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| UNIVERSITI TUNKU ABDUL RAHMAN | | | |
| Guideline Title : GUIDELINES TO APPLICATION FOR UTAR SCIENTIFIC AND ETHICAL REVIEW COMMITTEE (SERC) REVIEW | | | |
| Guideline Number : GD-IPSR-R&D-011 | Rev No: 0 | Effective Date: 14//2011 | Page No: 1 of 3 |

1. INTRODUCTION

- 1.1 UTAR SERC is a committee that is given the responsibility by the University to approve, monitor, and review research projects/protocols involving human/animal subjects and human data/tissues/cells.
- 1.2 All research conducted by UTAR staff involving the use of human/animal subjects, human tissues, or personal data must be reviewed and approved by UTAR SERC. All proposed research requiring ethical review must obtain approval before the research is initiated. The UTAR SERC would not entertain retrospective reviews.

2. APPLICATIONS

- 2.1 Applications for ethical approval of research projects/protocols shall be submitted to UTAR SERC via IPSR. The closing date for all applications will be the first day of each month, or the next working day if the first day falls on a Saturday, Sunday or a public holiday.
- 2.2 Principal Investigator can apply for either full review or expedited review.
Please refer to UTAR Research Ethics and Code of Conduct guidelines.
- 2.3 Applications for UTAR SERC review are to be submitted in 1 set (original set) comprising the following documents:
 - 2.3.1 UTAR SERC Application for Ethical Clearance Form (Human) (*Ref: URDC/SERC/2011- Human/review form -1*) or UTAR SERC Application for Ethical Clearance Form (Animal) (*Ref: SERC/2011 – Animal/review form-1*).
 - 2.3.2 Participant Information Sheet and Consent Form (*Ref: URDC/SERC/2011 –Participant Form-1 & Appendix A*).
 - 2.3.3 A copy of the grant approval letter if the research is supported by a grant.
 - 2.3.4 Other relevant documents (eg. questionnaires, letter of invitations, data form etc).
 - 2.3.5 A brief CV of Researchers including Principal Investigators (not more than 2 pages for each researchers).
- 2.4 One original application form and two complete copies of the other documents are required for submission.
- 2.5 If you are a undergraduate, the “Principal Investigator” of a research project must be their supervisors. Graduate students may apply with their supervisors as the “Acting Principal Investigator”.

- 2.6 After your application has been submitted, you/your supervisor shall be informed whether the application is complete or whether changes are required. If there are no changes required, your application will be sent to the UTAR SERC for review and approval.
- 2.7 All applications for review, correspondences and enquiries should be addressed to:

The Secretariat
UTAR Scientific and Ethical Review Committee (SERC)
c/o Institute of Postgraduate Studies and Research
Universiti Tunku Abdul Rahman
No. 9, Jalan Bersatu 13/4
46200 Petaling Jaya
Selangor

APPROVAL IS USUALLY GRANTED FOR ONE YEAR / FOR THE DURATION OF PROJECT STATED / AS DETERMINED BY UTAR SERC AND IS SUBJECT TO RENEWAL. APPROVED APPLICATIONS MUST BE RENEWED AFTER THE STATED DUE DATE OR IF THERE ARE CHANGES TO THE PROTOCOL. RESEARCH APPROVALS MAY BE RENEWED A MAXIMUM OF THREE (3) TIMES. TO CONTINUE BEYOND FOUR (4) YEARS A NEW APPLICATION MUST BE SUBMITTED.

FLOWCHART FOR APPLICATION TO UTAR SERC REVIEW

