Guidelines and Standard Operation Procedures (SOPs) for Normal Research Proposal Applications (Fullboard):

1) Applicants fill up necessary UHREC protocol forms
2) Submission of protocol forms to UHREC
3) Application verified by UHREC secretariat
4) UHREC Chairperson assign two reviewers for complete protocols
5) Submission of protocol forms to two reviewers by secretariat
6) Reviewers provide the recommended status and return the reviewers assessment forms to secretariat within 14 working days
7) Protocol presentation by the applicants at UHREC fullboard meeting
8) UHREC committee makes a decision on approval status
9) If there are minor or major corrections, secretariat informs applicants for corrections and send protocol, reviewers' recommendations and other relevant documents to applicants
10) Principle Investigator (PI) submits back the revised protocol to the secretariat within three months
11) The secretariat submits back the revised protocol to reviewers
12) Reviewers verify the correction and return the documents to the secretariat
13) Decision is made at the next UHREC fullboard meeting
14) If the application is approved/disapproved, issue the letter

* Please bear in mind that all proposals need to be presented and assessed by the respective faculty's research committee as usual before submitting for an ethics approval by UHREC.

Guidelines and Standard Operation Procedures (SOPs) for Normal Research Proposal Applications (Expedited):

1) Applicants fill up necessary UHREC protocol forms
2) Submission of protocol forms to UHREC
3) Application verified by UHREC secretariat
4) UHREC Chairperson assign two reviewers for complete protocols
5) Submission of protocol forms to two reviewers by secretariat
6) Reviewers provide the recommended status and return the reviewers assessment forms to secretariat
7) If there are minor or major corrections, secretariat informs applicants for corrections and send protocol, reviewers' recommendations and other relevant documents to applicants
8) Principle Investigator (PI) submits back the revised protocol by email to the secretariat
9) The secretariat submits back the revised protocol to reviewers
10) Reviewers verify the correction and return the documents to the secretariat
11) Decision is made at UHREC online meeting (Applicants need to present at the request of reviewers)
12) If the application is approved/disapproved, issue the letter

* Please bear in mind that all proposals need to be presented and assessed by the respective faculty's research committee as usual before submitting for an ethics approval by UHREC.

Guidelines and Standard Operation Procedures (SOPs) for Normal Research Proposal Applications During Conditional Movement Control Order (CMCO) (Online):

1) Applicants fill up necessary UHREC protocol forms
2) Submission of protocol forms to UHREC by email
3) Application verified by UHREC secretariat
4) UHREC Chairperson assign two reviewers for complete protocols
5) Submission of protocol forms to two reviewers by email
6) Reviewers provide the recommended status and return the reviewers assessment forms to secretariat within 14 working days
7) Protocol presentation by the applicants at UHREC online meeting
8) UHREC committee makes a decision on approval status
9) If there are minor or major corrections, secretariat informs applicants for corrections and send protocol, reviewers' recommendations and other relevant documents to applicants by email
10) Principle Investigator (PI) submits back the revised protocol to the secretariat within three months
11) The secretariat submits back the revised protocol to reviewers
12) Reviewers verify the correction and return the documents to the secretariat
13) Decision is made at the next UHREC online meeting
14) If the application is approved/disapproved, issue the letter

* Please bear in mind that all proposals need to be presented and assessed by the respective faculty's research committee as usual before submitting for an ethics approval by UHREC. These special SOPs are only meant to implement UHREC's procedures.

Guidelines and Standard Operation Procedures (SOPs) for Covid-19 Related Research Proposal Applications During Conditional Movement Control Order (CMCO) (Online):

1) Applicants fill up necessary UHREC protocol forms
2) Submission of protocol forms to UHREC by email
3) Application verified by UHREC secretariat
4) UHREC Chairperson assign two reviewers for complete protocols
5) Submission of protocol forms to two reviewers by email
6) Reviewers provide the recommended status and return the reviewers assessment forms to secretariat within three working days (day 1 to day 3)
7) If there are minor or major corrections, secretariat informs applicants for corrections and send protocol, reviewers' recommendations and other relevant documents to applicants by email
8) Principle Investigator (PI) submits back the revised protocol to the secretariat within three working days (day 4 to day 6)
9) Decision is made at UHREC online meeting (Applicants need to present at the request of reviewers) (day 7)
10) If the application is approved/disapproved, issue the letter

* Please bear in mind that all proposals need to be presented and assessed by the respective faculty's research committee as usual before submitting for an ethics approval by UHREC. These special SOPs are only meant to implement UHREC's procedures.