



FLOWCHART OF APPLICATIONS FOR CONDUCTING RESEARCH WITH AGREEMENT IN HSAAS

Website link:

https://hsaas.upm.edu.my/research/application_to_research_in_hsaas/research_with_agreement-59723

TERMINOLOGY AND GLOSSARY:

CRU – Unit Penyelidikan Klinikal / *Clinical Research Unit*

CTA – *Clinical Trial Agreement*

JKEUPM - Jawatankuasa Etika Universiti Putra Malaysia

JPU – Jawatankuasa Pengurusan Universiti

MoA – Memorandum Perjanjian / *Memorandum of Agreement*

PUU – Pegawai Undang-Undang

RESPONSIBILITY	FLOWCHART	DETAILS
<p>Applicant</p> <p>CRU</p> <p>PUU HPUPM</p> <p>JPU</p> <p>Applicant</p>	<pre> graph TD Mula([Mula]) --> 1.0[1.0 Submit application and documents to CRU (hardcopy or softcopy)] 1.0 --> 2.0{2.0 Is the document complete?} 2.0 -- No --> A((A)) A --> 1.0 2.0 -- Yes --> 3.0[3.0 Submit documents to Director's Office] 3.0 --> 4.0[4.0 Receive comments / feedback from Director's office] 4.0 --> 5.0[5.0 Submit the agreement draft to PUU's office] 5.0 --> 6.0[6.0 Review the draft] 6.0 --> 7.0{7.0 Is there any amendments or MoA requirement?} 7.0 -- Yes --> B((B)) B --> 5.0 7.0 -- No --> 8.0[8.0 JPU approval] 8.0 --> 9.0[9.0 Agreement signed by VC of UPM] 9.0 --> 10.0[10.0 Conduct the study & submit the final report to CRU] 10.0 --> End([End]) </pre>	<p>1.1 Please attach these following documents:</p> <ul style="list-style-type: none"> • JKEUPM approval • Research Proposal • Application form to conduct Clinical Research in HPUPM • Offer Letter (if any) • Agreement - MoA / CTA / NDA (if any) • Application Form for Opening of Trust Account (if any) <p>2.1 If;</p> <ol style="list-style-type: none"> Yes; proceed to the next step, No; inform the applicant <p>7.1 If;</p> <ol style="list-style-type: none"> Yes; inform the applicant, No; proceed to the next step <p>8.1 CRU will prepare the paperwork to be presented at the JPU meeting along with a clean copy of agreement reviewed by PUU</p> <p>10.1 Submit the final report to CRU and present the findings in Research Colloquium within six (6) months after completion.</p>