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.

4. 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

Search NMRR ID, Research ID or Title of the Submission

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-RW0	applied research test	Processing Submission by JPP CRC	0	📋 👁 🔔

Showing 1 to 1 of 1 entries

Previous **1** Next

5. 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-RW0   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
		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)

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)

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

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.

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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

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

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

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.

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

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.

3. 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)

4. 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.

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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

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

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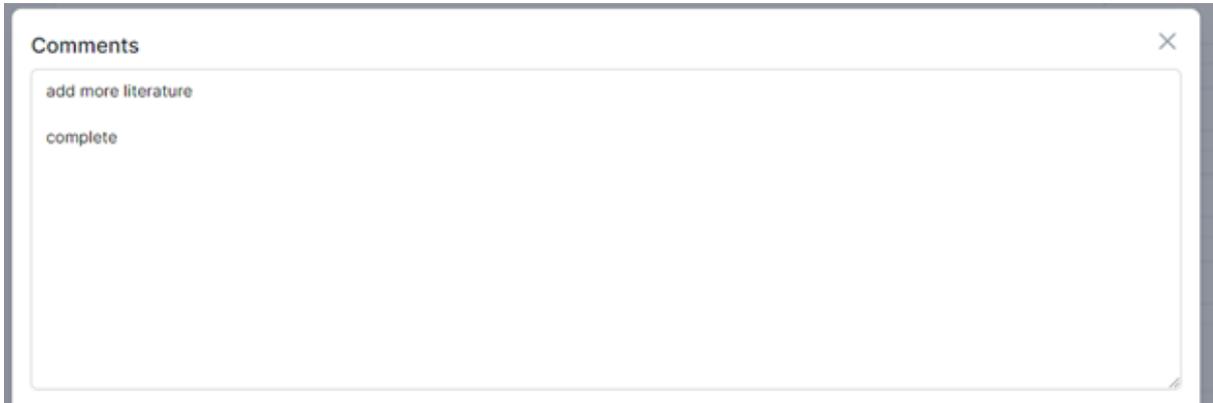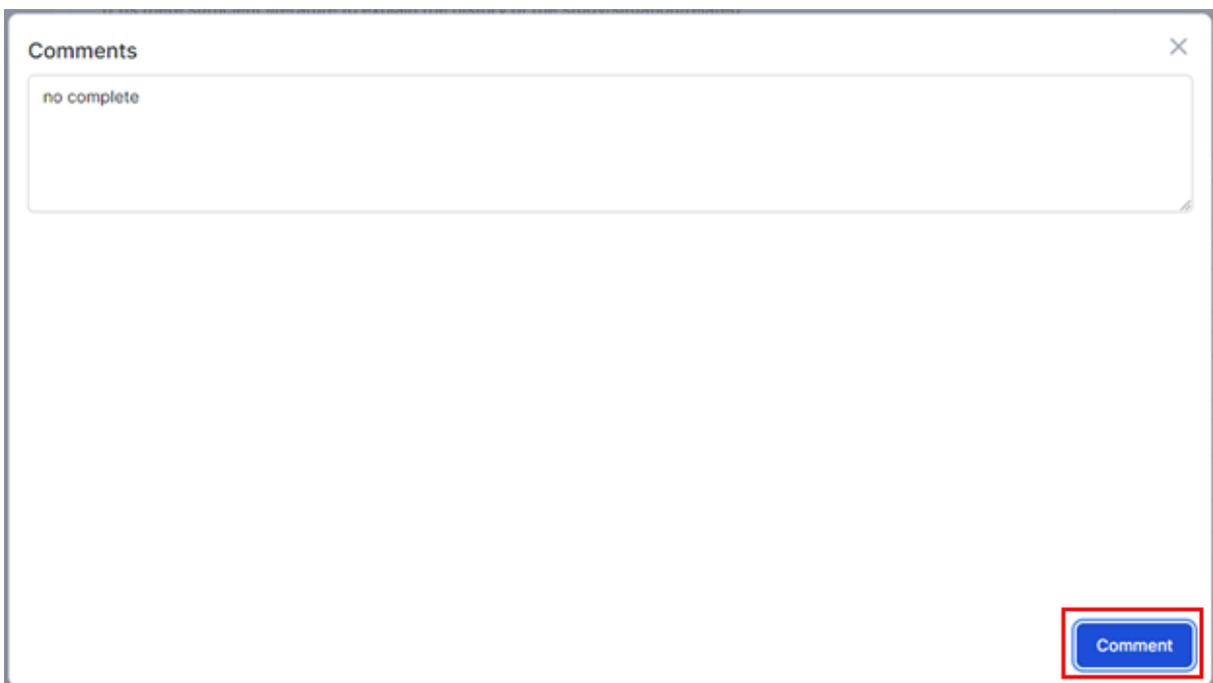
8. Compilation comments can also be seen by clicking chat icon (green box) next to comment icon (investigator response later will be displayed after the revision has been submitted by the investigator)

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
   - Undergoing Review by HRRC Reviewers
   - 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

End of Flow