College/Faculty/Branch-Universiti Teknologi MARA

Ethics Approval Application Form for Undergraduates or Postgraduate by Coursework (Master & PhD)

Borang Permohonan Kelulusan Etika bagi Pelajar Sarjana Muda atau Pascasiswazah Kerja Kursus (Sarjana & PhD)

This application is for the purpose of obtaining approval to conduct research. Please attach a copy of the Research Proposal.
Permohonan ini dikemukakan untuk tujuan kelulusan menjalankan penyelidikan. Sila lampirkan salinan kertas cadangan penyelidikan.

The submission of this form should be at least TWO (2) months before the expected date of initial data collection.
Penyerahan borang ini hendaklah sekurang-kurangnya DUA (2) bulan sebelum tarikh jangkaan pengumpulan data awal.

Part A : Details of Researcher
Bahagian A: Maklumat Penyelidik

Title of Research Project :
Tajuk Penyelidikan :
Title should contain the independent variable, dependent variable and population. Do not exceed 15 words

Name of Researcher* :
Nama Penyelidik :*
Researcher can be undergraduate student/ postgraduate student/ staff or external applicant

Name of Supervisor(s) :
Nama Penyelia :
Please get your SV's name correctly

Address of Department/ Institute :
Alamat Jabatan/ Institut :
Address of Faculty of Education

Contact No/ Email :
No.Telefon/ Emel :
Your uitm email

☐ Undergraduate / *Sarjana Muda* tick this

☐ Postgraduate by Coursework (Master & PhD) / Pascasiswazah Kerja Kursus (Sarjana & PhD)

Nama program pengajian: Please get your programme name correctly
Study programme name:

Does the research require external Research Ethics Committee approval? (e.g. MREC)
Adakah penyelidikan ini memerlukan kelulusan Jawatankuasa Etika Penyelidikan Luaran? (contoh MREC)

☐ Yes / *Ya* ☐ No / *Tidak* Tick NO	External Committee Name:

Select (tick) "Yes" if the study involves premises governed by external bodies (eg. Studies conducted at the Ministry of Health hospitals require approval of the Medical Research Ethics Committee (MREC). Provide the name of the external Research Ethics Committee.

Research funding: Yes/ No Tick No
Dana Penyelidikan: Ada/ Tiada

If YES, please complete section C.
Jika ada, sila lengkapkan bahagian C.

Part B : Research Details
Bahagian B: Maklumat Penyelidikan

Part B1 you may tick more than one (refer to your proposal) ***Bahagian B1***	
☐ Interviews *Temubual*	☐ Case study *Kajian kes*
☐ Focus groups *Kumpulan focus*	☐ Intervention study *Kajian intervensi*
☐ Questionnaires *Soal selidik*	☐ Personal records *Rekod peribadi*
☐ Action research *Kajian tindakan*	☐ Secondary data analysis *Analisis data sekunder*
☐ Observation *Pemerhatian*	☐ Others (provide details): *Lain-lain (nyatakan):*

Part B2 ***Bahagian B2***	
1.	**Background:** *Latar belakang:* A brief explanation of the problem to be studied and literature review (citations) to support. *Keterangan ringkas tentang masalah yang dikaji dan soroton kajian (sitasi) untuk menyokong keterangan tentang masalah yang dikaji.* Briefly describe the study. The description should include the independent variable, dependent variable and the population

	Problem statement (Less than 100 words)**:** *Penyataan masalah (Kurang dari 100 patah perkataan):* **References:** *Rujukan:* Include only references cited in the Background Section. Do not paste all your references from your main proposal Only include references cited in this document. Do not paste all your references from your main proposal. *Hanya sertakan rujukan yang dipetik dalam dokumen ini. Jangan tampalkan semua rujukan dari kertas cadangan utama anda*
2.	**Research objectives:** *Objektif penyelidikan:* Number your objectives *Nomborkan objektif anda* Should be numbered. Use measurable verbs (eg. to compare, to measure etc.)
3.	**Expected benefits** (Less than 100 words)**:** *Faedah yang dijangka (Kurang dari 100 patah perkataan):* Briefly describe social benefits to the study subjects/researchers/stakeholders, and expansion of the existing knowledge
4.	**Date of research commencement-end:** *Tarikh penyelidikan bermula-berakhir:* For undergraduates studies, at least two semesters or until the study is completed.
5.	**Expected date of initial data collection:** *Jangkaan tarikh pengumpulan data bermula:* Date should be after ERC approval. At least TWO (2) months after submission of this form Sekurang-kurangnya DUA (2) bulan selepas penghantaran borang ini
6.	**Location of research (please list all):** *Lokasi penyelidikan dijalankan (senaraikan semua):* Location should be specific (eg: Faculty of Sports Science, UiTM Shah Alam, Dataran Kemerdekaan etc.)

7.	**Research design dan methodology:** *Rekabentuk penyelidikan dan metodologi:* Specify the study design (eg. cross sectional/ experimental) Describe the methodology i.e. data collection procedure, tools etc. (eg. in a questionnaire-based study describe the number of domains, number of items and scoring of the questionnaire)
8.	**Ethical considerations related to the research** (e.g., consent, confidentiality, data storage, data security, or any related ethical considerations for your research): *Pertimbangan etika yang berkaitan dengan penyelidikan (cth., persetujuan, kerahsiaan, penyimpanan data, keselamatan data atau sebarang pertimbangan etika yang berkaitan untuk penyelidikan anda):* Depending on the Respondents of the study (eg. Inform consent)
9.	**Inclusion and exclusion criteria:** *Kriteria kemasukan dan pengecualian:* Characteristics of the samples/ respondents to be included and excluded from the study **Inclusion criteria:** *Kriteria kemasukan:* ● Characteristics of your participants (*Ciri-ciri peserta kajian anda*) ● Who are the respondents, what are the criteria? eg. Male and female teachers who are teaching Mathematics for form 4 and form 5, from SMK..... **Exclusion criteria:** *Kriteria pengecualian:* ● Characteristics that disqualify prospective participants from joining this study (*Ciri-ciri yang membatalkan calon peserta untuk mengikuti kajian ini*) ● Which criteria are not included as the respondents? eg. Male and female teachers who are teaching Mathematics for form 1 to form 3, from SMK.....
10.	**Sample size:** *Saiz sampel:* State the sampling method and minimum sample size *Nyatakan kaedah persampelan dan saiz sampel minima* Indicate the sample size (taking into consideration dropout/attrition rates. Provide the calculation for sample size. If the calculation is based on a previous study, please cite and attach the reference. **Pengiraan:** *Calculation:* State the formula and reference(s) used to determine the minimum sample size *Nyatakan formula dan rujukan yang digunakan untuk menentukan saiz sampel minima*
11.	**Research flowchart:** Should be in the form of flowchart not paragraphs. *Carta alir penyelidikan:*

12.	**Statistical analysis:** *Analisa statistik:* Briefly describe the data analysis and statistical sotfware that will be utilized *Huraikan secara ringkas analisis data dan perisian statistik yang akan digunakan* It should be consistent with the Research objectives Explain whether descriptive or inferential statistics will be used. If inferential, explain the type of statistical test to be used (eg T-test, ANOVA etc.), and statistical software.
13.	**Gantt chart:** Should be in the form of table. *Carta Gantt:*

*** If not applicable please write '-NA-' in the spaces provided.**
Jika tiada kaitan sila tulis '-NA-' di ruangan disediakan.

If the study is funded, please provide details. If the study is not funded, please state "Not Applicable" **(NA)**

Part C: Funding details
Bahagian C: Maklumat Dana

1.	**Grant / Source:** *Geran / Sumber:*	**(write NA for other statements)**
2.	**Date of grant approval:** *Tarikh kelulusan geran:*	NA
3.	**Total allocation:** *Jumlah peruntukan:*	NA
4.	**Duration of grant:** *Jangkamasa peruntukan:*	NA
5.	**Others:** *Lain-lain:*	NA

Part D: Agreement to conduct the research project.
Bahagian D: Pengesahan persetujuan menjalankan penyelidikan.

Must be completed and signed by all members of the research group.
Mesti dilengkapkan dan ditandatangani oleh semua ahli kumpulan penyelidikan.

1. Applicant [to be filled by Undergraduate / Postgraduate by Coursework (Master & PhD)].
Pemohon [untuk dilengkapkan oleh Pelajar Siswazah / Pascasiswazah Kerja Kursus (Sarjana & PhD) sahaja]

2.

Name: (student) *Nama:*	Please make sure to fill in all this parts
Staff ID/Student ID: *No. Staf/No. Pelajar:*	
Position/ Specialisation: *Jawatan/ Kepakaran:*	
Affiliation:	

Jabatan:		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*	**Student's signature**	**Date:** *Tarikh:*

3. Main Supervisor
Penyelia Utama

Name: *Nama:*	**Very crucial to get SV's information and signature**	
Staff ID/Student ID: *No. Staf/No. Pelajar:*		
Position/ Specialisation: *Jawatan/ Kepakaran:*		
Affiliation: *Jabatan:*		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*	**Main Supervisor signature**	**Date:** *Tarikh:*

4. Penyelidik Bersama / Penyelia Bersama
Co-Researcher / Co-Supervisor

Name: *Nama:*	No co-researcher, no need to fill in this part	
Staff ID/Student ID: *No. Staf/No. Pelajar:*		
Position/ Specialisation: *Jawatan/ Kepakaran:*		
Affiliation: *Jabatan:*		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*		**Date:** *Tarikh:*

(Add if necessary. *Tambah sekiranya perlu*.)

Please answer each item in the form by selecting (ticking) the option that applies. If "Yes" is selected, please describe details of risk and how the risk is minimized

Part E: Research Risk Classification
Bahagian E: Klasifikasi Risiko Kajian

PLEASE ANSWER ALL QUESTIONS BELOW.
If your answer is '**Yes'** to any of the following questions, please include a brief information in the space provided.

SILA JAWAB KESEMUA SOALAN DI BAWAH.
*Sekiranya jawapan anda **'Ya'** kepada mana-mana soalan di bawah, sertakan maklumat ringkas di ruang yang disediakan.*

	PARTICIPANT PROFILE	No	Yes	Brief description (If YES)
1.	Are the participants children (under 18 years old)? *Adakah peserta kanak-kanak (Umur di bawah 18 tahun)?*		Eg. /	Briefly explain
2.	Are the participants from a particular vulnerable group? (e.g., mental disorder, mentally challenged, disabled, minority, disadvantaged group etc.) *Adakah peserta daripada golongan rentan? (cth: kecelaruan mental, kelainan keupayaan intelektual, berkeperluan khas, minoriti dan sebagainya.)*	Eg. /		
3.	Are any of these participants/patients in terminal care? *Adakah peserta/pesakit ini memerlukan rawatan terminal?*	Eg. /		
4.	Are any of these participants unable or are incapable of giving consent? (i.e., consent will be obtained indirectly from a legal guardian etc.) *Adakah peserta tidak boleh atau tidak berupaya memberi izin? (spt: izin akan diambil secara tidak langsung daripada penjaga sah dan sebagainya.)*			
5.	Are the participants given any form of emolument to participate? *Adakah peserta diberi sebarang emolumen untuk menyertai kajian?*			
	PRIVACY AND CONFIDENTIALITY	No	Yes	Brief description (If YES)
6.	Does any of the data collected have the potential to cause discomfort, embarrassment, or psychological harm to the participants? (E.g. sexual orientation etc.) *Adakah data yang dikumpul berpotensi untuk menyebabkan ketidak selesaan, keaiban atau gangguan psikologi kepada peserta? (cth: orientasi seksual dan sebagainya.)*			

7.	Does your research involve measures undeclared to the participants? (E.g. covert observations etc.) *Adakah penyelidikan anda melibatkan langkah-langkah yang tidak dimaklumkan kepada peserta?* *(cth: pemerhatian rahsia dan sebagainya.)*			
8.	Will the collected data be made available to other parties not involved in the research? (e.g., government agencies) *Adakah data yang dikumpulkan akan didedahkan kepada pihak lain yang tidak terlibat dalam penyelidikan? (cth. agensi kerajaan)*			
	RISK OF HARM	No	Yes	Brief description (If YES)
9.	Will you be collecting biological samples e.g., body fluids? *Adakah anda akan mengumpul sampel biologi contohnya: cecair badan?*			
10.	Do you have access to any information that will allow the identification of individual human participants? *Adakah anda mempunyai akses kepada apa-apa maklumat yang akan membolehkan pengenalpastian peserta secara individu?*			
11.	Is the collection method invasive and has the potential to cause harm, pain or discomfort? (except finger, heel, ear prick.) *Adakah kaedah pengumpulan invasif dan berpotensi menyebabkan kemudaratan, kesakitan atau ketidakselesaan?* *(kecuali tusukan jari, tumit, telinga.)*			
12.	Will the participants be subjected to vigorous physical tests or exercise regime? (if 'No', go to Question 15.) *Adakah peserta akan melalui ujian fizikal atau senaman berintensiti tinggi?* *(jika 'Tidak', teruskan ke Soalan 15.)*			
13.	Are the participants non-athletes or patients with chronic illness? *Adakah peserta bukan atlet atau pesakit dengan penyakit kronik?*			
14.	Will they be subjected to maximal exercise intensity? *Adakah mereka akan melalui senaman berintensiti maksimum?*			
15.	Is there any form of procedure/ medication involved? *Adakah terdapat sebarang prosedur/ ubat yang terlibat?*			
16.	Is there any drug or device used with an unapproved indication? *Adakah terdapat ubat atau peranti yang digunakan dengan tanpa indikasi yang diluluskan?*			

17.	Can the informed consent be obtained from anyone other than the patient/participants? *Adakah keizinan kajian telah didapati daripada sesiapa selain pesakit/peserta?*			
18.	Is there any kind of risk to the participants if he/she chose to withdraw? *Adakah terdapat sebarang kemudaratan kepada peserta jika dia memilih untuk menarik diri?*			
19.	Will the samples obtained be stored for future research? *Adakah sampel yang dikumpul akan disimpan untuk penyelidikan di masa hadapan?*			
20.	Do you propose to analyse the sample outside of the original purpose for which it was collected? *Adakah anda bercadang untuk menganalisa sampel selain tujuan asal ia dikumpulkan?*			
21.	If 'Yes' to No. 20, have you obtained consent from participants for this purpose? *Jika 'Ya' pada No. 20, adakah anda mendapat persetujuan daripada peserta untuk tujuan ini?*			
22.	What type of biological samples collected? (Please indicate amount and frequency.) *Apakah jenis sampel biologi yang dikumpul?* *(Sila nyatakan jumlah dan kekerapan.)*			

	OTHER ETHICAL ISSUES	No	Yes	Brief description (If YES)
23.	Are there any other ethical issues not stated in this checklist? *Adakah terdapat sebarang isu etika lain yang tidak dinyatakan dalam senarai semak ini?*			

Part F: Applicant Checklist
Bahagian F: Senarai Semak Pemohon

PLEASE READ THIS

Terms of Submission of Ethics Approval Application
1. Please ensure that all research team members have signed the application. 2. Please ensure that the application has been signed and endorsed by the Department or Postgraduate Research Sub-Committee. 3. All required documents must be submitted within two (2) months before the data collection. **4. Submission of all forms prescribed by the REC must be in English, with exception to research conducted in other languages (with Senate approval).** **5. Any data collection instruments that require completion by respondents/participants must be prepared in the Malay and English languages, and other language(s) understood by the participants.**

	ITEM *PERKARA*	**YES** *YA*	**NO** *TIDAK*
1	Have you presented your proposal to the Department or Postgraduate Research Sub-Committee? *Adakah anda telah membentangkan proposal anda di Jawatankuasa Kecil Penyelidikan Jabatan atau Pascasiswazah?*		
2	Have you completed the C/F/B ERC1 form? *Adakah anda telah melengkapkan Borang C/F/B ERC1?*		
3	Have you completed the C/F/B/CoE ERC2 or and C/F/B ERC3 form? *Adakah anda telah melengkapkan Borang C/F/B ERC2 atau dan borang C/F/B ERC3?*		
4	Has your supervisor checked your application forms? *Adakah penyelia anda telah menyemak borang permohonan anda?*		
5	Has the form been signed by all researchers? *Adakah borang ditandatangani oleh semua penyelidik?*		

Additional comments (if any): *Komen Tambahan (Jika Ada):*	
********** Student signature	
Applicant's Signature	Date
********** Do get SV's signature	
Main Supervisor's Signature	Date

Part G: Verification from Department or Postgraduate Sub-Committee
Bahagian G: Pengesahan Jawatankuasa Kecil Jabatan atau Pascasiswazah
(no need to fill in this part)
We have deliberated on the application and propose as below:
Kami telah meneliti permohonan ini dan mencadangkan seperti di bawah:

☐ Minimal risk research*. Recommend for approval without presentation.
Penyelidikan melibatkan risiko minima. Dicadangkan untuk mendapat kelulusan tanpa pembentangan.

☐ More than minimal risk research**. Recommend to forward to UiTM REC.
Penyelidikan melibatkan risiko melebihi minima. Dicadangkan untuk dihantar kepada UiTM REC.

Comment if any:
Ulasan jika ada:

Signature *Tandatangan:* **Coordinator / Head of Program** *Koordinator / Ketua Pusat Pengajian*	**Official stamp:** *Cop rasmi:*	**Date:** *Tarikh:*

Appendix 1: Research Risks Categorization

Exemption	Minimal Risk	More Than Minimal Risk
Definition: This category includes activities that involve no risk or negligible risk to participants**.** **Criteria:** The research involves existing data, publicly available information, or non-sensitive data where the identities of participants are not discernible. The methods used are very straightforward and do not pose any harm to participants (e.g., non-sensitive content, observations of public behavior). There is no involvement of vulnerable populations (e.g., minors, individuals with cognitive disabilities).	**Definition:** This category refers to research in which the risks to participants are no greater than those ordinarily encountered in daily life or during routine physical or psychological activities. **Criteria:** The potential harm is low, and the likelihood of adverse outcomes is minimal. The research does not expose participants to situations they wouldn't typically face in their daily lives (e.g., filling out a survey, engaging in an interview, completing a psychological task).	**Definition:** This category includes research in which the risks to participants are greater than minimal and could involve potential harm or discomfort that exceeds what participants would normally experience in everyday life. **Criteria:** The study may expose participants to moderate to significant risks (physical, psychological, emotional, social or environment), including the possibility of discomfort, distress, or harm. These studies often require careful monitoring and additional protections for participants, particularly if they involve interventions or sensitive data**.**

Appendix 2: Potential Determinants for More Than Minimal Risks

Arising From Participant Profile	**Arising From Privacy and Confidentiality**	**Arising From Physical Aspect**	**Arising From Data**
Vulnerable groups Mental & Emotional Vulnerability Participants/ patients in terminal care Cognitive impairment: Unable or are incapable of giving consent Involvement of emolument to participate Underage <18 years old Pregnancy & reproductive health sensitivity Socioeconomic & cultural sensitivity	Sensitive personal data: Sexual orientation, sexual history, 3R (race, religion, royalty, taboo in the local society) Data security risks: Data collected have the potential to cause discomfort, embarrassment, or psychological harm to the participants	**Invasive procedures:** Involving physical procedures or equipment (Bloods, surgery, injections, biopsies, radiation) **Exercise or physical stress:** Involving physical activities that may cause strain and injury. (Rigorous physical tests or exercise regime, stress test) **Unanticipated Reactions or Side Effects:** Risk of unknown adverse reactions to interventions or physical activities **Research Device:** Use of devices that could cause harm if misused / malfunction (e.g., exercise machines, electronic devices that could cause electric shock or burns). **Health Conditions Triggered by Activity:** Potential for physical activities to trigger pre-existing health conditions (e.g., cardiovascular events, asthma attacks, musculoskeletal injuries). **Unsafe Research Environment:** Research is to be carried out in an unstable or volatile setting (Unsafe site e.g flood, geopolitical unrest, civil war)	**Sensitive data:** Potential legal and reputational Risks: Risk of legal action, including subpoenas Potential damage to the institution's reputation **Community outrage:** Public backlash over sensitive topics: Ethnicity Religion Corruptions Fraud (including cyber fraud) Classified documents (especially those linked to significant or senior political figures)