**CHECKLIST FOR APPLICANTS**

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|  | **ITEM** | **YES** | **NO** |
| 1 | Completed Application Form (UiTM CARE – Pindaan 6/2021) |  |  |
| 2 | Obtained the signatures of all your co-researchers/ team members. |  |  |
| 3 | Presented the project at the Faculty’s Research Committee and obtained approval for it. |  |  |
| 4 | Attended Laboratory Animal Care and Use Workshop (Provide a copy of the certificate). |  |  |
| 5 | Copy of complete project proposal. |  |  |
| 6 | Softcopy (**via email: uitmcare@uitm.edu.my**) and 1 hardcopy of the form submitted to secretariat:The SecretariatUiTM CARE (Committee on Animal Research and Ethics)Laboratory Animal Facility and Management (LAFAM)Faculty of PharmacyUniversiti Teknologi MARA42300 Puncak AlamYou are advised to submit your application at least 2 weeks before the date of the meeting (please check meeting schedule on the website) |  |  |
| 7 | Prepare a short presentation of your project (~ 5 to 7 minutes).  |
| 8 | Researcher/student that will be conducting the animal experiments has to present their application at UiTM CARE meeting. The presenter **must** be accompanied by PI or Co-I listed in the application form.  |
| 9 | Decision on the application for ethics approval will be announced two weeks after the meeting. The possible outcomes are:1. Approval,
2. Conditional approval subject to amendments,
3. Request for further supporting documents,
4. Recommendation to resubmit or
5. Rejection due to ethical issues that cannot be satisfactorily resolved.
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