

**TITLE:** Research Ethics Clearance

**OBJECTIVE:** To describe the process of getting ethics approval for Research

**SCOPE:** [Sunway University Research Ethics Code of Practice](#)

Process No.	Description	Interface	Responsibility	Suggested Timeline
1	Attends Research Ethics Workshop		Student/Researcher	
1b	Seeks advice from one of the ethics committee members, if necessary. <ul style="list-style-type: none"><li>• Prof Nigel Marsh (Psychology)</li><li>• Prof Sanjaya Gaur (Business)</li><li>• Assoc Prof Dr Kenneth Feinstein (Arts and Humanities)</li><li>• Dr Lim Wei Ling (Biological Sciences- animal studies)</li><li>• Dr Chew Jacty (Biological Sciences)</li><li>• Dr Chua Hui Na (Computing)</li></ul>		Student/Researcher	
2	Applies for Ethics Approval, providing the following: <ul style="list-style-type: none"><li>i. Completion of <a href="#">required research ethics programme – CITI Modules</a></li><li>ii. Attachment of <a href="#">all specified documents required</a> applicable to the research project as per this list.</li></ul>	<p><a href="#">Application Cover Sheet</a></p> <p>Submit all application Via email to REO <a href="mailto:nazreenak@sunway.edu.my">nazreenak@sunway.edu.my</a> for</p>	Student/Researcher	
3	Screens for requirements		Research Ethics Committee Chair	4 weeks
4	If requirements are met, proceed with process 4, if not, the process ends.			
5	Approves Application		Research Ethics Committee Chair	
6	Issues formal letter of approval	Letter of approval	Research Office	3 - 7 days