User Guidelines for

Post Ethical Approval Submission

- AOR

National Medical Research Register v2.0

National Institutes of Health (NIH)

Version 1.0 , January 2023

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Prerequisite For Submission

ID	Criteria
1.1	User has the access to NMRR Version 2.0 (nmrr.gov.my) via a stable internet connection
1.2	 Prerequisite: Should logged in as Investigator or Clinical Research Associates (CRA) Should have completed the profile page Should have a submission submitted, registered successfully in NMRR issued NMRR ID) Submission has received Initial Ethical Approval from MREC (Approval granted via Expedited Review by MREC Chairperson/ Deputy Chairperson or Approval granted via Expedited Review by MREC Full Board)
1.3	 User has a role assigned in an approved submission either as: Principal / Coordinating Investigator (PI) Main Corresponding Person (Main CP) Backup Corresponding Person (Backup CP)

Information/ Documents Required

General Acknowledgement of Receipt (AOR) Information

- 1. Study Site involvement are all study site invoved?
- 2. Type of Acknowledgement of Receipt (AOR)
- 3. Description of Acknowledgement of Receipt (AOR)

Acknowledgement of Receipt (AOR) Support Documents

- 1. Cover Letter to MREC
- 2. Supporting Documents (user will be able to upload multiple documents in this part)

User Guidelines for Submission

1.0 - New Acknowledgement of Receipt (AOR) Submission

1.1 – Creating a New Acknowledgement of Receipt (AOR) Submission

No	Step-by-step instructions	Remark
1.	Log in as Investigator or CRA in NMRR Home Directory FAQ Documents Login Register	
2.	Scroll over the main menu located on the side of the display page, go to shortcut, and select Create New Post Ethical Multical Research Register Advancing Medical Research Investigators & Research Investigator Investig	 Shortcut access "Create New Post Ethical" is only available when user has a submission that has received an Initial Ethical Approval from MREC & user has been assigned with a role either as: Principal / Coordinating Investigator (PI) Main Corresponding Person (Main CP) Backup Corresponding Person (Backup CP)

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2.0 – Existing Acknowledgement of Receipt (AOR) Submission

2.1 – Viewing an Existing Acknowledgement of Receipt (AOR) Submission

No	S	ep-by-step instructions	Remark
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#	DECISION	DECISION DATE	APPROVAL AUTHORITY
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2	Request for more information / Revision re	equired 07/01/2023 00:00:00	MREC Secretariat
3	Revision Submitted To MREC Secretariat	07/01/2023 22:06:36	Investigator
4	Submission Notified	02/01/2023 00:00:00	MREC Secretariat

2.2 – Editing of Acknowledgement of Receipt (AOR) Submission with status "Request for More Information/ Revision Required"

No	Step-by-step instructions	Remark
1.	In the case where Acknowledgement of Receipt (AOR) Submission is assigned with status "Request for More Information/Revision Required". Scroll over the main menu located on the side of display page, go to "My Submission". Then Click on the "Post Ethical"	User will be notified via email if a particular Acknowledgement of Receipt (AOR) Submission requires revision or more information.
	Automating Medical Research in Malaysia Image: Dashboard Image: Dashboa	

A list of all existing Acknow	ledgement of Receipt	(AOR) Subm	ission will be a	lisplayed.	
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2.3 – Editing/ Deletion of Acknowledgement of Receipt (AOR) Submission with status "Pending Submission"

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Prepared by: NMRR Secretariat

Flow checked & validated by: Asyraf Syahmi Bin Mohd Noor (date: 09/01/2023)