1. Setiap permohonan menjalankan penyelidikan perlu melengkapkan dan menghantar **salinan lembut** semua dokumen seperti di bawah:

## (semua dokumen di bawah boleh dimuat turun daripada laman sesawang

[**http://www.ukm.my/spifper/forms/**](http://www.ukm.my/spifper/forms/))

*Each research application must complete and submit a softcopy of all documents as follows:*

*(all documents are available at SPI website* [**(http://www.ukm.my/spifper/forms/**](http://www.ppukm.ukm.my/sppi/muat-turun-borang-penyelidikan/)**)**

|  |  |  |
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| Dokumen  *Document* | | Format untuk salinan lembut  *Format for softcopy* |
| 1. | Lengkapkan :  *Fill up :*   1. Borang Permohonan Menjalankan Penyelidikan   *Research Application Form*   1. Borang Saringan Penyelidikan   *Screening Research Form*   1. Borang Kerahsiaan dan Hak Milik Data Kajian   *Non-disclosure and data ownership Form*   1. Senarai Semak Permohonan Menjalankan Penyelidikan   *Checklist for Application* |  |
|  | pdf |
|  | MS Word |
|  | pdf |
|  | MS Word |
|  |  |
| 2. | 1. Proposal Kajian (**10-20 muka surat**)    * Termasuk penerangan tatacara pengambilan subjek (bagi penyelidikan percubaan klinikal yang melibatkan tajaan syarikat farmaseutikal)   *Research proposal (maximum 10-20 pages)*   * + *Include description of subject recruitment (for clinical trial research project sponsored by pharmaceutical company)*  1. Helaian Maklumat Pesakit (Bahasa Melayu) & bahasa lain jika perlu   *Patient Information Sheet (Malay) & other languages if necessary*   1. Borang Keizinan Pesakit (Bahasa Melayu) & bahasa lain jika perlu   *Consent Form (Malay) & other languages if necessary*   1. Soal selidik (Bahasa Melayu) & bahasa lain jika perlu   *Questionnaire (Malay) & other languages if necessary* | MS Word |
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|  | 1. Draf Perjanjian Penyelidikan (bagi projek penyelidikan yang melibatkan perkara berikut :    1. Projek penyelidikan yang dijalankan di luar PPUKM termasuk hospital/klinik lain bukan di bawah KKM    2. Projek penyelidikan yang melibatkan kerjasama dalam bentuk infrastruktur/ kakitangan/ pelajar/ peruntukan/ pesakit dan sebagainya dengan IPTA/IPTS/Hospital lain/klinik/organisasi lain selain hospital/klinik di bawah KKM.   *Draft of Research Agreement (for the research project which involving the following items)*   1. *Research project which will be carried out outside PPUKM including other hospital/clinic (not under MOH)* 2. *Research project involving cooperation in terms of infrastructure/staff/student/budget/patient with IPTA/IPTS/Other except hospital/ Clinic under MOH* 3. Surat tajaan daripada syarikat (WAJIB sertakan jika mendapat geran daripada pihak luar)   *Sponsorship Letter from Company (must include if get fund from external company)*   1. Surat kebenaran menjalankan penyelidikan daripada organisasi luar (jika berkaitan)   *Permission Letter to conduct research from external organization (if necessary)*   1. Salinan pendaftaran/kelulusan NMRR    * Bagi penyelidikan yang melibatkan fasiliti hospital-hospital/klinik- klinik di bawah Kementerian Kesihatan Malaysia   *Copy of NMRR registration/approval*   * + *for research involving hospitals’/clinics’ facilities under Ministry of Health, Malaysia* | MS Word  pdf  pdf  pdf |

## Semua salinan lembut dokumen-dokumen di atas perlu dinamakan mengikut kaedah berikut:

All softcopies of the above documents should be named according to the following methods:

“Penyelidik” (nama fail) *“Researcher” (file name)* Contoh :

Example: Fuad Screening Form

Fuad Application Form

Fuad Publication Policy

Fuad Research Agreement

## Semua salinan lembut dokumen-dokumen tersebut perlu di emel kepada Puan Nurazilah Mohamed Sallehulldin ([intuiti\_2011@yahoo.com](mailto:intuiti_2011@yahoo.com)) untuk semakan..

For the application from Faculty of Medicine UKM, all softcopies of such documents should be in email to Mrs. Nurazilah Mohamed Sallehulldin [([intuiti\_2011@yahoo.com](mailto:intuiti_2011@yahoo.com)y)](mailto:rohaida@ppukm.ukm.edu.my).

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| --- | --- | --- |
| **Kakitangan SPPI**  ***SPPI Staff*** | **Jabatan Penyelidik**  ***Application Type*** | **E-mel**  ***E-mail*** |
| Puan Nurazilah Mohamed Sallehulldin | Semua Jabatan di bawah Fakulti Perubatan,UKM  *All Departments under the Medicine*  *Faculty, UKM* | [intuiti\_2011@yahoo.com](mailto:intuiti_2011@yahoo.com) |

1. Bagi permohonan daripada organisasi bukan kerajaan dan IPTS, kadar caj pengurusan sebanyak RM1,000.00 akan dikenakan bagi setiap permohonan yang diterima (Minit Mesy. Pengurusan PPUKM Bil. 10/2010 bertarikh 12 April 2010). Salinan resit bayaran perlu dilampirkan bersama dengan permohonan yang dikemukakan.

For the application of non-governmental organizations and private universities, the administrative charge of RM1,000.00 will be charged for each application received (Minute of Mesy. Pengurusan PPUKM no. 10/2010 dated 12 April 2010. A copy of the receipt must be enclosed with the application submitted

## Salinan keras surat kelulusan menjalankan penyelidikan hanya akan dihantar kepada Penyelidik Utama projek penyelidikan sahaja, manakala salinan surat kelulusan bagi penyelidik bersama serta pelajar akan dihantar melalui emel.

Hard copy of the approval letter to conduct research will only be sent to Principle Investigator of the research project only, while approval letter to conduct research for Co-Investigator and student will be sent via email.

## Sebarang pertanyaan sila hubungi Sekretariat Penyelidikan & Inovasi, Fakulti Perubatan di talian 03-9145 9480/9481.

Any questions please contact Secretariat of Research & Innovation at 03-9145 9480/9481