

## 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 through IPSR.
- 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 Application for Ethical Clearance to Involve Human Subjects in Research (FM-IPSR-R&D-056) OR Application for Approval of a Project Involving the Use of Animals (FM-IPSR-R&D-033).
  - 2.3.2 Volunteer Information and Consent Form (FM-IPSR-R&D-057)
  - 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 researcher).
- 2.4 For application of ethical clearance for undergraduate student(s) project, the supervisors are required to fill in the Summary of Application for Ethical Clearance to Involve Human Subjects for Undergraduate Student's Project (FM-IPSR-R&D-078).
- 2.5 For application of ethical clearance for postgraduate student(s) project, the students are required to fill in the Application for Ethical Clearance to Involve Human Subjects in Research (FM-IPSR-R&D-056) and submit through their Supervisors.

- 2.6 After the application has been submitted, the researcher/supervisor will be informed whether or not the application is complete; and/or whether changes are required. If there are no changes required, the application will be sent to the UTAR SERC for review and approval.

**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 RESEARCH PROTOCOL. RESEARCH APPROVALS MAY BE RENEWED FOR 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**

