User Guidelines for

Post Ethical Approval Submission

- Closure & Termination Notification

National Medical Research Register v2.0

National Institutes of Health (NIH)

Version 1.0, May 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

Declaration of Study Information

- <u>Study Terminate</u>
 Date of Termination
 Reason for Termination
 Status of Recruited Subject
 Number of recruited subjects up to date
- <u>Study Complete</u>

Date of Completion Final number of recruitment/data collection Brief Summary of Study Result Publication Status

Supporting Documents

- 1. Cover Letter
- 2. Borang Pemberitahuan Tamat Projek MRG (only for Closure Submission)
- 3. Final Report (only for Closure Submission)
- 4. Supporting Documents (user will be able to upload multiple documents in this part)

User Guidelines for Submission

1.0 - New Closure / Termination Submission

1.1 – Creating a Closure / Termination 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	 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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Once all information are saved, continue to scroll down the page. "Supporting Documents" part will be availble for user to upload the relevent supporting documents.	**Only PDF format file is allowed to be uploaded in this section
Supporting Documents	
Cover Letter *	
+ Select or drag files PDF	
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A popup up will appear indicating the "Supporting Documents" has been succesfully saved	
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Once submission has been acknowlegded, by clicking the Submit button.	user can submit the Closure/Termination Submission	
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Once a new Termination or Closure submission brought the Closure/Termination Submission Closure/Termination	sion has been successfully submitted, user will be In listing page.	The status of a successful new submission of Closure or Termination will change from "Pending Submission" to "Processing Submission by MREC Secretariat"
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When viewing the data of Closure/Termination submission, the General information of the Submission will be shown on the top part of the display page	
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2.0 – Existing Closure/Termination Submission

2.1 – Viewing an Existing Closure/Termination Submission

No	Step-by-step instructions	Remark
1.	Scroll over the main menu located on the side of displayed page, go to "My Submission". Then Click on the "Post Ethical"	
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ed via Expedited Review by MREC Chairperson/ Deputy Chairperson	30/03/2023 00:00:00	MREC Secretariat	

2.2 – Editing of Closure/Termination Submission with status "Revision Required"

No		Step-by-step instructions	Remark
1.	In the case where Closure or Required". Scroll over the ma Submission". Then click on th	Termination Submission is assigned with status "Revision ain menu located on the side of display page, go to "My ne "Post Ethical"	User will be notified via email if a particular Closure/Termination Submission requires revision.
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Prepared by: NMRR Secretariat

Flow checked & validated by: Asyraf Syahmi Bin Mohd Noor (date: 10/05/2023)