

RESEARCH ETHICS BRIEFING

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(RESEARCH ETHICS COMMITTEE-NON CLINICAL [UMREC])



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.

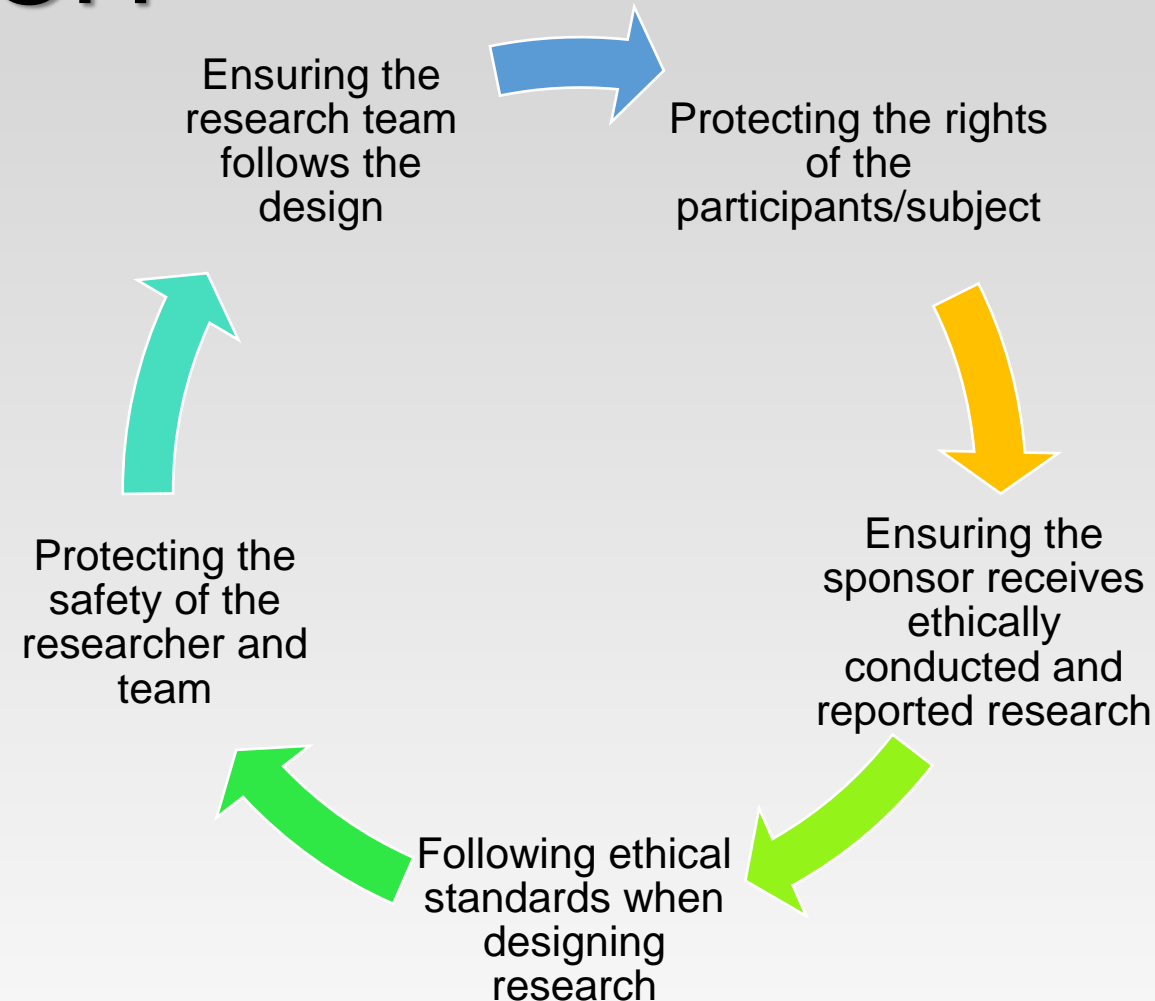
RESEARCH ETHICS

- 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
- Voluntariness of subjects/participants
- Required by most journals for publication
- Conducted prior to data collection (including pilot studies)



Ethics Evaluation: Things to Consider

1. Recruitment of participants

- New data or existing data
- How will the data be collected?

2. Risk Assessment

- What will be the possible risks?
- Minimal or high?

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





Ethics Evaluation: Things to Consider

4. Pilot Studies

- Ethical clearance should be obtained before collecting data in 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

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

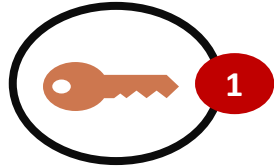


UNIVERSITI MALAYA RESEARCH ETHICS COMMITTEE (UMREC)

- 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

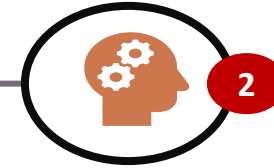
Our Standard Operating Procedure

Preliminary review



- 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**

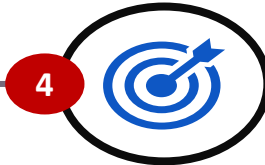
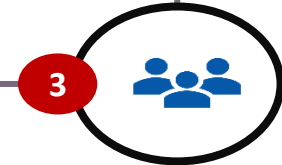
Ethics Review



- Actual review starts

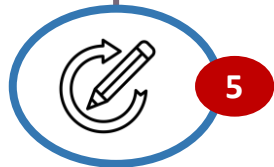
• Review Process : 30-60 days from submission deadline

Ethics Meeting



Result

Protocol Revision (if any)



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



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



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](#)

Go to <https://umresearch.um.edu.my/research-ethics/> for more details

Ethics Application Submission

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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. Yusniza Binti Kamari
Title : Research Supervisor
Position : Head of Marketing Department
Telephone : 019-226 0342
Email : yusniza@um.edu.my
Department : Marketing
Academy/Faculty/Institute/Centre: Faculty of Business and Accountancy, University of Malaysia, 50603 Kuala Lumpur, Malaysia

3. Co-Investigator (if any)
Name :
Title :
Position :
Telephone :
Email :
Department :
Academy/Faculty/Institute/Centre : -

4. Student Principal Investigator (PI) only
Name : Amalina Binti Zawawi
Title :
Position : Student
Telephone : 012-6028167
Email : zawawinina@gmail.com / cq190028@siswa.um.edu.my
Department : Business Management
Academy/Faculty/Institute/Centre : Faculty of Business and Accountancy, University of Malaysia, 50603 Kuala Lumpur, Malaysia
Degree/Programme : Master of Management (MM)

5. Research funding/Grant :-

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INFORMATION SHEET
Work at Individual, Social and Organisational Levels

CONSENT FORM (ENGLISH)

If your parent/legal guardian are advised to sign this form on behalf of the participant, please sign here.

I, _____, of age and am capable of acting on behalf of the participant, hereby consent to the participant's participation in the research project titled "Factors Influencing Shopping Behaviour At Airports Among Air Passengers". I understand the purpose of the research, the procedures to be followed, the risks and benefits of the research, and I agree to participate in the research. I understand that my participation in the research is voluntary and that I may withdraw at any time without penalty. I understand that the research is being conducted for academic purposes and that the results of the research may be used for academic purposes. I understand that my participation in the research is strictly confidential.

Date: _____

participants aged below 18 years

Date: _____

IC/Passport number: _____

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QUESTIONNAIRE
BEHAVIOUR AT AIRPORTS AMONG AIR PASSENGERS

If Management program, at the University of Malaysia, is conducting a study on **FACTORS INFLUENCING SHOPPING BEHAVIOUR AT AIRPORTS 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 about 5-10 minutes of your time to complete the questionnaire. Your participation is strictly confidential.

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

WHO TO CONTACT

- Research Management Unit (RMU), Deputy Dean (Research) Office,
Level 1, Block H10 (previously FEA)

Contact Person : Ms. Sumitra Rajan / Ms. Fitri Soraya Azmi /
Mr. Kong Wei Jian

Telephone No : 03-7967 3740 / 3689

E-mail : sumi_r@um.edu.my / fitrisorayaazmi95@um.edu.my /
weijian.kong@um.edu.my

Note: RMU, Deputy Dean's Office will not submit your documents on your behalf. RMU will only verify your application form. You need to submit your application form by email to UMREC after verification by RMU.

WHO TO CONTACT?

- UMREC – Bahagian Perkhidmatan Penyelidikan (BPP),
Level 2, Institut Pengurusan & Perkhidmatan Penyelidikan (IPPP),
UM

Contact Person : Ms. Aufzalina
Telephone No : 03-7967 7022 (ext: 2369)
E-mail : umrec@um.edu.my

HOW TO APPLY?

- 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)

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: Signed application form and required documents need to be submitted to UMREC by e-mail at umrec@um.edu.my

SUMMARY OF UMREC APPLICATION

	Physical/Face to Face Data Collection	Internet Survey/Online Data Collection
Form 1	√	√
Form 2	√	√
Form 3	√	
Questionnaire/Interview Guide	√	√

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.

FREQUENTLY ASKED QUESTIONS (FAQs)

- Please read FAQs for more information by clicking this [link](#)
- Please note: Due to the volume of applications, we will cap the applications at 70 starting May 2024. All other applications will be brought forward to the following months

THANK YOU



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