**JAWATANKUASA ETIKA UNIVERSITI UNTUK PENYELIDIKAN MELIBATKAN MANUSIA (JKEUPM)**

**FORM 2.1 Checklist for ApplicantS**

Please enclose the following documents. Indicate with a [√] if enclosed (Please arrange your documents according the item number below before submitting to the secretariat)

**\* No. of sets of documents to be submitted:**

* **Expedited review - 3 sets hard copy (1 copy must be the original copy)**
* **Full review (requiring interview) - 5 sets hard copy (1 copy must be the original copy) and softcopy emailed to: jkeupm@upm.edu.my**

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| --- | --- | --- |
| **Documents** | **Applicant** |  **Secretariat (for office use)** |
|  | **√** | **√** |
| 1. | Form 2.2 Clinical Trial Checklist (if applicable) |  |  |
| 2. | Form 2.3 (JKEUPM application form) |  |  |
| 3. | Proposal |  |  |
| 4. | Executive summary |  |  |
| 5. | Questionnaire (if any) |  |  |
|  | 1. Version English
 |  |  |
|  | 1. Version Malay
 |  |  |
|  | 1. Others
 |  |  |
| 6. | Form 2.4 (Respondent’s Information Sheet And Consent) |  |  |
|  | 1. Version English
 |  |  |
|  | 1. Version Malay
 |  |  |
|  | 1. Others
 |  |  |
| 7. | Form 2.5 (Respondent’s Information Sheet And Guardian’s/Parent’s Consent) |  |  |
|  | 1. Version English
 |  |  |
|  | 1. Version Malay
 |  |  |
|  | 1. Others
 |  |  |
| 8. | Supporting document (e.g Evidence of approval letter from the institution to conduct study, institutional agreement, grant offer letter) |  |  |
| 9. | CVs of researchers (Strictly not more than 2 pages per person)\* undergraduate students do not require to attach their CV |  |  |
| 10. | Fee Charge Form (Please provide the copy of UPM’s official receipt or proof of payment) -NOT APPLICABLE FOR UPM UNDERGRADUATE STUDENT |  |  |
| Signature:Name:Date:  |  |