

User Acceptance Testing

JPP-NIH Secretariat

National Medical Research Register v2.0

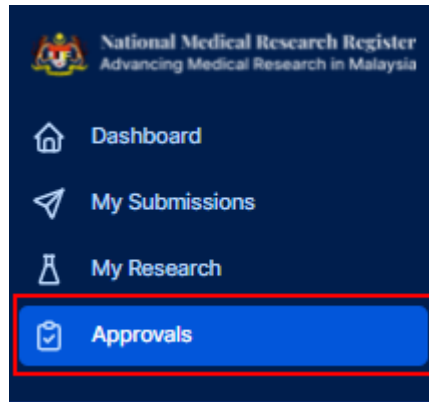
National Institutes of Health (NIH)

1.0 – Flows & Functions for JPP NIH Secretariat

1.1 - As Secretariat

1.1.1 Submission Processing

1. Go to the url <https://nmrr.gov.my>
2. Login as a necessary individual with an assigned role as JPP NIH Secretariat and go to the Approval page.



3. Secretariat should be able to see the submission under the assigned secretariat. (Status: Processing Submission by JPPNIH Secretariat).

Submission Review Approval

Keyword: Status:

EXCEL PDF Show 10 entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00004-QOY	NMRR ID-21-00002-HMI	Mixed Method Testing	Processing Submission by JPP-NIH Secretariat	0	
2	RSCH ID-21-00005-MHN	NMRR ID-21-00004-OJ4	Biobanking Testing	Processing Submission by JPP-NIH Secretariat	0	

Showing 1 to 2 of 2 entries







Previous **1** Next

- Click on the view data (eye icon) to go into that submission details, notification (bell icon) to go into the email notification history. To process the submission, go into the Processing Submission page (paper icon).

Submission Review Approval

Keyword Status

EXCEL PDF Show 10 entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00004-QOY	NMRR ID-21-00002-HMI	Mixed Method Testing	Processing Submission by JPP-NIH Secretariat	0	  
2	RSCH ID-21-00005-MHN	NMRR ID-21-00004-OJ4	Biobanking Testing	Processing Submission by JPP-NIH Secretariat	0	  

Showing 1 to 2 of 2 entries

Previous **1** Next

- Click on the “Create Review” button at the top to create a new review sheet and a review revision should be created as below. History detail also can be seen at the bottom part of the page.

Processing Submission

MIXED METHOD TESTING

Research ID RSCH ID-21-00004-QOY NMRR ID NMRR ID-21-00002-HMI Protocol ID - Last updated on Aug 29, 2021

Status Processing Submission by JPP-NIH Secretariat

Create Review

Review Revisions

EXCEL PDF Show 10 entries



#	Revision ID	Secretariat	Created Date	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00013-R7J	JPP-NIH Secretariat	31-08-2021	 

Showing 1 to 1 of 1 entries

Previous **1** Next

- Click on the view data (eye icon) to go into the submission details. To access the checklist and decision selection, click the Review Checklist Completion page (paper icon)

Processing Submission



BIOBANKING TESTING

Research ID RSCH ID-21-00005-MHN NMRR ID NMRR ID-21-00004-OJ4 Protocol ID - Last updated on Aug 31, 2021

Status Undergoing Review by JPP-NIH Reviewer

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00013-R7J	JPP-NIH Secretariat	31-08-2021	 

Showing 1 to 1 of 1 entries

Previous 1 Next

- Click on the "Assign Reviewer" to assign the reviewers for the submission.

Review Checklist Completion

CLINICAL AUDIT TESTING

Research ID RSCH ID-21-00008-TYA NMRR ID NMRR ID-21-00006-4EZ Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by JPP-NIH Secretariat

Reviewers

[Assign Reviewer](#)

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE
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JPP NIH Review

All(18) Yes(0) No(0) Not Relevant(0) Complete(18) Not Complete(0)

DATA	STATUS	COMMENTS
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- Select the name of the reviewer and end date of the reviewing process, click add to insert the name of the reviewers

Reviewers

Select Reviewer * End Date *

[Add](#)

#	NAME	END DATE
---	------	----------

[Cancel](#) [Save](#)

9. Multiple Reviewers can be added during the assignment. To confirm the reviewers and to send email notification for the reviewer, click “Save” button

Reviewers

Select Reviewer * End Date *

Dr Thiruventhiran dd/mm/yyyy

Add

#	NAME	END DATE	
1	Sharifah Zawani Syed Ahmad Yunus	2021-08-31	
2	MOHD AZRANSHAH BIN HASSAN	2021-08-31	

All(18) Yes(0) No(0) Not Relevant(0) Complete(18) Not Complete(0)

10. Once the reviewer names are saved, a list will be displayed on the “Review Checklist Completion” page. Secretariat can change the decision by clicking the decision icon button on the top right of the page.

Review Checklist Completion

BIOBANKING TEST

Research ID RSCH ID-21-00004-UJ0 NMRR ID NMRR ID-21-00004-SJC Protocol ID - Last updated on Aug 14, 2021

Status: Undergoing Review by JPP-NIH Reviewer



Reviewers **Assign Reviewer**

#	CHECKLIST	NAME	RECOMMENDATION	ASSIGNED DATE	
1	JPP NIH Review	Sharifah Zawani Syed Ahmad Yunus		2021-08-14 15:56:46	
2	JPP NIH Review	Mohd Azranshah Bin Hassan		2021-08-14 15:56:47	

JPP NIH Review

All(18) Yes(0) No(0) Not Relevant(0) Complete(18) Not Complete(0)

DATA	STATUS	COMMENTS
Project Team		

11. Click on the decision (rocket button) on top right to assign a decision. A selection of decision should be listed according to the following: -

- Revision Required (if revision is required, an end date can be inserted to give timeline to the investigator)
- Reassignment to JPP CRC Secretariat
- Undergoing Expedited Review by JPP-NIH Reviewers
- Undergoing Review by JPP NIH Board Panel
- Processing Revision by JPP NIH Secretariat
- Forwarded to MREC for Further Processing:
- Forwarded to MREC - Suggest for Exemption
- Forwarded to MREC - More than Minimal Risk Study
- Forwarded to MREC - For Further Processing
- Forwarded to MREC - Suggest for Approval
- Forwarded to MREC – Suggest for Disapproval

End of Flow

1.2 - Compilation of Comments and Checking of Review & Response

1. Go to the Approval page located on the left side









2. Secretariat should be able to see all submissions under the assigned secretariat. Submission Status can be either as “Undergoing Expedited Review by JPP-NIH Reviewers” or “Undergoing Review by JPP NIH Board Panel” and “Revision Submitted tom JPP-NIH. Click on the view data (eye icon) to go into the submission details. For compilation and further processing, go into the processing submission page by clicking the paper icon.

Submission Review Approval

Keyword: Status:

EXCEL PDF Show 10 entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00005-MHN	NMRR ID-21-00004-OJ4	Biobanking Testing	Undergoing Review by JPP-NIH Reviewer	7	  
2	RSCH ID-21-00008-TYA	NMRR ID-21-00006-4EZ	Clinical Audit Testing	Processing Submission by JPP-NIH Secretariat	1	  

Showing 1 to 2 of 2 entries

Previous **1** Next

- Click on the view data (eye icon) to go into the submission details and to access the checklist and decision selection, click the Review Checklist Completion page (paper icon)

Processing Submission



BIOBANKING TESTING

Research ID RSCH ID-21-00005-MHN NMRR ID NMRR ID-21-00004-OJ4 Protocol ID - Last updated on Aug 31, 2021

Status Undergoing Review by JPP-NIH Reviewer

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00013-R7J	JPP-NIH Secretariat	31-08-2021	 

Showing 1 to 1 of 1 entries

Previous 1 Next

- On reviewer listing, click on the Reviewer comment icon to view individual reviewers' comment (this will appear once the reviewer has reviewed the submission and make a recommendation.) Recommendation made by each reviewer will be displayed individually.

Review Checklist Completion





BIOBANKING TESTING

Research ID RSCH ID-21-00005-MHN NMRR ID NMRR ID-21-00004-OJ4 Protocol ID - Last updated on Aug 31, 2021

Status Undergoing Review by JPP-NIH Reviewer

Reviewers

Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE	
1	JPP NIH Review	Nurul Syarbani Eliana Binti Musa	Revision Required, Go back to Secretariat	7	2021-09-07	 
2	JPP NIH Review	Roslinda Binti Abu Sapian	Completed Review, For MREC to Review	7	2021-09-07	 

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Reviewer's Comment

Reviewer's Checklist Details

BIOBANKING TESTING

Research ID RSCH ID-21-00005-MHN NMRR ID NMRR ID-21-00004-OJ4 Protocol ID - Last updated on Aug 31, 2021

Status Undergoing Review by JPP-NIH Reviewer

JPP NIH Review

All(18) Yes(0) No(0) Not Relevant(0) Complete(16) Not Complete(2)

DATA	STATUS	COMMENTS
Project Team 1) (Subject Matter (Are the objectives achievable, does the research team has the necessary expertise to conduct the study and is there any conflict of interests that could occur?))	Not Complete	
Introduction & Literature Review 1) (Is there sufficient literature to explain the history of the study/situation/related intervention, the intent of the study, the facts needed to support the conduct of the study?)	Complete	
Justification 1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?)	Not Complete	

4. Once all reviewers have completed the review, compilation can be done by Secretariat. Secretariat first need to finalise the status of each item by clicking on the status drop-down to change the status of the checklist item.

JPP NIH Review











All(18) Yes(0) No(0) Not Relevant(0) Complete(18) Not Complete(0)

DATA	STATUS	COMMENTS
Project Team 1) (Subject Matter (Are the objectives achievable, does the research team has the necessary expertise to conduct the study and is there any conflict of interests that could occur?))	<div style="border: 1px solid red; padding: 2px;"><p>Complete </p><p>Yes</p><p>No</p><p>Not Relevant</p><p>Complete</p><p>Not Complete</p><p>Complete </p></div>	
Introduction & Literature Review 1) (Is there sufficient literature to explain the history of the study/situation/related intervention, the intent of the study, the facts needed to support the conduct of the study?)	<div style="border: 1px solid red; padding: 2px;"><p>Complete </p><p>Not Complete</p><p>Complete </p></div>	
Justification 1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?)	Complete	
2) (Does the project address important/relevant scientific/public health issues?)	Complete	
3) (Will the proposed research contribute new knowledge in the subject area?)	Complete	

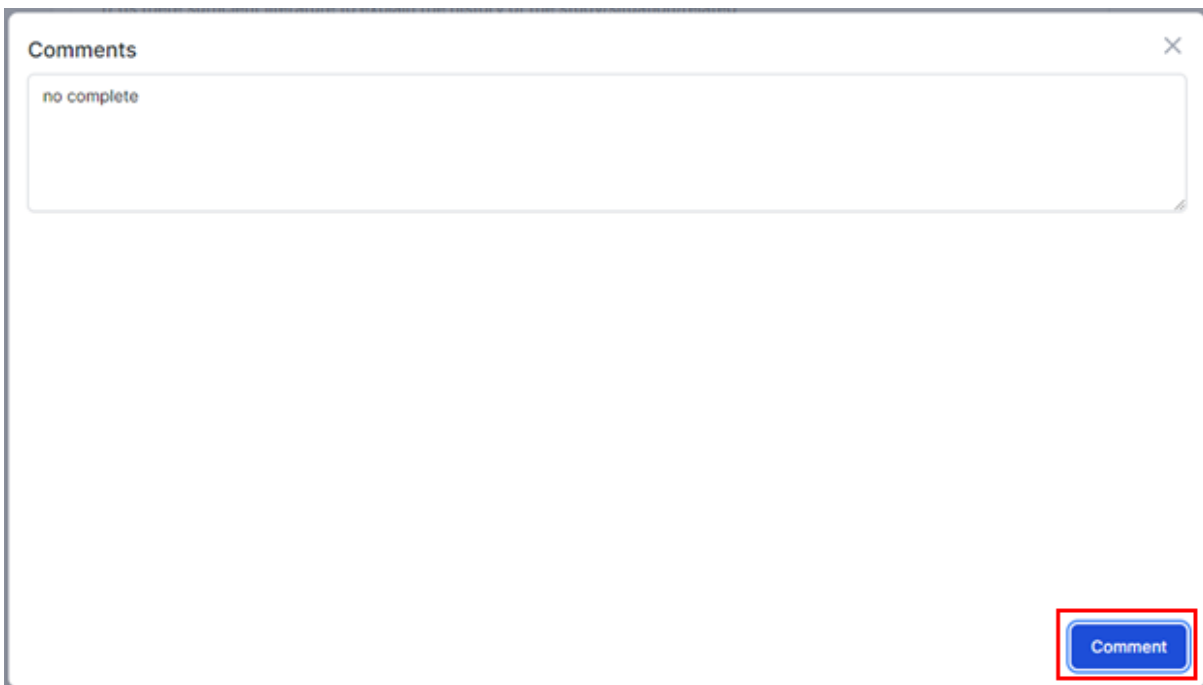
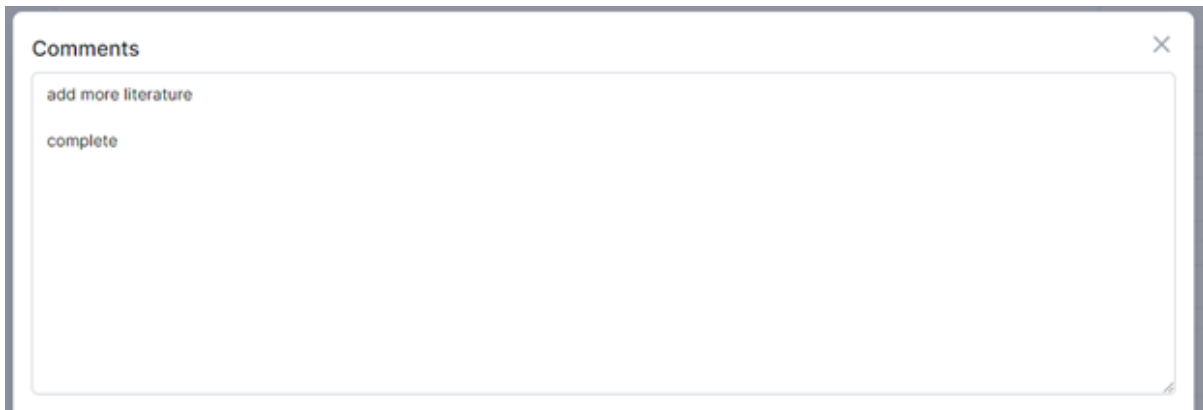
5. Then, the compilation is performed by clicking on the comment icon to do a compilation comment.

JPP NIH Review

All(18) Yes(0) No(0) Not Relevant(0) Complete(18) Not Complete(0)

DATA	STATUS	COMMENTS
Project Team 1) (Subject Matter (Are the objectives achievable, does the research team has the necessary expertise to conduct the study and is there any conflict of interests that could occur?))	Complete ▾	 
Introduction & Literature Review 1) (Is there sufficient literature to explain the history of the study/situation/related intervention, the intent of the study, the facts needed to support the conduct of the study?)	Complete ▾	 
Justification		
1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?)	Complete ▾	 
2) (Does the project address important/relevant scientific/public health issues?)	Complete ▾	 
3) (Will the proposed research contribute new knowledge in the subject area?)	Complete ▾	 











6. This icon will show all the comments done by each individual reviewer inside the comment box. Secretariat will be able to edit the comments and finalise the comment given in the comments box. Additional sentences and comments can be inserted by the secretariat at this stage. Click the “comment button” to enter the final compilation comment (this is the comment investigator will be able to see during the revision)



7. Compilation comments can also be seen by clicking the compilation & response icon (green box) next to the comment icon (investigator response later will be displayed after the revision has been submitted by the investigator)

JPP NIH Review

All(18)
 Yes(0)
 No(0)
 Not Relevant(0)
 Complete(18)
 Not Complete(0)

DATA	STATUS	COMMENTS
Project Team 1) (Subject Matter (Are the objectives achievable, does the research team has the necessary expertise to conduct the study and is there any conflict of interests that could occur?))	Complete	 
Introduction & Literature Review 1) (Is there sufficient literature to explain the history of the study/situation/related intervention, the intent of the study, the facts needed to support the conduct of the study?)	Complete	 
Justification		
1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?)	Complete	 
2) (Does the project address important/relevant scientific/public health issues?)	Complete	 
3) (Will the proposed research contribute new knowledge in the subject area?)	Complete	 

8. Once compilation or checking is done, click on the rocket button on top right to assign a decision. A selection of decisions should be listed according to the following: -
- Revision Required (if revision is required, an end date can be inserted to give a timeline to the investigator)
 - Reassignment to JPP CRC Secretariat
 - Undergoing Expedited Review by JPP-NIH Reviewers
 - Undergoing Review by JPP NIH Board Panel
 - Processing Revision by JPP NIH Secretariat
 - Forwarded to MREC for Further Processing:
 - Forwarded to MREC - Suggest For Exemption
 - Forwarded to MREC - More than Minimal Risk Study
 - Forwarded to MREC - For Further Processing
 - Forwarded to MREC - Suggest for Approval
 - Forwarded to MREC – Suggest For Disapproval

Review Checklist Completion



CLINICAL AUDIT TESTING

Research ID RSCH ID-21-00008-TYA NMRR ID NMRR ID-21-00006-4EZ Protocol ID - Last updated on Sep 08, 2021

Status Undergoing Review by JPP-NIH Board Review



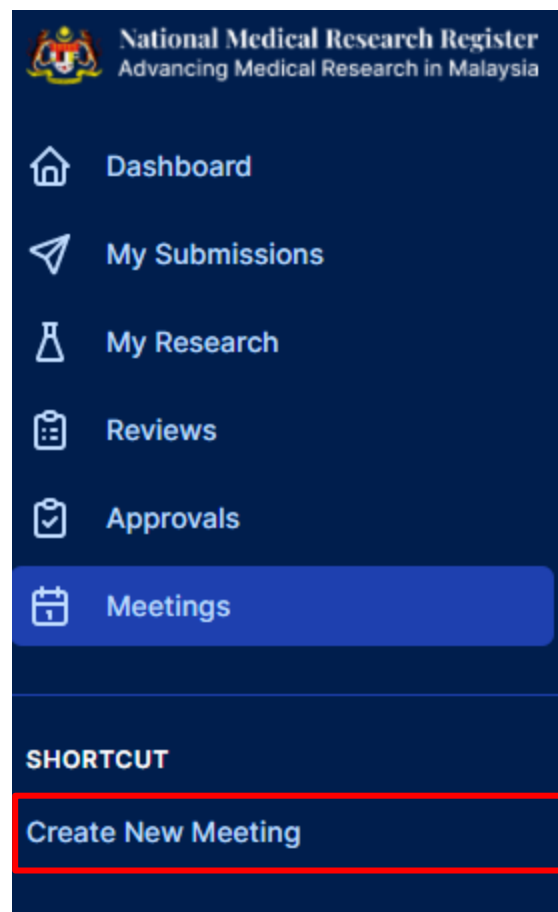
Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE	
1	JPP NIH Review	Nurul Syarbani Eliana Binti Musa	Revision Required, Go back to Reviewers	0	2021-09-22	 

End of Flow

1.3- JPP NIH Meeting Setup

1. Go to the url <https://nmrr.gov.my>
2. Login as necessary individual with assigned role as JPP NIH Secretariat .
3. Click on the create meeting on the left of the page



- Fill in the title, panel and other necessary information. The chairperson should be selected from either NIH Manager or NIH directors. Panel Title should be selected either Biomedical or Clinical/Public Health. Selection of the panel title will lead to panel member list to be shown automatically and secretariat and choose to add additional members from outside of the panel if necessary.

New Meeting

Meeting Information

Chair person	Superadmin
Panel Title	Red Panel
Date	08/09/2021
Place	BMP#

- The study list will appear from the list of studies assigned with “Undergoing Review by JPP NIH Board Panel”. Once the information has been completed, click on the save/create button. A meeting file should be created with a list of attendance for the upcoming meeting. An email will be sent to all attendees for confirmation.

Study List	Mixed Method Testing	Add
#	TITLE	
1	Mixed Method Testing	
Other Members	Please Select	Add
#	NAME	
Save		

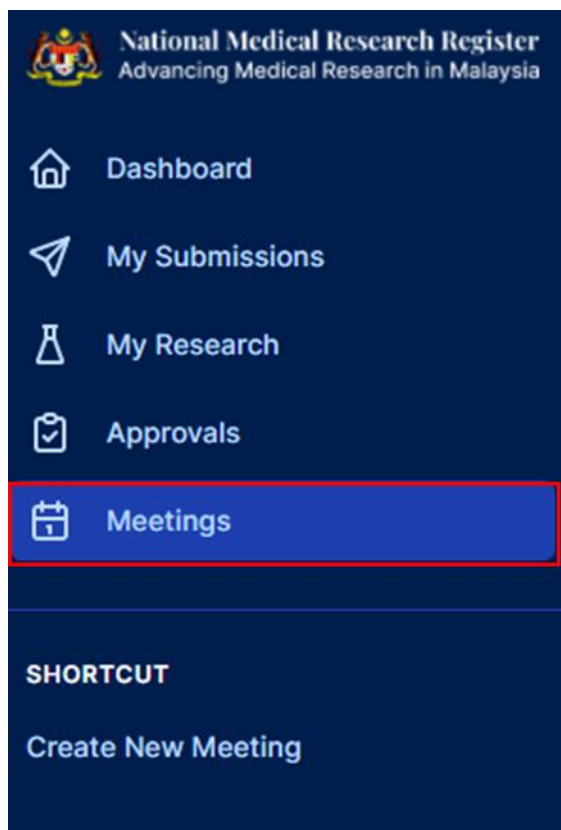
Meeting Details

Meeting Information				
Date of Meeting	2021-09-02			
Panel Title	JPP-NIH Clinical / Public Health Panel			
Meeting Place	BM6			
Study List	<table border="1"> <tr> <td>Mixed Method Testing</td> <td>NMRR ID-21-00002-HMI</td> <td></td> </tr> </table>	Mixed Method Testing	NMRR ID-21-00002-HMI	
Mixed Method Testing	NMRR ID-21-00002-HMI			
Created By	Nurul Syarbani Eliana binti Musa			

Attendance Details



NAME	ROLE	STATUS	
Superadmin	Chair Person	Awaiting Response	<input type="text" value="Please Select"/>
Ahmad Ali Zainuddin	Panel Members	Awaiting Response	<input type="text" value="Please Select"/> <input type="text" value="Present"/> <input type="text" value="Absent"/> <input type="text" value="Please Select"/>
Lim Kuang Kuay	Panel Members	Awaiting Response	<input type="text" value="Please Select"/>
S.Asmaliza Ismail	Panel Members	Awaiting Response	<input type="text" value="Please Select"/>
LOW LEE LAN	Panel Members	Awaiting Response	<input type="text" value="Please Select"/>
Zulkarnain bin Abd Karim	Panel Members	Awaiting Response	<input type="text" value="Please Select"/>
Sondi Sararaks	Panel Members	Awaiting Response	<input type="text" value="Please Select"/>

6. Secretariat may access the previous list and edit/ upload the



7. If Attendees/ Panel members answer the attendance confirmation, his or her status will be shown at the secretariat display (selection will be dimmed indicating the attendee's selection to the meeting)

Meeting Details

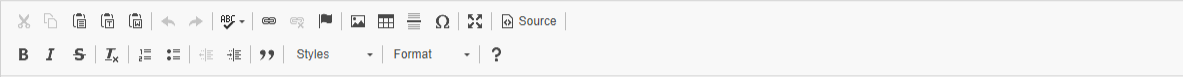
Meeting Information	
Date of Meeting	2021-09-02
Panel Title	JPP-NIH Clinical / Public Health Panel
Meeting Place	BM6
Study List	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Mixed Method TestingNMRR ID-21-00002-HMI </div>
Created By	Nurul Syarbani Eliana binti Musa

Attendance Details

NAME	ROLE	STATUS	
Superadmin	Chair Person	Awaiting Response	<input type="text" value="Please Select"/> ▼
Ahmad Ali Zainuddin	Panel Members	Present	<input type="text" value="Present"/> ▼
Lim Kuang Kuay	Panel Members	Awaiting Response	<input type="text" value="Please Select"/> ▼


8. The Meeting minutes will be able to be downloaded by the secretariat and uploaded file too if necessary. Attendees will be able to see the list of the study and will be able to give comments as well (which will be included during the completion process). The meeting minute and document also can be view by all the members attended the meeting

Minute Meeting



[Update](#)

Documents

 Select or drag files | PDF, DOC, DOCX, XLSX

[Upload](#)

End of Flow