

User Acceptance Testing

JPP-CRC Secretariat

National Medical Research Register v2.0

July 27, 2021

National Institutes of Health (NIH)

1.0 – Flows & Functions for JPP CRC Secretariat

1.1 - As Secretariat

1.1.1 Submission Processing

1. Go to the url <https://nmrr.gov.my>
2. Login as necessary individuals with an assigned role as JPPCRC Secretariat and go to the Approval page located at the left side.



3. Secretariat should be able see all submissions under the assigned JPP CRC secretariat & HRRC Secretariat.

Submission Review Approval

Keyword: Status:

Show entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00007-ATK	NMRR ID-21-00005-RW0	applied research test	Processing Submission by JPP CRC	0	<input type="button" value="edit"/> <input type="button" value="share"/> <input type="button" value="delete"/>

Showing 1 to 1 of 1 entries

Previous Next

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

Submission Review Approval

Keyword Status Select All

EXCEL PDF Show 10 entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00007-ATK	NMRR ID-21-00005-RWO	applied research test	Processing Submission by JPP CRC	0	  

Showing 1 to 1 of 1 entries Previous 1 Next

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

Processing Submission

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RWO Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by JPP CRC

Create Review

Review Revisions

EXCEL PDF Show 10 entries

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

Showing 0 to 0 of 0 entries Previous Next

Assigned HRRC

#	NAME
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For processing of the submitted revision, the previous Review Revision will be available to be viewed. (Secretariat needs to create a new Review Revision template each time for a new revision submission)

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00019-EAC	JPP-CRC Secretariat	06-09-2021	 

Showing 1 to 1 of 1 entries

Previous 1 Next

6. 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)

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00019-EAC	JPP-CRC Secretariat	06-09-2021	 

Showing 1 to 1 of 1 entries

Previous 1 Next

7. To assign HRRC, click the decision button (plane icon) located at the top right of the page.

Review Checklist Completion

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RW0 Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by JPP CRC



Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE
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HRRC PROTOCOL REVIEW

All(33) Yes(0) No(0) Not Relevant(0) Complete(33) Not Complete(0)

DATA	STATUS	COMMENTS
Background/Literature Review		
11 le shuku tita anoooriata?		

8. Select "Assign to HRRC" in the decision selection and the date of the decision. List of the HRRC can be selected and click Submit to confirm the decision.

Submission Decision

Decision * Decision Date *

Please Select dd/mm/yyyy

- Please Select
- Re-assignment back to JPP-NIH Secretariat
- Undergoing Review by HRRC Reviewer
- Revision Required
- Assign to HRRC**
- Forwarded to MREC - Suggest For Exemption
- Forwarded to MREC - Suggest For Further Processing
- Forwarded to MREC - Suggest For Disapproval
- Forwarded to MREC - Suggest For Approval
- Forwarded to MREC - More than Minimal Risk Study

+ Select or drag files | PDF

Cancel **Submit**

Submission Decision

Decision * Decision Date *

Assign to HRRC 06/09/2021

Remark by Secretariat

HRRC *

Institut Kanser Negara, Wilayah Persekutuan Putrajaya

+ Select or drag files | PDF

Cancel **Submit**

9. Once HRRC has been selected, the history of assigned HRRC can be viewed at the Processing Submission page

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00019-EAC	JPP-CRC Secretariat	06-09-2021	 

Showing 1 to 1 of 1 entries

Previous **1** Next

Assigned HRRC

#	NAME
1	Hospital Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

10. If JPP-CRC need to assign a reviewer form a HRRC, go back into the Review Checklist Completion page (paper icon). Secretariat will be able to assign reviewers for the submission by clicking the on the “Assign Reviewer” in the Review Checklist Completion

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00019-EAC	JPP-CRC Secretariat	06-09-2021	

Showing 1 to 1 of 1 entries

Previous 1 Next

Assigned HRRC

#	NAME
1	Hospital Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

Review Checklist Completion

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RWD Protocol ID - Last updated on Sep 06, 2021

Status: Processing Submission by JPP CRC



Reviewers

[Assign Reviewer](#)

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE
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HRRC PROTOCOL REVIEW

All(33) Yes(0) No(0) Not Relevant(0) Complete(33) Not Complete(0)

DATA	STATUS	COMMENTS
Background/Literature Review		
11 to study title appropriate?		

11. Select the name of the HRRC reviewer and end date of the reviewing process, click add to insert the name of the reviewers

Reviewers

Select Reviewer * End Date *

Dr Asyraf Syahmi Bin Mohd Noor dd/mm/yyyy

Add

#	NAME	END DATE
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Cancel Save

3 REVIEW REPORT OF RESEARCH PROTOCOLS INVOLVING HUMAN SUBJECTS Nurainna Abd Majid

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

Reviewers

Select Reviewer * End Date *

Dr Nik Nur Eliza Binti Mohamed 20/09/2021

Add

#	NAME	END DATE
1	Dr Mohd Azizuddin Bin Amir Shariffuddin	2021-09-20
2	Dr Nik Nur Eliza Binti Mohamed	2021-09-20

Cancel Save

13. 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

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RW0 Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by HRRC Secretariat



Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE	
1	HRRC PROTOCOL REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin		0	2021-09-20	
2	HRRC PIS/ICF REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin		0	2021-09-20	
3	HRRC PROTOCOL REVIEW	Dr Nik Nur Eliza Binti Mohamed		0	2021-09-20	
4	HRRC PIS/ICF REVIEW	Dr Nik Nur Eliza Binti Mohamed		0	2021-09-20	

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

- Forwarded to HRRC (to select HRRC the submission will be forwarded to)
- Revision Required (if revision is required, an end date can be inserted to give timeline to the investigator)
- Reassignment to JPP NIH Secretariat
- Reassignment to HRRC Secretariat
- Undergoing Review by HRRC Reviewers
- Processing Revision by JPP CRC 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

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RW0 Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by HRRC Secretariat



Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE	
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End of Flow

1.2 - Compilation of Comments and Checking of Review & Response

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



2. Secretariat should be able to see all submissions under the assigned secretariat. Submission Status can be either as “Undergoing Review by HRRC Reviewers, Revision Submitted to HRRC Secretariat, Revision Submitted to JPP CRC”. 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

Keyword: Status:

Show entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00001-JZH	NMRR ID-21-00003-4CC	Observational Testing	Undergoing Review by HRRC Reviewer	0	<input type="button" value="Print"/> <input type="button" value="View"/> <input type="button" value="Refresh"/>

Showing 1 to 1 of 1 entries

Previous 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)

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00019-EAC	JPP-CRC Secretariat	06-09-2021	 

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.

Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE
1	HRRC PROTOCOL REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin	Revision Required, Go back to Secretariat	0	2021-09-30
2	HRRC PIS/ICF REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin	Completed Review, For MREC to Review	0	2021-09-30
3	HRRC PROTOCOL REVIEW	Dr Nik Nur Eliza Binti Mohamed	Revision Required, Go back to Secretariat	0	2021-09-30
4	HRRC PIS/ICF REVIEW	Dr Nik Nur Eliza Binti Mohamed	Revision Required, Go back to Secretariat	0	2021-09-30

Reviewers Assign Reviewer

LIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE	
PROTOCOL REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin	Revision Required, Go back to Secretariat	0	2021-09-30	 
PIS/ICF REVIEW	Dr Mohd Azizuddin Bin Amir Shariffuddin	Completed Review, For MREC to Review	0	2021-09-30	 
PROTOCOL REVIEW	Dr Nik Nur Eliza Binti Mohamed	Revision Required, Go back to Secretariat	0	2021-09-30	 
PIS/ICF REVIEW	Dr Nik Nur Eliza Binti Mohamed	Revision Required, Go back to Secretariat	0	2021-09-30	 

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

HRRC PROTOCOL REVIEW

All(33) Yes(0) No(0) Not Relevant(0) Complete(33) Not Complete(0)

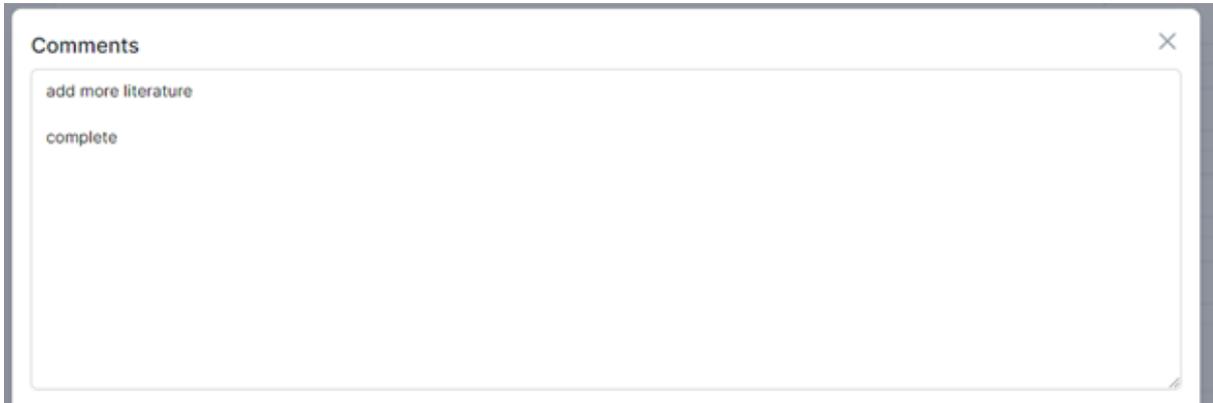
DATA	STATUS	COMMENTS
Background/Literature Review		
1.1 Is study title appropriate?	Complete	 
1.2 Is there a protocol identifying number and date?	Complete	 
1.3 Is the name and institution of investigator/s stated?	Complete	 
General Information		
2.1 Is the literature review complete with sufficient information on the disease or medical condition studied, health issues addressed, the intervention/drug/device, previous findings of similar studies, methodologies used by similar studies, etc.	Complete	 
2.2 Is there an acceptable review of the potential benefits of the study?		

6. Then, the compilation is performed by clicking on the comment icon as shown

Justification

1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?)	Not Complete	 
2) (Does the project address important/relevant scientific/public health issues?)	Not Complete	 
3) (Will the proposed research contribute new knowledge in the subject area?)	Not Complete	 
Objectives (Are the objectives and/or hypothesis clearly stated and realistic (Specific, Measurable, Achievable, Resourced within the project and Time bound))	Not Complete	 
Expected Outcome and Output (What are the intended outputs and outcomes?)	Not Complete	 
Stakeholder		

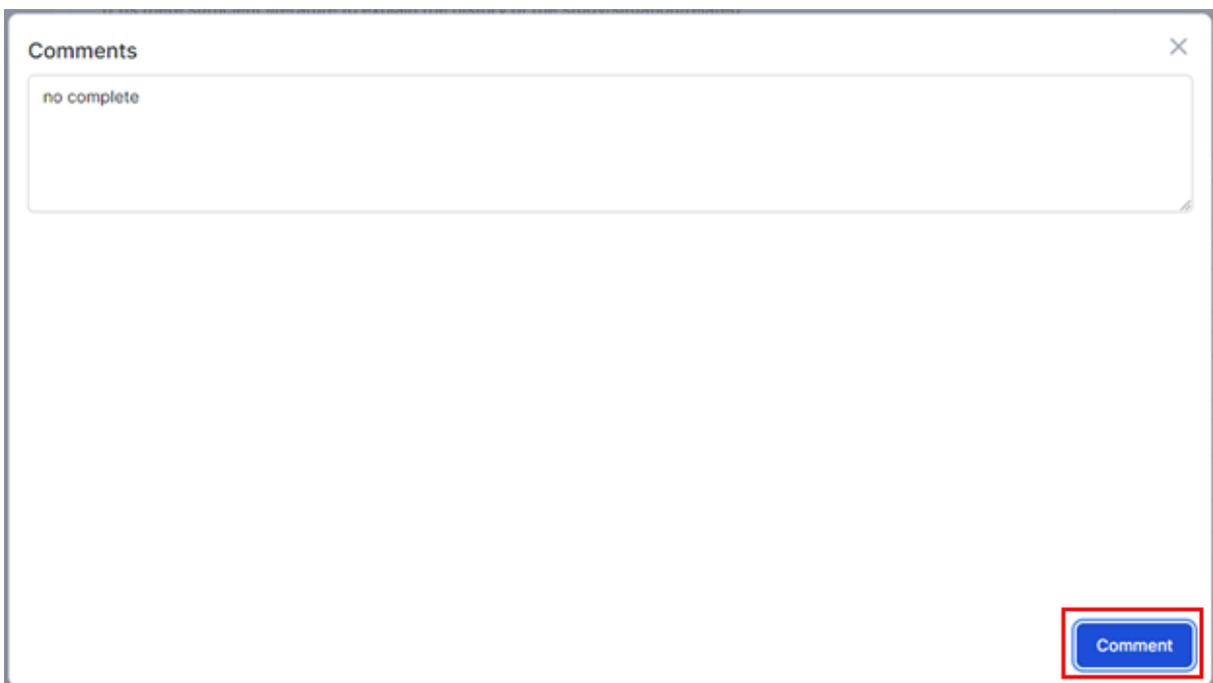
7. This icon will show all the comments done by each individual reviewer inside the comment box. Secretariat will be able to edit the comments and finalise the final comment given in the comments box. Additional sentences and comments can be inserted by the secretariat at this stage. Click the “comment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



Comments

add more literature

complete



Comments

no complete

Comment

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

The screenshot shows a 'Justification' section of a review checklist. It contains five rows, each with a question, a 'Not Complete' dropdown menu, and two icons: a comment icon (blue) and a chat icon (green). A red rectangular box highlights the 'Not Complete' dropdowns for the first three rows. A green rectangular box highlights the chat icons for the first three rows. The questions are: 1) (Is the rationale/justification for the study clearly stated in the context of present knowledge?), 2) (Does the project address important/relevant scientific/public health issues?), 3) (Will the proposed research contribute new knowledge in the subject area?), Objectives (Are the objectives and/or hypothesis clearly stated and realistic (Specific, Measurable, Achievable, Resourced within the project and Time bound)), and Expected Outcome and Output (What are the intended outputs and outcomes?).

9. Click on the decision icon button on the 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 NIH Secretariat
 - Reassignment to HRRC Secretariat
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 - Processing Revision by HRRC 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

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID NMRR ID-21-00005-RW0 Protocol ID - Last updated on Sep 06, 2021

Status Processing Submission by HRRC Secretariat



Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE

End of Flow