

TITLE: RESEARCH ETHICS CLEARANCE PROCEDURE

OBJECTIVE: This document describes the process of obtaining ethics approval for Research.

SCOPE: This procedure applies to all research undertaken under the auspices of the University and falls under the scope of Sunway University Research Ethics Code of Practice. Any research undertaken by staff or students of the University should be subject to ethical scrutiny.

Research supervisors have overall responsibility for ensuring that appropriate ethical scrutiny of their students' research occurs and must advise on the processes required. [Research ethics approval must be obtained prior to conducting research or data collection.](#)

Process No.	Description	Interface	Responsibility	Suggested Timeline
1	Attends Research Ethics Workshop*	Registration Link	Student/Researcher	
2	Complete the Research Ethics Programme	Registration for CITI Program	Student/Researcher	
3	Applies for Ethics Approval by providing the following documents: i. Application Cover Sheet ii. Evidence of completion of required research ethics programme – CITI Program Modules iii. Attachment of all specified documents required applicable to the research project as per list.	Student Application Cover Sheet Staff Application Cover Sheet Email to researchethics@sunway.edu.my	Student/Researcher	
3a	Applies for Ethics Approval on research project amendments by providing the following information and documents: i. Amendment Application Cover Sheet ii. Valid research ethics programme completion certification iii. Research Ethics Approval Number iv. Attachment of amended specified documents required applicable to the research project as per list (where applicable).	Amendment Application Cover Sheet Email to researchethics@sunway.edu.my	Student/Researcher	

4	Review research ethics approval application.		Research Ethics Committee	4 weeks (upon receipt of complete application documents)
5	If requirements are met, proceed with process 6, if not, request for additional information and supporting documents, or process end.	Research Ethics Committee feedback via email	Research Ethics Committee	
6	Approves Application and issues formal letter of approval.	Research Ethics Approval Letter	Research Ethics Committee Chair	3 - 7 days

*Research Ethics Workshop must be attended by all research ethics approval applicant for first round application. Should applicants already possess a valid research ethics programme completion certification or report may apply for ethics approval without attend the Research Ethics Workshop; however, attendance to the Workshop is strongly encouraged.