

HUMAN ETHICS APPLICATION GUIDELINES & PROCESS

Human ethics approval is essential to ensure that research involving human participants is conducted ethically, responsibly, and in accordance with legal and institutional requirements.

It serves to:

- Protects participants' rights, safety, and wellbeing
- Maintain the integrity of the research process
- Ensure adherence to established ethical standards

● Ethics approval must be obtained *before* starting any form of data collection, including surveys, interviews, focus groups, or observational studies.

Submission Requirements

To ensure a smooth and timely review process, please adhere strictly to the following requirements:

1. Typed Submission Only

- ✓ All forms must be typed
- ✗ Handwritten forms will not be accepted

2. Complete Submission Checklist

Ensure the following documents are included and complete:

- Human Ethics Application Form
- Participant Information Sheet
- Consent Form
- Gantt Chart or Flow Chart (showing timeline)
- Questionnaire and/or Interview Guide

⚠ Incomplete applications will be automatically rejected.

✳ **Note:** Please note that the provided *Participation Information Sheet & Consent Form* is a template and should be revised to fit the specifics of your study.

3. Project Timeline Planning

- Set a realistic end date that allows time for the review process
- Example: If submitting in **January 2025**, the end date should be **at least 6 months later**.
- The project timeline must align with your Gantt or Flow Chart.

✳ **Note:** The ethics approval is only valid until the project's end date as stated in your approval letter.

4. Co-Researchers, Students & Supervisor Details

For Taylor's Staff:

- Include all co-researchers (internal and/or external) in **Part C(i)** of the application form and ensure each of them signs the declaration

For Taylor's Students:

- Include your supervisor's details in Part C(i).
- Your supervisor must sign Part C(i) to confirm that they have reviewed and support your application.

Postgraduate Students: You are strongly advised to discuss and review your application with your supervisor before submission.

5. File Naming & Submission Format

- ✓ Combine all documents into **one PDF** in this order:

1. Application Form
2. Participant Information Sheet
3. Consent Form
4. Gantt/Flow Chart
5. Questionnaire/Interview Guide

📁 File naming format:

- **Staff:** Staff_YourFullName_School Name
Example: Staff_Daniel_School of Medicine
- **Student:** PG_YourFullName_School
Example: PG_Daniel_School of Biosciences

✦ All applications and communications must be submitted using your **Taylor's University email address**, which must also be reflected in your application form. Submissions from non-Taylor's email addresses **will not be entertained**.

6. Incomplete Submissions

- ✓ Only applications that meet all checklist requirements will be reviewed
- ✗ Incomplete submissions **will not be processed**

7. Application Timeline and Review Cycle

- Reviews are conducted **on a monthly basis**, in accordance with the submission deadlines.
- Applicants are strongly encouraged to submit their applications **at least 3 months before the intended start of data collection**.

8. Monthly Submission Schedule

- Applications must be submitted by the **5th of each month** to be considered for that month's review cycle.
- Submissions received after the 5th will be carried forward to the following month's review cycle.

✦ **Note:** TUEC **DO NOT** provide urgent reviews. Kindly plan your project timeline accordingly.

9. Estimated Approval Timeline

- The review and approval process typically takes between 30 to 90 days from the submission deadline. The exact duration may vary depending on factors such as the complexity of the application, the nature of reviewer feedback, and the timeliness of the applicant's response to any requested revisions or additional information.


10. Post-Approval Guidelines for Amendment Requests


Any changes to your approved study (e.g. methodology, procedures, or project timeline/extension) **must be submitted to and approved by Taylor's University Ethics Committee (TUEC)** before implementation.

Please ensure the following documents are included in your request:


- A formal letter to the Human Ethics Chair explaining the changes
- A copy of your current ethics approval letter
- The previously approved application form
- The updated application form with all changes highlighted in yellow


 Submit your amendment request **at least 60 days** before your ethics approval expires.

 Requests submitted after the approval expiry date will not be accepted. A new ethics application will be required.

 Failure to comply may result in the withdrawal of your ethical approval.

NEED ASSISTANCE

 If you have any questions or need further clarification, feel free to reach out to the **TUEC Office** at: TUEC@taylors.edu.my

 You will be notified via email with any updates regarding your application.

 We'll also inform you by email **once a final decision has been made** on your application