

CHECKLIST FOR APPLICANTS

	ITEM	YES	NO
1	Completed Application Form (UiTM CARE – Amendment 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). Note: Workshop from any institution is applicable but has to be more than 1 day, inclusive of a day of hands-on (practical)		
5	Copy of complete project proposal.		
6	Softcopy (via email: uitmcare@uitm.edu.my) and 1 hardcopy of the form submitted to secretariat: The Secretariat UiTM CARE (Committee on Animal Research and Ethics) Laboratory Animal Facility and Management (LAFAM) Faculty of Pharmacy Universiti Teknologi MARA 42300 Puncak Alam You 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 the 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: (a) Approval, (b) Conditional approval subject to amendments, (c) Request for further supporting documents, (d) Recommendation to resubmit or (e) Rejection due to ethical issues that cannot be satisfactorily resolved.		