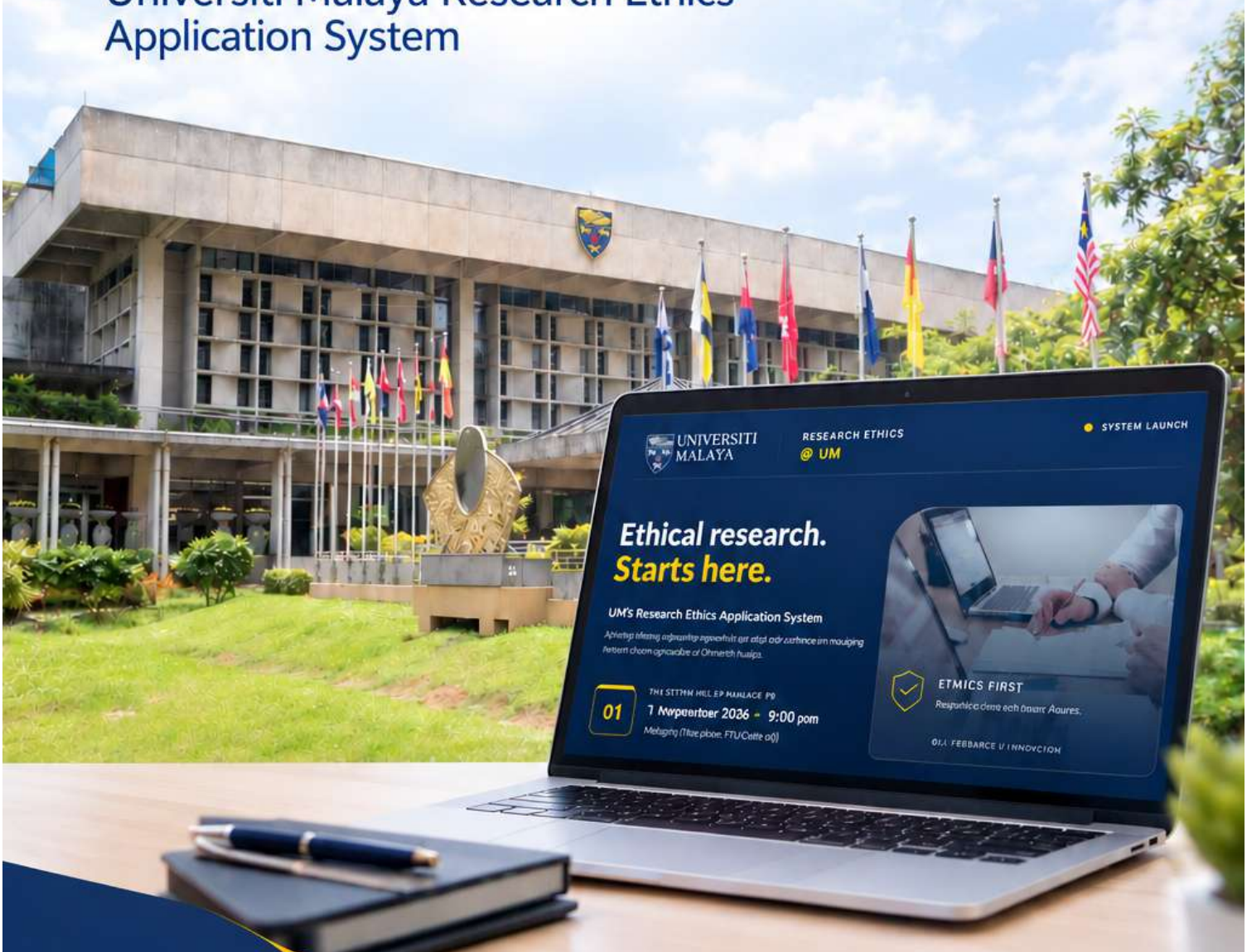
UNIVERSITI MALAYA | UMREC

GUIDELINES TO USE THE NEW RESEARCH ETHICS ONLINE SYSTEM UMREAS

Universiti Malaya Research Ethics Application System



2026 EDITION

Version 1.0
Last Updated: 30 October 2026

TABLE OF CONTENT

INTRODUCTION..... 2
1.0 ACCESSING THE SYSTEM & STEP-BY-STEP GUIDE TO ENDORSING..... 3
1.1 LOGGING IN..... 3
1.2 DASHBOARD..... 4
1.3 REVIEWING THE APPLICATION..... 5
1.4 ENDORSING..... 6
1.5 ENDORSEMENT CONFIRMATION..... 7
2.0 CONTACT INFORMATION..... 8

INTRODUCTION

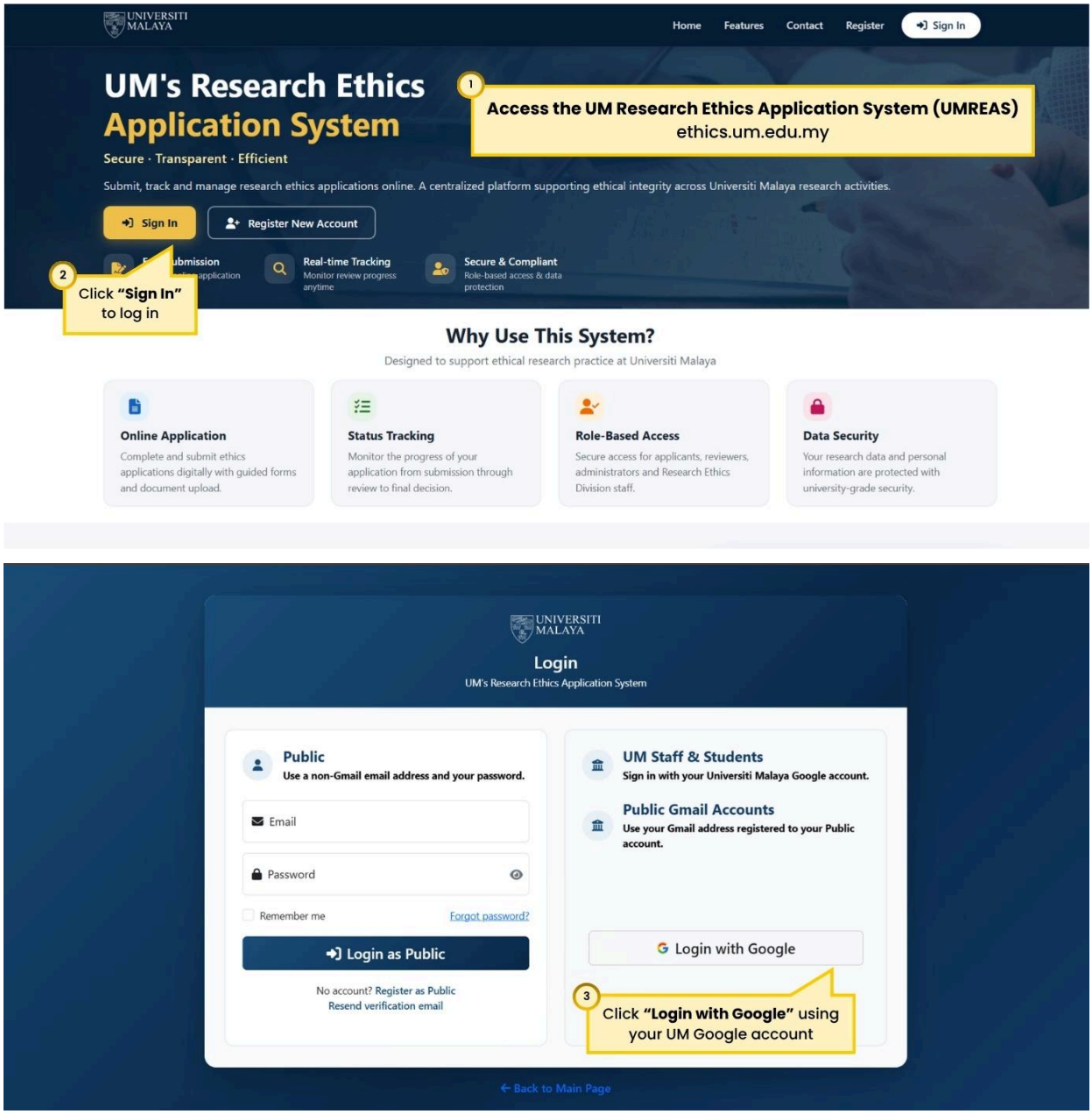
This guideline is prepared to assist Deputy Deans of Research (DDR) in navigating the ethics review process through the newly introduced online submission system. It provides guidance on reviewing and endorsing ethics applications that have been verified by the Supervisor prior to submission to UMREC. Timely review and endorsement by the DDR are essential to ensure that applications are included in the intended review cycle and proceed smoothly through the ethics review process.

Important Notice: Kindly be reminded that only applications that have obtained both Supervisor and DDR endorsements by 23rd of the month (6:00 PM) will be included in the current review cycle. Applications that remain pending endorsement at either level after the cutoff will automatically be deferred to the next review cycle. Example:

- An application submitted by the applicant and **endorsed by both the Supervisor and DDR on 23 November at 5:59 PM** will be included in the December review cycle.
- An application submitted by the applicant on 20 November, but **only** endorsed by the DDR on 23 November at 6:01 PM, will be included in the January review cycle (next cycle).
- An application endorsed by the Supervisor before the deadline but **still pending DDR endorsement** after 23 November, 6:00 PM will also be included in the January review cycle (next cycle).

1.0 ACCESSING THE SYSTEM & STEP-BY-STEP GUIDE TO ENDORSING

1.1 LOGGING IN

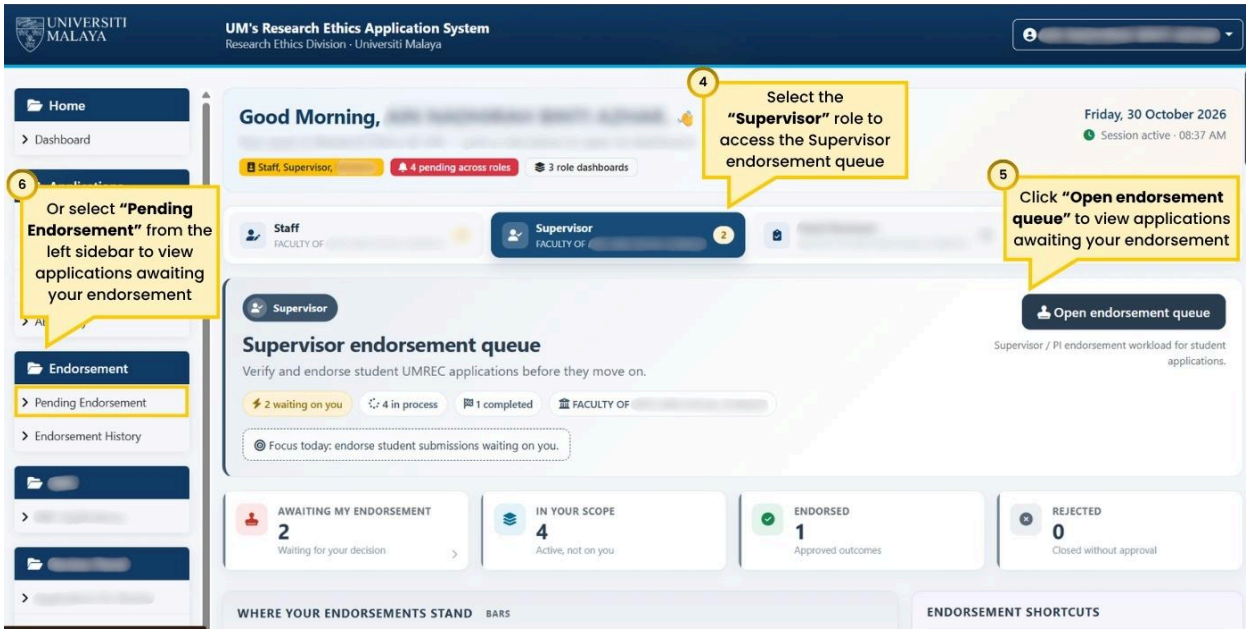


1. Access the UM Research Ethics Application System (UMREAS) via ethics.um.edu.my.
2. Click "**Sign In**" on the homepage to proceed to the login page.
3. UM staff should select "**Login with Google**" and sign in using their Universiti Malaya Google account

Important Note:

- For **Supervisors**, email notifications will be sent to your Universiti Malaya email address whenever an application is submitted and awaiting your endorsement.
- For **Deputy Deans of Research (DDR)**, email notifications will be sent to the Faculty's official DDR email address (where applicable) (e.g., **tddp_fsss@um.edu.my**). However, DDRs must access the system and perform the endorsement using their **personal Universiti Malaya email account** that has been registered in the system. Receipt of the notification email does not grant endorsement access through the shared DDR email account.
- Supervisors will also receive email notifications regarding the progress and status updates of applications submitted by their supervisees throughout the review process.

1.2 DASHBOARD

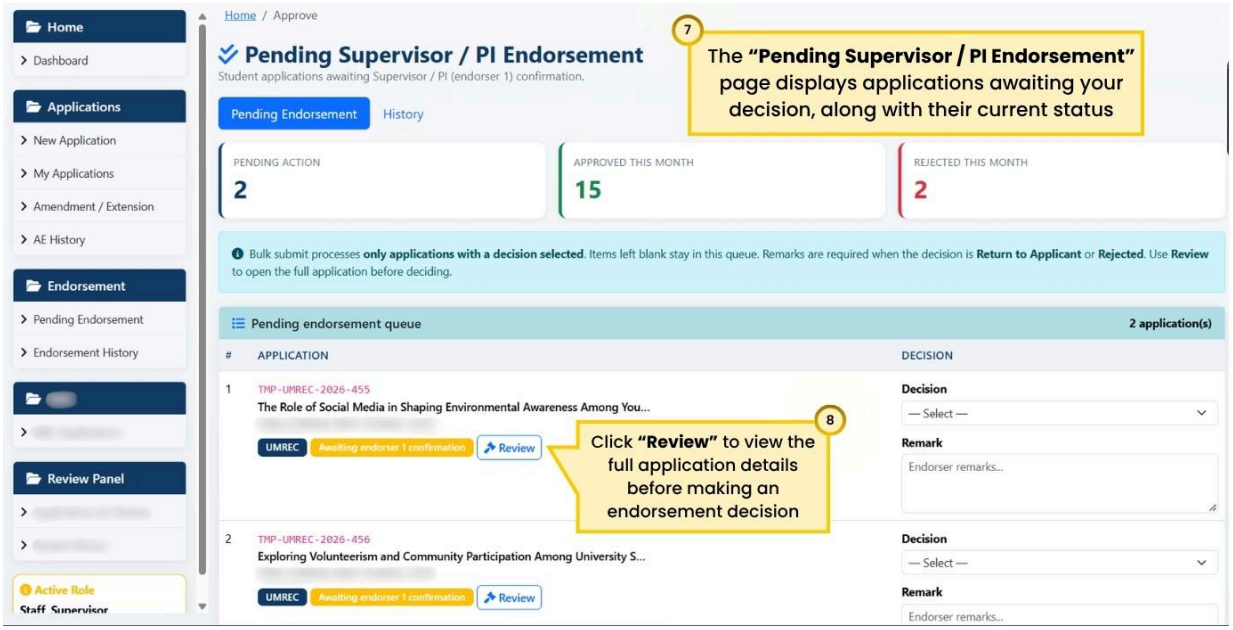


Upon successful login, select the appropriate role from the role selection menu. For endorsement purposes, choose the relevant endorsement role assigned to your account (Supervisor **or** Deputy Dean of Research). To view applications awaiting your action:

1. Click on the "**Open Endorsement Queue**" **or** "**Pending Endorsement**" from the left navigation panel to access applications awaiting review and endorsement.

2. The dashboard will display the number of applications requiring your attention, applications within your scope, and previously endorsed applications.

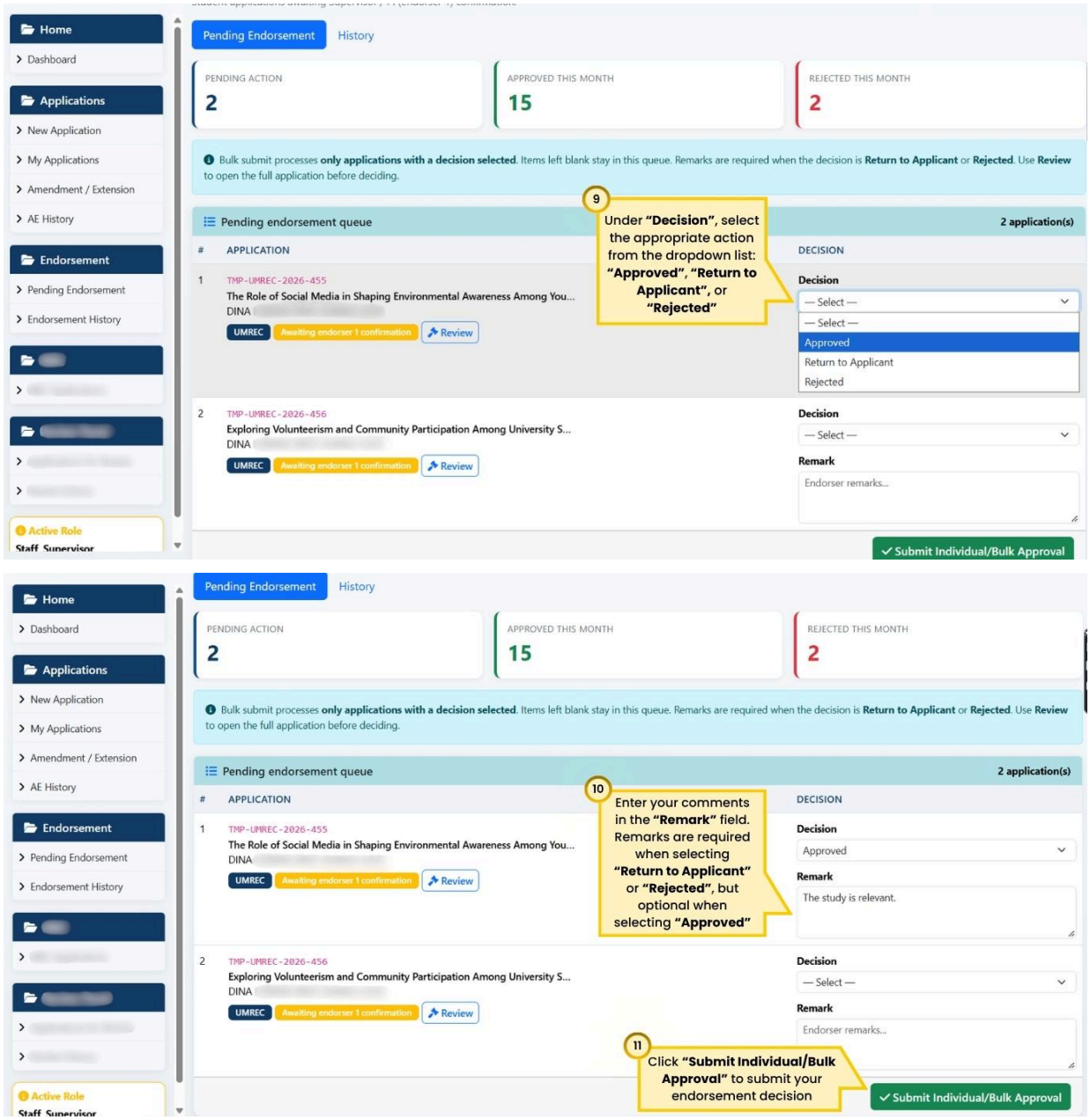
1.3 REVIEWING THE APPLICATION



The Pending Endorsement page displays all applications awaiting your review and decision.

1. Locate the application you wish to review.
2. Click "**Review**" to access the full application details and supporting documents.
3. Carefully review the application form, uploaded documents, and any supporting materials before making an endorsement decision.
4. Ensure that the application is complete and that all required documents have been uploaded before proceeding. Kindly be reminded that **incomplete submissions will not be processed**. If any required information or document is missing, the application should be returned to the applicant for revision before endorsement.

1.4 ENDORSING



After reviewing the application:

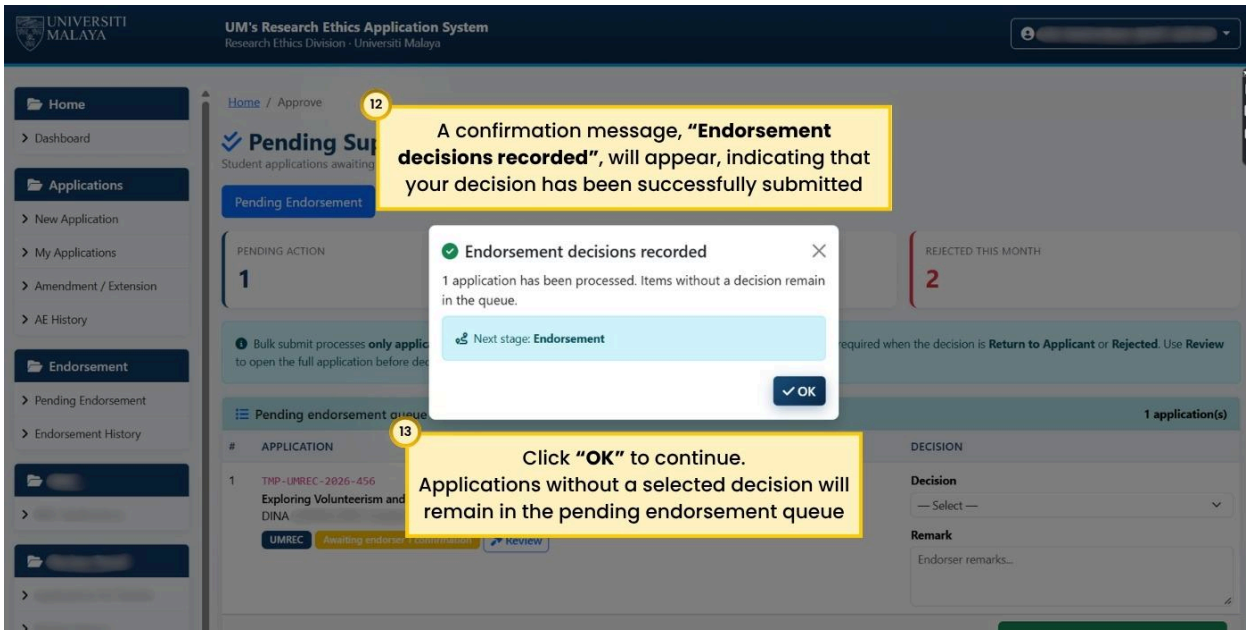
1. Under the Decision column, select the appropriate endorsement outcome from the dropdown menu. Available options include:
    - Approved
    - Return to Applicant
    - Rejected

2. Enter your comments in the Remark field. Remarks are only **mandatory** when selecting "**Return to Applicant**" or "**Rejected**" and **may** also be provided when selecting "**Approved**".

3. Click "**Submit Individual/Bulk Approval**" to record and submit your endorsement decision.

Note: Applications returned to the applicant should contain clear remarks describing the revisions or clarifications required before resubmission.

1.5 ENDORSEMENT CONFIRMATION



Once the endorsement has been submitted successfully, a confirmation message stating "Endorsement decisions recorded" will appear.

1. Click "**OK**" to continue.

2. Applications with completed decisions will be removed from the pending endorsement queue.

3. **Applications without a selected decision will remain in the queue until action is taken**.

2.0 CONTACT INFORMATION

Website	https://umresearch.um.edu.my/umrec/
Email Address	umrec@um.edu.my
Phone Number	+603-7967 7022 (ext. 2369)
Mailing Address / Office	Universiti Malaya Research Ethics Committee – Non-Medical (UMREC-NM) Bahagian Etika Penyelidikan, Jabatan Pembangunan Penyelidikan Aras 4, Kompleks Pengurusan Penyelidikan dan Inovasi (KPPI) Universiti Malaya 50603 Kuala Lumpur, Malaysia
Visiting Hours (Walk-in Consultation)	Please be informed that our visiting hours for walk-in consultation are only on **Tuesday** and **Thursday**, from **10:00 AM to 3:00 PM**. **Note:** Lunch break is at 1:00 PM, and office hours end at 4:30 PM.