



SULTAN IDRIS EDUCATION UNIVERSITY

UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي قنديديقن سلطان ادريس

PUSAT PENGURUSAN PENYELIDIKAN DAN INOVASI

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GUIDELINE FOR APPLICATION TO USE HUMAN RESEARCH SUBJECTS

SULTAN IDRIS EDUCATION UNIVERSITY (UPI)

GUIDELINE FOR APPLICATION TO USE HUMAN RESEARCH SUBJECTS
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Guidelines on completing the application form for approval of research involving human resources subjects. You are responsible for ensuring that you obtain the appropriate and required ethical approval before you begin your research and it is important that you consider the ethical implications of your research.

You will need to complete the following 16 sections of the application form. Details about this sections as follow:

- 1) Application Detail
- 2) Responsible Research Principal Investigator (PI)
- 3) Investigator(s)
- 4) Type of Research
- 5) Research Period
- 6) Location(s) of the Research
- 7) Human Subject Review
- 8) Subjects
- 9) Recruitment
- 10) Devices (if applicable)
- 11) Biological/ Chemical Materials (if applicable)
- 12) Risks/ Benefit Analysis
- 13) Confidentiality/ Anonymity
- 14) Consent
- 15) Supporting Documents

Section 1: Application Detail

In this section, you have to provide information about the research title, research code if applicable and research design (e.g. surveys).

Section 2: Responsible Research Principal Investigators (PI)

This section asks for details concerning yourself include name, telephone number, email, office address, department, and faculty.

Section 3: Investigator(s)

Here you are asked to provide details about investigators involves in this research. Details about investigators include name, faculty and roles (e.g.: co-researcher, supervisor and co-supervisor) and signatures.

Section 4: Type of Research

This section is concerned with type of your research. You have to state what type of your research either your research is university research grant, external research grant, bachelor's research (e.g.: final year project), master's research, doctoral research/ postdoctoral research or others. If you tick other, please specify the type of your research project.

Section 5: Research Period

Provide details about the start and end date of the research and the duration of the research.

Section 6: Location(s) of the Research

This section asks for details about location you will conduct the research either inside or outside UPSI Campus. If your research location outside UPSI Campus, you have to specify the location(s) of the research.

Section 7: Human Subject Review

This section asks detail about other reviewer for your research. You have to choose "yes" or "no" in this section. If you tick no, please proceed to section 8. If yes, and your research has been reviewed by other institutions such as other university, governmental institution or private sector, please specify the name of the institution and provide the relevant document.

Section 8: Subjects

Here you are asked to give information about maximum numbers of subjects involved in this research. If your research involves children or vulnerable people, you are required to tick any subjects in the section. If the subjects are not in the list, please specify the subject(s) involved in your research.

Section 9: Recruitment

Provide details regarding the recruitment process in step by step manner. You have to provide details information about inclusion and exclusion criteria for you subject.

Section 10: Devices (if applicable)

You have to choose "yes" or "no" in this section. If, you tick no, please proceed to section 11. If your research use any devices with the subject, you have to state the name of the devices and state the reason to use the devices in this research. Please provide any specific protocol that need to be followed and relevant document when using the devices in this research.

Section 11: Biological/ Chemical Materials (if applicable)

This section ask about biological/ chemical material used in your research. You will state the name of the biological/ chemical materials and how it will be used in your research. You will specify whether the biological will be collected and who will collect the materials. You will also need to specify who will have the access to the biological material and whether the material will be destroyed after the research is completed.

Section 12: Risks/ Benefit Analysis

This section is concerned with the details of risks and benefit in the research. You will provide the risks that will be involved and reasons need to be conducted despite its risk. You will also describe the steps to be taken in reducing the risk by providing the relevant document(s) if applicable. The benefits for the subjects also need to be explained.

Section 13: Confidentiality/ Anonymity

Provide details regarding the confidentiality arrangements you are intending to implement. You will describe the procedures for protection the confidentiality in your research. You will also have to explain procedures you will use to protect the confidentiality of your data.

Section 14: Consent

You have to describe the information about the process of obtaining informed consent from the subjects. You have to describe your approach in ensuring that the subjects are voluntary participate in your research.

Section 15: Supporting Documents

You have to attach a description of the following documents such as research proposal, informed consent, Guardian's/ Parent's consent (if applicable) and any related documents which will distributed to the subjects (etc. letter, questionnaires or flyers).

Please make sure, the Responsible Research Principal Investigator signing the form and write down the date in signature space in last page of the application form.