	UKM-JEP-BO05	No. Semakan: 01	Tarikh Kkuatkuasa: 21 September 2023
	BORANG PERMOHONAN PERTUKARAN/PEMANGKUAN KETUA PROJEK PENYELIDIKAN/PENAMBAHAN/PENGGUGURAN PENYELIDIK BERSAMA JAWATANKUASA ETIKA PENYELIDIKAN UKM		

****Salinan lembut dalam format pdf dan harus disertakan tandatangan**

***Softcopy in pdf format with the signatures*

****Pihak sekretariat tidak akan menerima/memproses permohonan sekiranya dokumen yang dihantar tidak lengkap***

***The Secretariat will not accept/process the applications if the submitted document is incomplete*

1. Permohonan pertukaran/pemangkuan Ketua Projek dan penambahan/pengguguran ahli penyelidik bersama perlu dibuat dengan cara mengisi Borang Permohonan Pertukaran/Pemangkuan Ketua Projek dan Penambahan/Pengguguran Ahli Penyelidik Bersama

Applications to change/appoint the acting Principle Investigator and addition of co-investigators should be made by filing out the 'Application Form for Change/Acting Principal Investigator and Additional/Removal of Co-Investigator'.

2. Pertukaran ketua projek perlu dibuat apabila ketua projek tidak dapat menjalankan tugasnya melebihi enam (6) bulan atas sebab berikut:

- a) Cuti Belajar/ Cuti Sabat ikal/ Cuti Tanpa Gaji
- b) Bersara/ Tamat Perkhidmatan
- c) Dipinjamkan ke organisasi lain; dan
- d) Sebab-sebab lain

Change of Principle Investigator should be made when the Principle Investigator is unable to perform the duties for more than six (6) months for the following reasons:

- a) Study Leave/ Sabbatical Leave/ Unpaid Leave
- b) Retirement
- c) Lent to other organizations; and
- d) Other reasons

3. (i) Pemangkuan Ketua Projek perlu dibuat apabila Ketua Projek tidak dapat menjalankan tugas kurang daripada enam (6) bulan atas sebab berikut :

- a) M enunaikan haji/ umrah
- b) Cuti Bersalin
- c) Cuti Sakit yang melebihi satu (1) bulan

(i) Acting of Principle Investigator should be made when the Principle Investigator is unable to perform the duties less than six (6) months for the following reasons:

- a) Perform the Hajji/ Umrah
- b) Maternity Leave
- c) Medical leave more than one (1) month

- (ii) Ketua Projek perlu menyatakan tempoh masa pemangkuan iaitu tarikh mula hingga tarikh tamat memangku.

(ii) Principle Investigator needs to specify the timeframe of the appointment which is start date and end date

4. Untuk penambahan/pengguguran ahli Penyelidik Bersama, Ketua Projek perlu mengemukakan borang permohonan penambahan/pengguguran ahli penyelidik berserta justifikasi dan maklumat ringkas (*Curriculum Vitae*) serta borang kerahsiaan (bagi penambahan pelajar) ahli penyelidik bersama, sama ada daripada dalam atau luar UKM bagi penambahan ahli


For the addition/removal of co-researcher, Principle Investigator need to submit a cover letter along with justifications and Curriculum Vitae with confidential form (for addition of student) of new co-researcher whether from inside or outside the UKM (only for addition)

5. Pastikan penyelidik menandatangani (individu/jabatan) di ruangan yang berkenaan pada borang ini.

Please make sure the researcher signs (individual/ department) in the space provided on this form.

6. Perakuan adalah tertakluk dengan persetujuan pada syarat-syarat pada polisi penerbitan di Lampiran A.

Endorsement is subject to agreement with the terms stating in the publication policy in Attachment A.

 <p>UNIVERSITI KEBANGSAAN MALAYSIA <i>The National University of Malaysia</i></p>	UKM-JEP-BO05	No. Semakan: 01	Tarikh Kuatkuasa: 21 September 2023
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7. Bagi pertukaran/pemangkuan Ketua Projek dan penambahan/pengguguran ahli penyelidik bersama melibatkan percubaan klinikal (sponsored), permohonan perlu dimajukan bersama surat kelulusan pertukaran/pemangkuan Ketua Projek dan penambahan/pengguguran ahli penyelidik bersama dari sponsor. Permohonan perlu dihantar secara salinan lembut dan salinan keras.

For clinical trial (sponsored), the application to change/appoint the acting Principle Investigator and addition of co-investigators must be submitted with an approval letter from the sponsor. The application must be submitted via softcopy and hardcopy.

8. Semua salinan lembut dokumen-dokumen tersebut perlu diemel kepada Sekretariat etika Penyelidikan UKM di alamat email: **sepukm@ukm.edu.my** untuk semakan dan pengesahan. Sila kemukakan salinan keras (bagi penyelidikan percubaan klinikal (*sponsor*)) kepada:

*All softcopies of the documents must be emailed to: sepukm@ukm.edu.my for review.
Please submit hardcopy (for clinical trial (sponsored) only) to:*

Sekretariat Etika Penyelidikan UKM
Tingkat 1, Blok Klinikal,
Hospital Canselor Tuanku Mukhriz, Pusat Perubatan UKM
Jalan Yaakob Latiff, Bandar Tun Razak
56000, Cheras, Kuala Lumpur
Malaysia



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**BORANG PERMOHONAN PERTUKARAN/PEMANGKUAN KETUA PROJEK
PENYELIDIKAN/PENAMBAHAN/PENGGUGURAN PENYELIDIK BERSAMA JAWATANKUASA
ETIKA PENYELIDIKAN UKM**

NOTA:

1. Sila tandakan (✓) pada ruang yang disediakan.

<input type="checkbox"/>	Pertukaran Ketua Projek (Lengkapkan bahagian A, B, D & E)	<input type="checkbox"/>	Penambahan Penyelidik Bersama (Lengkapkan bahagian A, C & D)
<input type="checkbox"/>	Pemangkuan Ketua Projek (Lengkapkan bahagian A, B, D & E)	<input type="checkbox"/>	Pengguguran Penyelidik Bersama (Lengkapkan bahagian A, C & D)

A. MAKLUMAT KETUA PROJEK DAN PROJEK PENYELIDIKAN*PRINCIPAL INVESTIGATOR & RESEARCH PROJECT DETAILS*

Nama Ketua Projek: <i>Name of Principal Investigator</i>			
Fakulti / Pusat: <i>Faculty / Centre</i>			
Institut/Jabatan: <i>Institusi/Department</i>		No. Telefon: <i>Phone Number</i>	
Emel: <i>Email</i>			
Kod Rujukan Etika UKM: <i>Ethics Reference Number</i>			
Tajuk Projek: <i>Project's Title</i>			

B. MAKLUMAT CALON KETUA PROJEK / PEMANGKU KETUA PROJEK*CHANGE/APPOINT THE ACTING PRINCIPAL INVESTIGATOR DETAILS*

Nama: <i>Name:</i>			
UKMPer: <i>UKMPer:</i>		NO. KP / NO. PASSPORT: <i>No. IC / Passport</i>	
Institut/Jabatan:: <i>Institusi/Department</i>			
No. Telefon: <i>Phone Number:</i>		Emel: <i>Email</i>	
*Tempoh masa pemangkuan <i>Timeframe Of the Appointment</i>	Tarikh mula: <i>Start Date</i>		Tarikh Akhir: <i>End Date</i>

SEBAB PERMOHONAN:

<input type="checkbox"/>	Cuti belajar	<input type="checkbox"/>	Menunaikan haji / umrah
<input type="checkbox"/>	Bersara / Tamat perkhidmatan	<input type="checkbox"/>	Cuti sakit (melebihi 3 bulan)
<input type="checkbox"/>	Dipinjamkan ke organisasi lain	<input type="checkbox"/>	Lain-lain. Sila nyatakan: _____
<input type="checkbox"/>	Cuti bersalin		

C. MAKLUMAT PENAMBAHAN/PENGGUGURAN PENYELIDIK BERSAMA*ADDITION/REMOVAL OF CO-RESEARCHER DETAILS*

Bil.	Nama	Organisasi	UKMPer / No. KP / No. Passport	Tandatangan	Justifikasi
1.					
2.					
3.					



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**BORANG PERMOHONAN PERTUKARAN/PEMANGKUAN KETUA PROJEK
PENYELIDIKAN/PENAMBAHAN/PENGGUGURAN PENYELIDIK BERSAMA JAWATANKUASA
ETIKA PENYELIDIKAN UKM**

D. PERSETUJUAN KETUA PROJEK ASAL
ENDORSEMENT PRINCIPAL INVESTIGATOR

Tandatangan Ketua Projek asal:

.....
Tandatangan
Signature

.....
Tarikh
Date

D. E. PERSETUJUAN CALON KETUA PROJEK / PEMANGKU KETUA PROJEK
ENDORSEMENT CHANGE/APPOINT THE ACTING PRINCIPAL INVESTIGATOR

Tandatangan calon Ketua Projek Baru / Pemangku Ketua Projek :
(perakuan adalah tertakluk dengan persetujuan pada syarat-syarat pada polisi penerbitan di Lampiran A)
(endorsement is subject to agreement with the terms stating in the publication policy in Attachment A)

.....
.....
Tandatangan
Signature

Tarikh
Date

E. KEPUTUSAN JAWATANKUASA ETIKA PENYELIDIKAN UKM
Decision Of UKM Research Ethics Committee (RECUKM)

Bersetuju
Tidak bersetuju
 Sila nyatakan sebab:

.....


.....

.....

.....

Tandatangan
Signature

Tarikh
Date

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Lampiran A
Attachment A

1. Authorship should be decided by the investigator (s) most involved in designing and executing the research, and the author(s) should be able to take public responsibility for the content of the publication and defend its criticism. Contributions from persons who had little to do with the intellectual content of the publication, but provided other kinds of assistance, need not be rewarded with authorship. Such assistance may be acknowledged in the appropriate section of the publication.
2. Authors have three main ethical responsibilities in presenting their work for publication;
 - (a) honest and full reporting, which implies accurate and complete description of the observation made and data collected,
 - (b) honest relation of their work to that of others allowing the reader too objectively evaluate their report,
 - (c) follow institutional procedures for the approval of their manuscripts to protect the institution's scientific reputation.
3. Unpublished data drawn from other sources should be identified as such and be appropriately credited, with indication that such acknowledgement is with the consent of the person being credited.
4. Unless the data have been updated and the conclusions modified, the same manuscript should not be published in more than one outlet. For example, a paper published in the proceedings of a workshop should not be published as such in a journal, but it may be offered to a journal if its content has substantially changed since it appeared in the workshop proceedings.
5. The editors and reviewers must treat manuscripts as confidential communications and not divulge their contents without the consent of the author(s). Reviewers are responsible not only for unbiased, objective critical analysis of manuscripts but also for completing their task within the time allowed.
6. Any publications arising from each sub-project, the authorship will be decided by sub-project leader taking into account that all those involved including ranking of authors. (if applicable)
7. All publication must include at least the name of sample provider and programme leader/ project supervisor.
8. Proceedings of scientific meetings (workshops, conferences, symposia, etc.) may carry on the cover the names of scientific editors and others who may have made substantial contributions to the production of the volume. It is recommended that the names of the organizing committee members, language editor(s), and translator(s) (if applicable) be placed on the inside of the inner title page.
9. Text books, reference books, and research reports written / edited by individual investigator(s) will carry the names of authors or scientific editors, as applicable, on the cover.
10. All manuscript arising from the whole project must be sent to the relevant sub-project leader and programme leader/project supervisor to be endorsed before submitting for any publications.
11. Student must include Faculty of Medicine, UKM as one of the affiliation when publishing any of the data from the research project.
12. If after six (6) months of study completion, a research paper has not been written up and submitted to a journal by the researchers who involved in this Project, Faculty of Medicine, UKM will assume absolute ownership and shall have the right to submit the manuscript. The parties shall be informed appropriately.