



UKM-JEP-GP02

No. Semakan: 03

Tarikh Kuatkuasa: 04 Januari 2024

**GARIS PANDUAN MENGISI BORANG PERMOHONAN KELULUSAN JAWATANKUASA
ETIKA PENYELIDIKAN UKM**

***Borang boleh di muat turun dari laman web JEPUKM
(<http://www.ukm.my/jepukm>)**

**Forms can be downloads from JEPUKM website <http://www.ukm.my/jepukm>*

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

***Softcopy in pdf format and must be included the signatures*

1. Pemohon (Penyelidik Utama)

Applicant (Principle Investigator)

A. Nama: Nama Pensyarah UKM / Kakitangan yang layak menjadi Penyelidik Utama/ Ketua Projek/Penyelia Projek

Name: Name UKM Lecturer / Staff which qualified to be a Principal Investigator/ Project Leader/ Project Supervisor

B. Nombor ID: UKMPer Penyelidik Utama/Ketua Projek

ID Number: UKMPer of Principal Investigator / Project Leader

C. Fakulti/ Pusat: Fakulti / Pusat Penyelidik Utama / Ketua Projek

Faculty / Center: Faculty/Center of Principal Investigator/Project Leader

D. Jabatan/ Unit: Jabatan Penyelidik Utama/Ketua Projek

Department/Unit: Department/Unit of Principal Investigator/Project Leader

E. E-mel: E-mel daripada Penyelidik Utama/Ketua Projek

Email: Email of Principal Investigator/Project Leader

F. Nombor Telefon Bimbit: Nombor telefon bimbit Penyelidik Utama/Ketua Projek

Mobile Number: Mobile number of Principal Investigator/ Project Leader

2. Projek penyelidikan:

Research Project:

• **Satu kertas cadangan penyelidikan hendaklah disertakan bersama borang ini (maksimum 10-20 muka surat).**

A research proposal must be attached to this form (maximum 10-20 pages).

• **Kertas cadangan itu hendaklah mengandungi perkara-perkara seperti disenaraikan dalam Senarai item yang perlu ada dalam proposal (rujuk templat di website JEPUKM)**

The proposal paper must contain items as listed in the List of items that must be in the proposal (refer to the template in the JEPUKM website)

A. Tajuk: Tajuk proposal penyelidikan

Title: Title of the research proposal

B. Kata kunci: Kata kunci yang berkaitan dengan tajuk proposal penyelidikan

Keyword(s): Keyword(s) related to the title of research proposal

C. Tempoh (tidak melebihi 3 tahun - kecuali untuk projek penyelidikan percubaan klinikal). Tarikh mula adalah tertakluk kepada tarikh kajian disahkan dalam mesyuarat Jawatankuasa Etika Penyelidikan. Tarikh selesai adalah bergantung kepada tempoh yang dimohon.

Duration (not more than 3 years - except for clinical trial research project). The start date is subject to the date of Endorsement date of the study in the RECUKM meeting. The end date is depends on the duration requested.

D. Ringkasan kertas cadangan penyelidikan (Maksimum 300 Patah Perkataan): Huraian ringkas berkaitan penyelidikan yang akan dijalankan.

summary of proposal (maximum 300 words): A brief description of the research that will be conducted.




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- E. Jumlah sampel: jumlah sampel / subjek yang akan direkrut dalam penyelidikan
Sample size: number of samples/subjects to be recruited in the study.
- F. Lokasi penyelidikan: tempat penyelidikan yang akan dijalankan
Location study: location study will be conducted
- G. Kategori Projek Penyelidikan: Sila tandakan pada pilihan yang sesuai
Category of Research Project: Please tick at the suitable choices
- H. Jenis Projek Penyelidikan: Sila tandakan pada pilihan yang sesuai
Type of Research Project: Please tick at the suitable choices
- I. Penglibatan subjek manusia: Sila tandakan pada pilihan yang sesuai
Human subject involvement: please tick at the suitable choices
- J. Reka bentuk projek penyelidikan: Sila tandakan pada pilihan yang sesuai
Design of research project: Please tick at the suitable choices
- K. Kluster Penyelidikan: Kluster Penyelidikan sesuai dengan projek penyelidikan.
Research Cluster: Research Cluster suitable with the research project
- L. Bidang Penyelidikan: Bidang Penyelidikan sesuai dengan projek penyelidikan.
Research Area: Research Area suitable with the research project
- M. Komponen Penyelidikan: Komponen Penyelidikan sesuai dengan projek penyelidikan.
Research Component: Research Component suitable with the research project.
- N. Peringkat Penyelidikan: Sila tandakan pada pilihan yang sesuai
Research Level: Please tick at the suitable choices
- O. Status Komersial: Sila tandakan pada pilihan yang sesuai
Commercial Status: Please tick at the suitable choices
- P. Matlamat pembangunan mampan (SDGs): Sila tandakan pada pilihan yang sesuai
Sustainable development goals (SDGs): Please tick at the suitable choices
- Q. Carta Gantt (Aktiviti Penyelidikan): Lengkapkan aktiviti penyelidikan bermula dengan pengumpulan data
Gantt Chart (Research Activities): Fill up research activities starts with data collection.
- R. Jejak kunci: Lengkapkan jejak kunci atau pencapaian setiap 6 bulan
Milestone: Fill up milestone or achievement for every 6 months
- S. Jangkaan tahap risiko: Nyatakan faktor-faktor yang boleh menyebabkan kelewatan, atau menghalang pelaksanaan projek.
Estimate the degree of risk: State the factors that may cause delays, or hinder the implementation of the project.
- T. Jangkaan Output: Lengkapkan jangkaan output berkaitan dengan projek penyelidikan
Expected Output: Fill up expected output related to the research project

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3. Maklumat bersama penyelidik:

Co-researcher(s) Information:

- Isikan maklumat penyelidik bersama dari UKM, luar UKM dan pelajar yang terlibat dalam projek penyelidikan. **Perlu ditandatangani oleh semua penyelidik.** Sila sertakan maksimum 5 helai resume bagi setiap penyelidik.

*Fill up information of co-researchers from UKM, outside UKM and student(s) that involve in the research project. **Need to be signed by all researchers.** Please include maximum 5 pages of resume for each researcher.*

4. Sumber Kewangan:

Financial sources:

- Jika kajian itu menerima geran daripada institusi/syarikat luar, sila nyatakan nama penaja/no geran.

If the study received grant from external institution/company, please state the name of the sponsor/no. of grant

- **Sila sertakan surat pengesahan daripada syarikat/organisasi, butiran dan jumlah peruntukan bersama-sama dengan kod kelulusan (geran daripada kementerian).**

Please enclose the endorsement letter from company, budget details and amount together with the code of approval (especially the grant from ministry).

- **Sekiranya mendapat tajaan dalam bentuk barang (in-kind), sila kemukakan surat tajaan yang menyatakan nilai dan butiran barang tersebut.**

If the study received in-kind sponsorship, please enclose the endorsement letter stating the value and details of the in-kind.

5. Perakuan pemohon:

Applicant Endorsement:

- Perlu ditandatangani oleh Penyelidik Utama/Ketua Projek.

Need to be signed by Principal Investigator/Project Leader.

6. Ulasan ketua jabatan:

Recommendation by Head of Department:

- Perlu ditandatangani oleh Ketua Jabatan

Need to be signed by Head of Department

- Jika pemohon adalah Ketua Jabatan, sila kosongkan bahagian ini.

If the applicant is the Head of Department, please leave this part blank.

- Permohonan hendaklah disaring di peringkat jabatan terlebih dahulu sebelum pengesahan.

Application must be screened at department level first before endorsement.

POLISI PENERBITAN

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.



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Lampiran B
Attachment B

**KADAR BAYARAN BAGI PERMOHONAN KELULUSAN JAWATANKUASA ETIKA PENYELIDIKAN UKM
(JEPUKM) MELIBATKAN MANUSIA
(KEPUTUSAN JAWATANKUASA POLISI DAN PENETAPAN KADAR UNIVERSITI KEBANGSAAN MALAYSIA BIL. 4/2023
22 DISEMBER 2023)**

KADAR BAYARAN PERMOHONANApplication Fees Charge rate

4.11.4 Perincian kadar caj perkhidmatan adalah seperti berikut:

Jenis Permohonan	Kadar (RM)	Catatan
Industri (Sponsor) (Percubaan Klinikal - Sponsor luar UKM)	1,000.00	Caj pengurusan permohonan dan saringan oleh ahli JEPUKM
Pensyarah/Pegawai /Pelajar (Siswazah/Prasiswazah/dll)	50.00	

a) Jenis permohonan bagi Pegawai / Pelajar adalah termasuk warga dan bukan warga UKM

Type of application for officers/student include UKM and non-UKM

b) Kadar caj perkhidmatan adalah termasuk seperti dibawah:

Application charge as per state below:

1. Kadar caj sebanyak RM50 dikenakan kepada permohonan kelulusan JEPUKM bagi semua permohonan Pegawai dan Pelajar (termasuk warga dan bukan warga UKM).

RM50 fee charge applies for RECUKM Ethics approval application for all Officers and students (UKM and non-UKM).

Atau (or);

2. Kadar Caj sebanyak RM50 dikenakan kepada permohonan yang melibatkan kolaborasi antara industri (percubaan klinikal) yang mana kertas cadangan penyelidikan disediakan oleh penyelidik UKM.

RM50 fee charge applies for research involving collaboration with the industry (clinical trial) wherein the process of protocol preparation is prepared by UKM researcher(s).

Atau (or);

3. Kadar Caj sebanyak RM1000 dikenakan kepada permohonan yang menerima tajaan daripada syarikat farmaseutikal (Percubaan klinikal - Industri) yang mana kertas cadangan penyelidikan disediakan oleh penaja.

RM1000 fee charges applies to research project which receives sponsorship from a pharmaceutical company which (Industry-sponsored Clinical Research) wherein the process of protocol preparation is prepared by the sponsor.

Segala urusan pembayaran berkaitan permohonan kelulusan perlu merujuk kepada maklumat seperti di bawah:

*All payment pertaining application ethical approval should refer to the information below:*Nama Penerima : UNIVERSITI KEBANGSAAN MALAYSIA
*Payee's name*Alamat Penerima : Jabatan Bendahari Kampus Kuala Lumpur
Payee's address Pusat Perubatan UKM
Cheras, 56000 Selangor Darul EhsanNo. Akaun Penerima : 8600081140
*Payee's account number*Bank Penerima : CIMB ISLAMIC BERHAD (TAMAN MALURI)
Payee's Bank



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Salinan bukti bayaran perlu diserahkan kepada Sekretariat Etika melalui emel yang dinyatakan seperti dibawah. Surat kelulusan tidak akan dikeluarkan jika pembayaran belum dilakukan.

A copy of proof of payment must be submitted to the Ethics Secretariat at the email state below. An approval letter will not be issued if payment has not been made.

Emel Sekretariat: **sepukm@ukm.edu.my**

Email