaluation Form? <b>(use the latest version REC 3 /FSR EthicsEvaluationForm/2016 )</b>		
6	Have you presented your project to your Faculty's Research Committee and obtained approval for it? <b>(Kindly attach the DRP Approval Letter from your faculty or cover letter by the faculty's chair of the research committee.)</b>		
7	<p>Please send <b>6 hardcopies</b> of your <b>Application Form For Ethics Approval (REC1, REC 1E &amp; REC2)</b> and <b>REC3 /FSR EthicsEvaluationForm/2016</b>), a hardcopy of your <b>Research Proposal (DRP)</b> and 1 set of softcopy (in CD) of the same application Forms:</p> <p style="padding-left: 40px;">The Coordinator / Secretariat FSR Research Ethics Committee Faculty Of Sport Science and Recreation Universiti Teknologi MARA 40450 Shah Alam</p> <p>You are advised to submit your application at least <b>2 weeks</b> before the date of the next meeting (please check the meeting schedule with the faculty's Research Ethics Coordinator)</p>		
8	Prepare a short presentation of your project ( <b>8-10 minutes</b> ). You would want to impress upon the Committee that <b>you have adequately addressed the ethical issues</b> in your research.		
9	Researchers will be <b>notified and called</b> to present their applications.		

<p>10</p>	<p>Decisions for the applications will be announced <b>within 3 days</b> after the meeting. The possible outcomes are:</p> <p>(a) Approval – no correction/amendment is needed,</p> <p>(b) Conditional approval subjected to amendments,</p> <ul style="list-style-type: none"> <li>• No need to re-present <ul style="list-style-type: none"> <li>- Require researcher to submit <b>Amendments Notes</b> mentioning the amendment/s</li> <li>- Highlight the amendment/s in the amended proposal</li> <li>- Send hard and softcopy of the required documents to the <b>RMI-REC secretariat</b></li> </ul> </li> <li>• To re-present <ul style="list-style-type: none"> <li>- Require researcher to submit <b>Amendments Notes</b> describing the amendment/s made</li> <li>- Highlight the amendment/s in the amended proposal</li> <li>- Send hard and softcopy of the required documents to the <b>Faculty Research Ethics coordinator/Secretariat</b></li> <li>- To present again in the next <b>Faculty Research Ethics</b> meeting</li> </ul> </li> </ul> <p>(c) Request for further supporting documents,</p> <p>(d) Recommendation to resubmit or</p> <p>(e) Rejection due to ethical issues that cannot be satisfactorily resolved.</p>
<p>11.</p>	<p>Upon obtaining approval from the faculty's REC (after amendments have been made as recommended by the ethics panel) you are then allowed to submit to RMI for the final approval of your Research by submitting the following:-</p> <p>a) 1 set of <b>hardcopy</b> of the Application Forms</p> <ul style="list-style-type: none"> <li>- REC 1 form - Application for Ethics Approval</li> <li>- REC 1E form – Part E: Ethical Issues Questionnaire?</li> <li>- REC 2 form – Subjects Information Sheet and Consent Form (both BM and BI)</li> <li>- A copy of your approved Research Proposal</li> </ul> <p>b) 1 set of softcopy (in CD)of the same application Forms</p>