

User Guideline for

Investigator/Clinical Research Associate (CRA) – MRG Submission & Post Grant Approval Submission

National Medical Research Register v2.0

National Institutes of Health (NIH)

1.0 - Flow for Processing and Approval

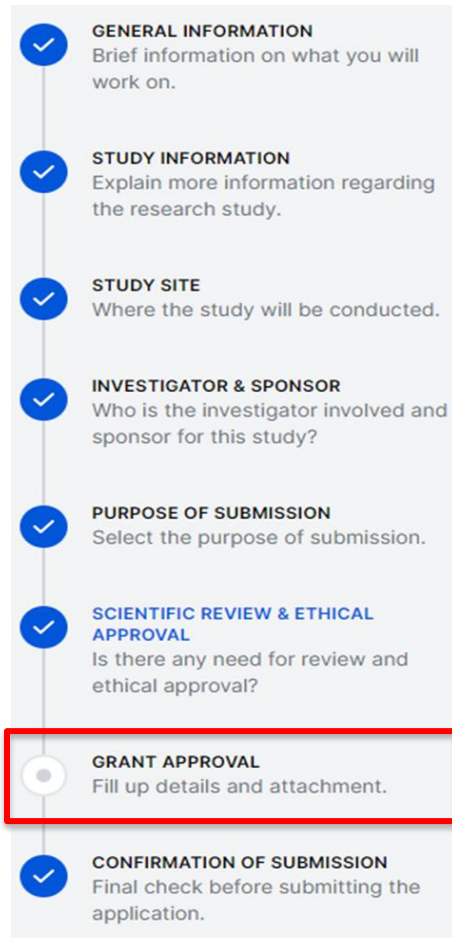
1.1. New MRG Submission

1. Once the Purpose of Submission is clicked and saved. Additional sections for grant approval appear for the investigator to insert the information. Click on the Grant Approval section

Purpose of Submission

- Research Registration
- Scientific Review & Ethical Approval Submission
- Grant (MRG) Submission
- Publication & Presentation Approval Submission

Save



2. Insert the information of the costing detail (justification, amount, and year) total grant should be summed up at the top of the costing detail

TOTAL GRANT COST: RM 155,000.00

Year 1

COST CATEGORY	JUSTIFICATION	AMOUNT (RM)
Travel Transportation	<input type="text" value="travel expenses using car from site a to site b for 6 month"/>	<input type="text" value="5000"/>
Rental	<input type="text" value="rental of machines for 8 month"/>	<input type="text" value="150000"/>

3. Investigators will be able to insert the other year as well (Year 1, year 2, year 3). Click save button to save the information entered

Year 2


COST CATEGORY	JUSTIFICATION	AMOUNT (RM)
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Year 3

COST CATEGORY	JUSTIFICATION	AMOUNT (RM)
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4. To download the costing detail, click on the "Download Costing" PDF located at the top of the costing detail

Download Costing(PDF)

5. Refresh the window, make sure that all sections are blue tick . On the last section tick on the acknowledgement and click submit to finish the submission

- GENERAL INFORMATION**
Brief information on what you will work on.
- STUDY INFORMATION**
Explain more information regarding the research study.
- STUDY SITE**
Where the study will be conducted.
- INVESTIGATOR & SPONSOR**
Who is the investigator involved and sponsor for this study?
- PURPOSE OF SUBMISSION**
Select the purpose of submission.
- SCIENTIFIC REVIEW & ETHICAL APPROVAL**
Is there any need for review and ethical approval?
- GRANT APPROVAL**
Fill up details and attachment.
- CONFIRMATION OF SUBMISSION**
Final check before submitting the application.

Confirmation of Submission

- I acknowledge that I have read, and do hereby accept the terms and conditions contained in NMRR terms and condition document.

Submit

End of Flow

1.2. Post Grant Approval Submission

1. For Post Grant Approval, a research submission should receive an approval from MREC and MRG. Status for MRG can also be “MRG Post Approval Required”

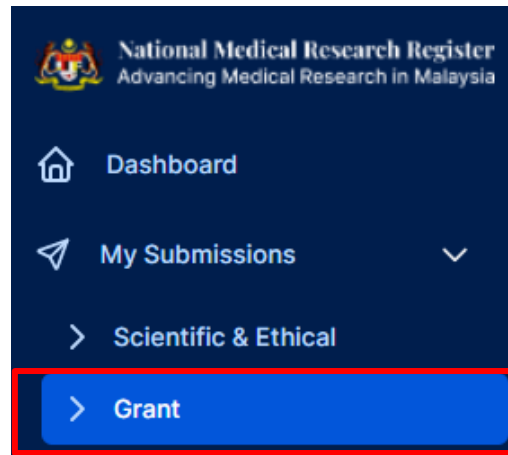
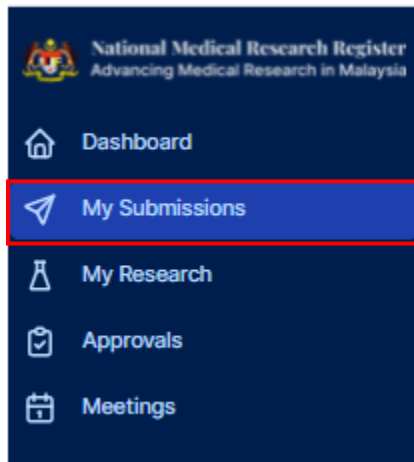
Test Final Grant 12042022 - 5

NMRR/NMRR ID-22-ID 00030-JPA	Protocol/Test Final Grant ID 12042022 - 5	Last updated on Apr 12, 2022	Status Approval granted via Expedited Review by MREC Chairperson/ Deputy Chairperson
MRG Status	MRG Approved		

Test Publication 25042022

NMRR ID NMRR ID-22-00936-2CN	Protocol ID -	Last updated on May 09, 2022	Status Approval granted via MREC Full Board
MRG Status	MRG Post Approval Submission Required		

2. Click on My Submission menu at the left side of the page and then click on the “Grant” sub-menu



3. List of all the MRG approved submission will be displayed. To submit a Post Grant Approval Submission, click on the edit (pencil icon) under the action column of the particular submission or NMRR ID.

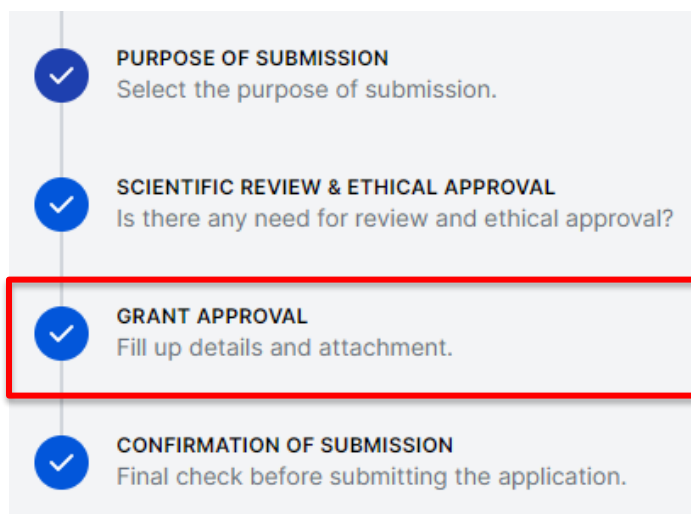
Grant Submissions

Keyword: Status:

EXCEL PDF Show 10 entries

#	RESEARCH ID	NMRR ID	TITLE	RESEARCH SCOPE	RESEARCH TYPE	STATUS	MRG STATUS	DAY TO SUBMISSION	ACTION
1	RSCH ID-22-00044-XNC	NMRR ID-22-00030-2NP	Testing for SAE	Clinical	Interventional	Queue For MREC Full Board Review		0	
2	RSCH ID-22-00043-MJI	NMRR ID-22-00030-JPA	Test Final Grant 12042022...	Basic Science / Biomedical	Special Write Up	Approval granted via Expedited Review by MREC Chairperson/ Deputy Chairperson	MRG Approved	2	

- Users will be brought to the “General Information” pages. Please be noted that the submission data this section up to Investigator & Sponsor are not editable (Editing to this information should be done via Amendment Submission of Post Ethical Approval). Go to the Grant Approval Section to access the post approval documents submission.



- User will be able to upload necessary documents required for the submission by dragging the document into the box or selecting the required file. Insert the version

and version date of the documents (required by the system). Please be noted that user will not be able to edit the costing detail during the submission (editing to costing detail can only be done when the status of the submission is “Revision Required”)

Post Approval Submission Documents

Borang Aku Janji [↓](#) [View Document History](#)

Select or drag files

Borang Pindaan Agihan Peruntukan [↓](#) [View Document History](#)

Select or drag files

Borang Permohonan Pelanjutan Tempoh Projek Penyelidikan [↓](#) [View Document History](#)

Select or drag files

6. Once the documents have been uploaded, click save at the bottom of subsection to finalise the document.

Borang Laporan Pemantauan Hasil Penyelidikan [↓](#) [View Document History](#)

Select or drag files

Borang Pemberitahuan Tamat Projek [↓](#) [View Document History](#)

Select or drag files

[Save](#)

Information successfully updated.

7. Once all the documents required are saved. Click on the “Confirmation of Submission”, tick on the acknowledgment and click submit to finish and submit the submission.

- PURPOSE OF SUBMISSION**
Select the purpose of submission.
- SCIENTIFIC REVIEW & ETHICAL APPROVAL**
Is there any need for review and ethical approval?
- GRANT APPROVAL**
Fill up details and attachment.
- CONFIRMATION OF SUBMISSION**
Final check before submitting the application.

Test Final Grant 12042022 - 5

NMRR NMRR ID-22-
ID 00030-JPA

Protocol Test Final Grant
ID 12042022 - 5

Last updated on
Apr 12, 2022

Status Approval granted via Expedited Review by MREC
Chairperson/ Deputy Chairperson

MRG Status MRG Approved

Confirmation of Submission



I acknowledge that I have read, and do hereby accept the terms and conditions contained in NMRR terms and condition document.

Submit

- MRG Status of the submission should change to "Processing Submission by MRG Secretariat"

Test Publication 25042022

NMRR ID NMRR ID-22-00936-2CN

Protocol ID -

Last updated on May 09, 2022

Status Approval granted via MREC Full Board

MRG Status Processing Submission by MRG Secretariat

9. In the case of Revision Required & Documents Update, the steps should be the same as “Revision Required” in the User Guideline for Investigator & Clinical Research Associate (CRA). Kindly refer to the documents for the steps required to submit the revision.

End of Flow