SOP Checklist — Research Ethics Submission (FERC)

Program Name: _____ | Program Code: _____ | Semester: _____ / _____

For: Master by Coursework students submitting to Faculty Ethics Review Committee (FERC)

A. Before You Start (download & read)

☐ Download the latest ERC forms (ERC1, ERC2/ERC3, Exemption, Post-approval) from the UiTM REC page. [Link latest forms: https://drive.google.com/drive/folders/1bp4X-wcckZcRjJvW-UVaUksMvknqYWaI]

☐ Read the FERC SOP & Submission Checklist for Coursework/Undergraduate. [Link to SOP: https://fbmis.uitm.edu.my/ferc?tab=tab5]

B. Prepare Your Application Package

☐ ERC1 completed in full (research details – follow the guidelines stated in the form)

☐ ERC2 (Participant Information Sheet) and/or ERC3 (Assent, if participants <18) — in BM & BI.

☐ Data collection instruments (questionnaire/interview guide), in BM & BI.

☐ Proposal (brief), timeline (Gantt Chart) / flowchart of procedures.

☐ Any supporting letters/permissions (e.g., school/organization access), if applicable.

C. Internal Academic Review (mandatory before FERC)

☐ Supervisor has reviewed the complete set and confirmed readiness for ethics screening.

☐ DPPS ethics reviewer (Ethics Reviewer/KPP/Course Coordinator) has screened the submission for category (Exemption / Minimal Risk / > Minimal Risk / Rejected) and completeness.

D. Obtain Required Signatures

☐ ERC1 signed by Student/Researcher.

☐ ERC1 signed by Supervisor.

☐ ERC1 endorsed by DPPS KPP or Course Coordinator.

E. Compile & Name Your Files

☐ File naming: <Programme>_<Course>_<StudentName>_<ERC1/2/3/Exempt>_v<date>.pdf (e.g., OSM754_AliyaZ_E RC1_v2025-01-10.pdf).

F. Submit Online to FERC

☐ Upload via the FERC webpage under "Postgraduate Master by Coursework & Undergraduate" (choose Exemption vs Approval).

  FERC submission page: [https://fbmis.uitm.edu.my/ferc?tab=tab5]

☐ Ensure all required fields and uploads are completed; submit before the announced deadline.

☐ Save/print the submission confirmation/receipt.

G. Post-Submission Follow-Up

☐ Monitor email for FERC decisions or queries.

☐ Address "clarifications required" within the stated timeframe.

☐ After approval/exemption, adhere to conditions and submit any amendments/post-approval reports via the same channel (Email to fercfpp@gmail.uitm).

Notes & Contacts

• Use only the most recent ERC forms each semester (re-download rather than reusing old files).

• For technical questions on submission, contact your Programme Coordinator.

Prepared by: _____ | Verified by (DPPS): _____ |

Version date: 2025-10-09