

User Acceptance Testing

HRRC Secretariat

National Medical Research Register v2.0

National Institutes of Health (NIH)

1.0 – Flows & Functions for HRRC 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 HRRC Secretariat and go to the Approval page located at the left side.



3. Secretariat should be able see all submissions under the assigned 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 HRRC Secretariat	0	<input type="button" value="edit"/> <input type="button" value="view"/> <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. To further process the submission, go into the Processing Submission page (paper icon).

Submission Review Approval

Keyword Status

EXCEL PDF Show 10 entries

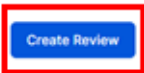
#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
1	RSCH ID-21-00007-ATK	NMRR ID-21-00005-RW0	applied research test	Processing Submission by HRRC Secretariat	0	  

Showing 1 to 1 of 1 entries Previous **1** Next

- Click on the “Create Review” button at the top right page to create a new review revision sheet and a review revision should be created as below. 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 HRRC Secretariat



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

Decision History

#	APPROVER NAME	DECISION	DECISION DATE	APPROVAL AUTHORITY
1	Dr Asyraf Syahmi Bin Mohd Noor	Initial Submission	2021-09-06	Investigator



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)

Processing Submission



APPLIED RESEARCH TEST Create Review

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

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00020-TQS	HRRC Secretariat	07-09-2021	 

Showing 1 to 1 of 1 entries Previous 1 Next

Decision History

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

Processing Submission



APPLIED RESEARCH TEST Create Review

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

Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00020-TQS	HRRC Secretariat	07-09-2021	 

Showing 1 to 1 of 1 entries Previous 1 Next

Decision History

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

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 HIRC Secretariat

Reviewers Assign Reviewer

#	CHECKLIST	NAME	RECOMMENDATION	DAY TO ASSIGNMENT	END DATE
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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

Review Checklist Completion

Reviewers

Select Reviewer * End Date *

Dr Asyraf Syahmi Bin Mohd Noor dd/mm/yyyy

Add

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

Cancel Save

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

- Multiple Reviewers can be added during the assignment. To confirm the reviewers and to send email notification to 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

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

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	

11. The list of the assigned reviewer will appear on the front of the review revision page (the recommendation section will be emptied.) Click on the rocket 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 JPP CRC 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

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






2. Secretariat should be able to see all submissions under the assigned secretariat. Submission Status can be either "Undergoing Review by HRRC Secretariat, Revision Submitted to HRRC Secretariat". 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:

EXCEL PDF Show 10 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	  



Showing 1 to 1 of 1 entries

Previous 1 Next

3. 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)

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- individual comment.) 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 finalise 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)

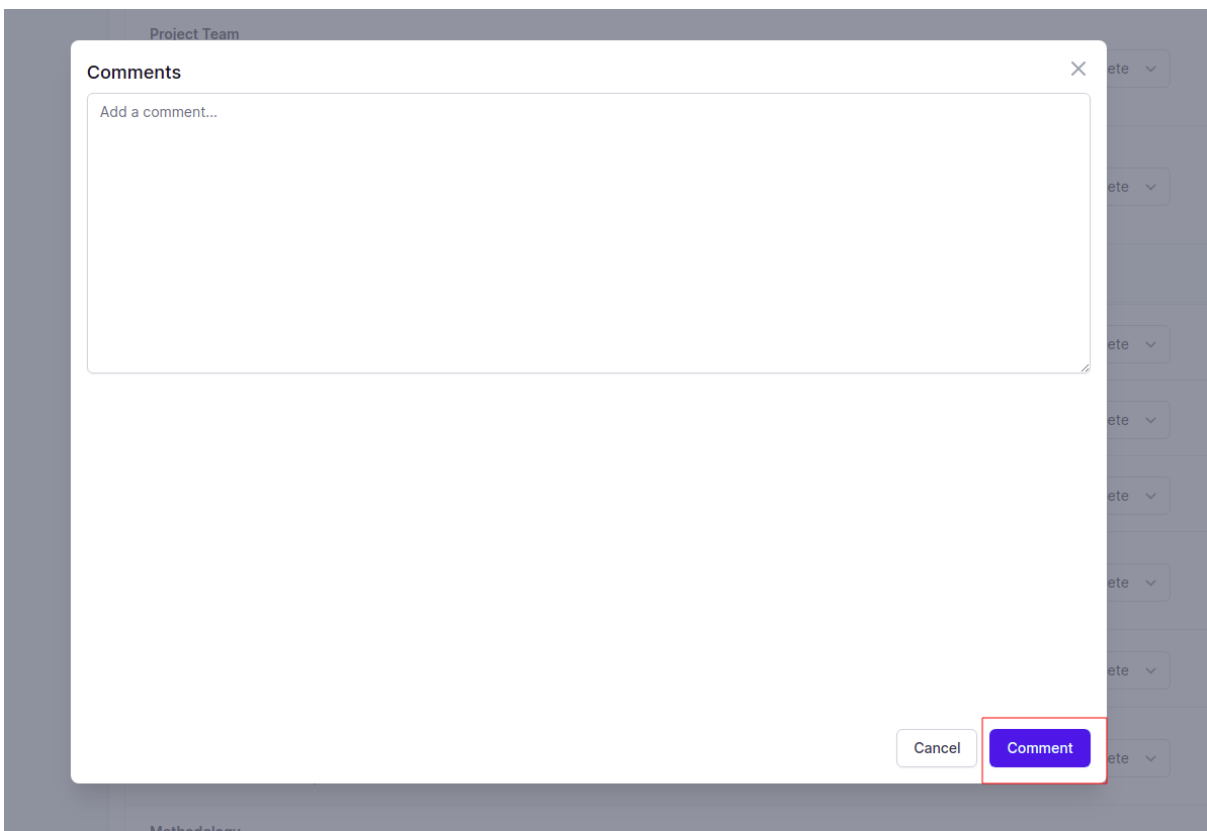
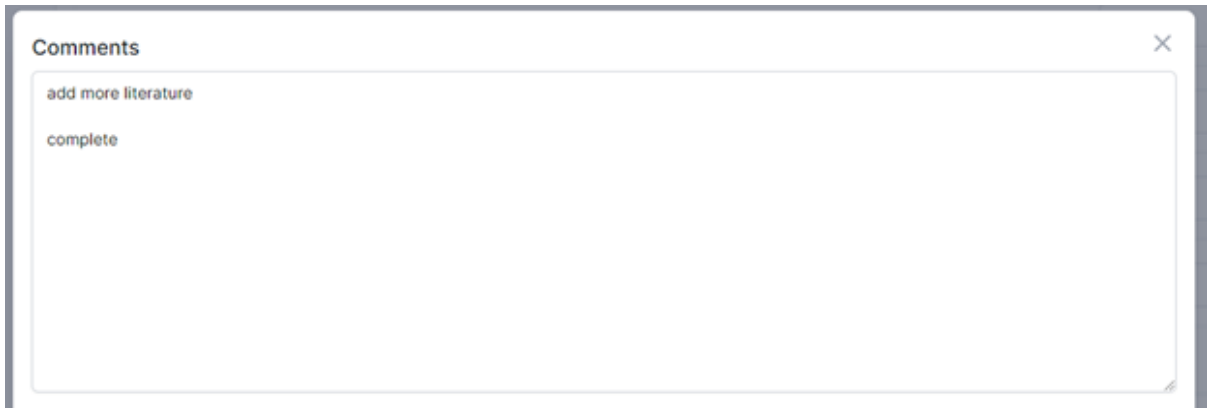
DATA	STATUS	COMMENTS
Background/Literature Review		
1.1 Is study title appropriate?	Complete	 
1.2 Is there a protocol identifying number and date?	Complete	 
1.3 Is the name and institution of investigator/s stated?	Complete	 
General Information		
2.1 Is the literature review complete with sufficient 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 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)



1. 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 vertical box highlights the dropdown menus, and a green vertical box highlights the chat icons.

Question	Status	Comment Icon	Chat Icon
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	🗨️	💬

8. 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: -
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 - 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