

RESEARCH ETHICS BRIEFING

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CHAIRPERSON

(RESEARCH ETHICS COMMITTEE-NON CLINICAL [UMREC])



UNIVERSITI
MALAYA

FAKULTI PERNIAGAAN DAN EKONOMI
Faculty of Business and Economics

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ETHICS

- A systematic attempt to make sense of our individual and social moral experience in such a way as to determine the rules which govern human conduct and the values.
- A set of standards that regulate our behaviour.
- Can be socially and culturally determined.

RESEARCH ETHICS

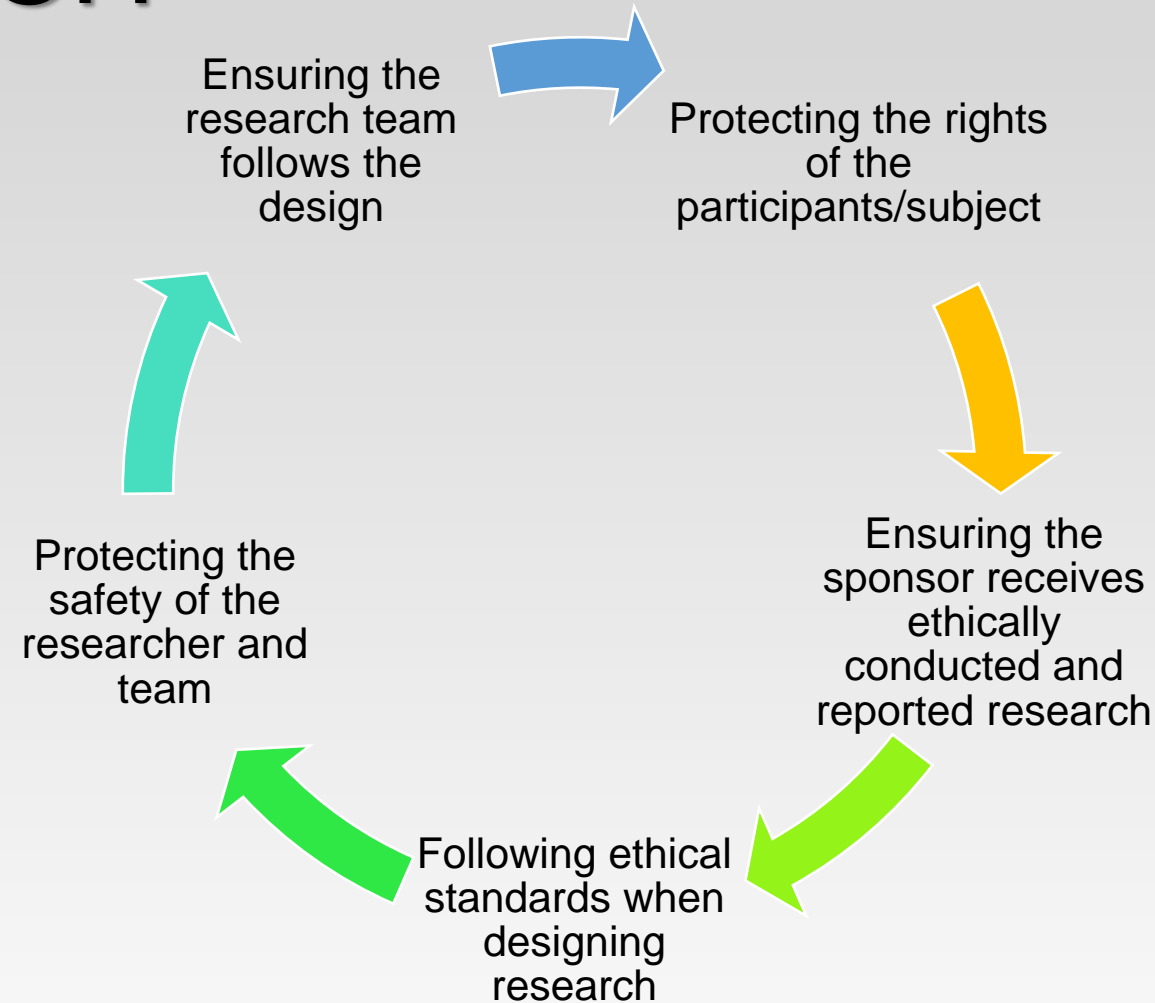
- All researchers hold the responsibility to conduct ethical research.
- Subjects/participants in research studies should know and understand their rights and responsibilities.
- Ethical considerations are part of the design of the research project.



RESEARCH ETHICS

- Enables us to distinguish between what is acceptable and legitimate and what is not.
- The word 'ethics' comes from the Greek ethos meaning custom and character.
- An important aspect of any ethical system is the role of truth and lies.

ETHICAL CONSIDERATION IN RESEARCH



ETHICS CLEARANCE

- Faculty requirements
- A part of research good governance practices
- Ensuring voluntariness of subjects/participants
- Required by most journals for publication
- Conducted prior to data collection (including pilot studies)

UNIVERSITI MALAYA RESEARCH ETHICS COMMITTEE (UMREC)

- A committee looking after ethics review for all funded and non-funded research involving human participants which also called as non-medical (UMREC-NM)
- Examines:
 - the methodology
 - possible risks to the subjects/participants
 - recruitment of subjects/participants
 - consent from the subjects/participants
 - confidentiality or anonymity for the subjects/participants
 - the way in which the data is handled
 - how feedback can be provided for the subjects/participants





Ethics Evaluation: Things to Consider

1. Recruitment of participants


- New data or existing data
- How will the data be collected?
- How do you gain access to participants?

2. Risk Assessment

- What will be the possible risks?
- Minimal or high?
- In the case of moderate/high risk, provide a referral pathway – contacts to a counsellor, therapist, etc

Ethics Evaluation: Things to Consider

3. Informed Consent

- **Complete information** - providing the participants with sufficient information using words that are easy to understand and the language/s that the participants speak
 - **Recorded consent** other than written consent – online/email recorded response
 - **Parental Consent** – for research involving children under 18 years old, researchers should seek written consent from parents, need assent from children's participants
 - **Participation Information Sheet (PIS)** must be provided to the participant regardless of which tools you use to collect data (hard copy/online/etc)
- 

Ethics Evaluation: Things to Consider

4. Pilot Studies

- Ethical clearance should be obtained before collecting data and pilot study
- However, seeking expert reviews in pilot study does not need ethics approval

5. Confidentiality or anonymity of participants

- Researchers must also avoid the use of any personal identifiers such as individuals' names and addresses in their research reports which could lead to the human participants being identified

Ethics Evaluation: Things to Consider


6. Data handling, gathered and stored

- Refer Manual for Responsible Research by UM

7. Benefits –

- Any incentives given should ideally be commensurate with the effort and level of participation required from participants
- However, in PIS, you should not write the value of the incentives to avoid undue influence

8. Sensitive Issues

- The researcher should be aware of sensitive issues
 - Provide a disclaimer in Participation Information Sheet of their right to withdraw if they feel distress
 - Get ready with a **Referral Pathway**
- 

Ethics Evaluation: Things to Consider

9. UMREC do not provide retrospective reviews. Applications for research where data collection has already started or been completed will not be accepted

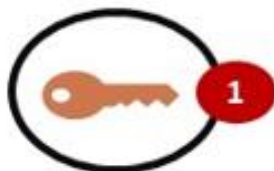
10. We strongly encourage early submission as acceptance for the particular month will be based on a first-come, first-served basis



Our Standard Operating Procedure

Preliminary review

- Preliminary review : 5-7 days



1

- All applications must undergo a preliminary review
- Researchers are required to revise applications (if necessary) and resubmit before the deadline
- **Applications submitted after the deadline will be considered at the next review cycle**

Ethics Review

- Review Process : 30-60 days from submission deadline



2

- Actual review starts

Ethics Meeting



3

Result

4

Protocol Revision (if any)



5

- Applicants are required to respond queries/concerns from review panel



6

- Review panel reviews the feedback/revisions **within 14 working days**



7

Ethics approval granted

- Approval will be given for 3 years

Research Ethics



Overview

The University of Malaya Research Ethics Committee (UMREC) undertakes ethics review of all non-medical research involving human participants including funded and unfunded research.

The UMREC conducts an ethics review prior to the beginning of any research involving human participants. The UMREC examines the ethics components of the research such as, sound methodology, possible risks and benefits to the subjects, recruitment of subjects, consent from the subjects, confidentiality or anonymity for the subjects, the way in which the data is handled, and how feedback can be provided for the subjects. Please note that any data collection and participants recruitments for any purposes are

Download

[Committee Structure](#)

[Consent \(English Version\) - 08062023](#)

[Consent \(Bahasa Malaysia Version\) - 08062023](#)

[Application Form - 08062023](#)

<https://umresearch.um.edu.my/research-ethics/>

Ethics Application Submission

1. Application Form
2. Participant Information Sheet
3. Consent Form
4. Questionnaire/interview guide
i.e. data collection procedures
5. Application for amendment –
revision after getting approval
6. Application for extension

The image displays three overlapping forms from the University of Malaya, illustrating the components of an ethics application submission. A large, semi-transparent watermark reading "Example" is overlaid across the forms.

FORM 1: APPLICATION FORM

PART A: Brief Details of Project

- 1. Research Proposal**
: Factors Influencing Shopping Behaviour At Airports Among Air Passengers
Project Start : April 2021
- 2. Principal Investigator**
Name : Profesor Madya Dr. Yussniza Binti Karim
Title : Research Supervisor
Position : Head of Marketing Department
Telephone : 019-226 0344
Email : yussniza@um.edu.my
Department : Marketing
Academy/Faculty/Institute/Centre: Faculty of Business and Accountancy, University of Malaya, 50603 Kuala Lumpur, Malaysia
- 3. Co-Investigator (PI)**
Name : Elaine Kang
Title : -
Position : -
Telephone : -
Email : -
Department : -
Academy/Faculty/Institute/Centre : -
- 4. Student Principal Investigator (PI) only**
Name : Amalnina Binti Zawawi
Title : -
Position : Student
Telephone : 012-6028167
Email : zawawinina@gmail.com / cqd190028@siswa.um.edu.my
Department : Business Management
Academy/Faculty/Institute/Centre : Faculty of Business and Accountancy, University of Malaya, 50603 Kuala Lumpur, Malaysia
Degree/Programme : Master of Management (MM)
- 5. Research funding/Grant**
:-

PARTICIPANT INFORMATION SHEET

Work at Individual, Social and Organisational Levels

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Tel: + 6012987654

fulfilling aspects of doing work. For me, I am enthusiastic and absorbed in their performance of positive organizational activities. I thrive at work. A problem lies in constantly being confronted with the demands of the workforce. The aim of this research is to identify individual, organizational and societal factors that may affect

How the individual, social, and organizational level of engagement. It is well understood that engagement is a well-known concept and requires significant effort. This research aims to explore how employee's experiences and engagement in their job.

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QUESTIONNAIRE

BEHAVIOUR AT AIRPORTS AMONG AIR PASSENGERS

If Management program, at the University of Malaya is conducting a study on **FACTORS INFLUENCING SHOPPING BEHAVIOUR AMONG AIR PASSENGERS** as part of the program's requirements. You are invited to participate in this short study by completing this survey. It will take only a few minutes of your time to complete the questionnaire. Your participation is strictly confidential.

CONSENT FORM

(ENGLISH)

If your parent/legal guardian are advised to sign this form on behalf of you, please have them sign and return to me.

I, the undersigned, being under the age of 18 years, am unable to give my consent to participate in the research being undertaken by the University of Malaya. I have been advised by my parent/legal guardian to provide all the information requested in the research. I have given reasons for my consent to participate in the research. I have read and understood the Participant Information Sheet and Consent Form. I hereby give my consent to participate in the research and I accept all liability for my participation and agree to hold them harmless from any claims or damages arising from my participation in the research. I understand the same, and voluntarily sign this form. _____ months _____ year

Date: _____

participants aged below 18 years

_____ Date: _____

_____ IC/Passport number: _____

IMPORTANT DEADLINES!

Review Cycle	Closing Date
January	2 January 2024
February	1 February 2024
March	1 March 2024
April	1 April 2024
May	2 May 2024
June	3 June 2024
July	1 July 2024
August	1 August 2024
September	2 September 2024
October	1 October 2024
November	1 November 2024
December	2 December 2024

UMREC will take about 30 days to process your application after the submission deadline.

However, the processing time might take up to 60 days depending on the research complexity.

Please keep in mind that required amendments will require additional processing time.

Applicants are advised to submit their ethics clearance application as **EARLY** as possible prior to their data collection.

IMPORTANT DEADLINES!

Review Cycle	Closing Date
January	2 January 2025
February	3 February 2025
March	3 March 2025
April	1 April 2025
May	2 May 2025
June	2 June 2025
July	1 July 2025
August	1 August 2025
September	2 September 2025
October	1 October 2025
November	3 November 2025
December	1 December 2025

HOW TO APPLY? (at UMREC)

- Go to UMREC Website -
<https://umresearch.um.edu.my/research-ethics/>
- Please read the guidelines and instructions carefully.
- Take note of the closing date for application submission
- **Project Start = Data Collection Date** (Please do not back date your research date)
- PI = your SV
- Student PI = you (student)

WHO TO CONTACT? (at UMREC)

- Contact Person : Mr. Khairul Nizam Abil / Mr. Mohamad Azlan Abd Majid
- Telephone No : 03-7967 7022 (ext: 2369)
- E-mail : umrec@um.edu.my
- Address : UMREC – Bahagian Perkhidmatan Penyelidikan (BPP),
Level 2, Institut Pengurusan & Perkhidmatan
Penyelidikan (IPPP)

**Please read FAQs for more UMREC-information by clicking this [link](#)

WHO TO CONTACT (at Faculty)

Contact Person : Madam Mazlita Ahmad / Ms. Fitri Soraya Azmi
Telephone No : 03-7967 3740/3689
E-mail : maz79@um.edu.my / fitrisorayaazmi95@um.edu.my
Address : Research Management Unit (RMU), Deputy Dean(Research) Office,
Level 1, Block H10 (previously FEA)

Note:

- Complete the application form and must be signed by both Student PI and the PI/ Supervisor
- Send the completed application form with supporting documents (refer next slide) via email to above email address - for Deputy Dean (Research)'s verification
- Upon getting back the verified application form, applicant need to submit the forms themselves to UMREC for the committee's approval (refer next slide)

UMREC FORMS & DOCUMENTS

- Visit <https://fpe.um.edu.my/students>
- [Form 1](#) (Application Form)
- [Form 2](#) (Participants Information Sheet)
- [Form 3](#) - Malay (Consent Form for physical data collection)
- [Form 3](#) – English (Consent Form for physical data collection)
- Questionnaire/Interview Guide (please submit your own questionnaire/interview questions)

Note: Above form & documents need to be verified first then submitted to UMREC via e-mail to umrec@um.edu.my



SUMMARY OF UMREC APPLICATION

	Physical/ Face to Face Data Collection	Internet Survey/ Online Data Collection
Form 1 (Application Form)	√	√
Form 2 (Participants Information Sheet)	√	√
Form 3 (Consent Form for physical data collection)	√	
Questionnaire/ Interview Guide	√	√

Reading
materials
for
purchase



NEW



Research Ethics in the Social Sciences

A Case-based Approach

This book adopts a case-based approach to help researchers understand and apply the basic principles of ethical research, focusing on social and behavioral sciences, arts, humanities, and technology. It is particularly valuable for new researchers and educators, while also providing insights for experienced researchers into ethical principles and their application.

The book features both brief and expanded cases. The brief cases illuminate the layers involved in applying the ethical research principles discussed in the first chapter. The expanded cases challenge readers to navigate the nuances, complexity, and multidimensionality of conducting ethically sound research from start to finish. The final chapter addresses the tensions researchers experience and demonstrates how ethical principles can guide decision-making beyond perfunctory compliance.



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