User Guideline

MREC Reviewer

National Medical Research Register v2.0

National Institutes of Health (NIH)

Version 1.0, April 2022

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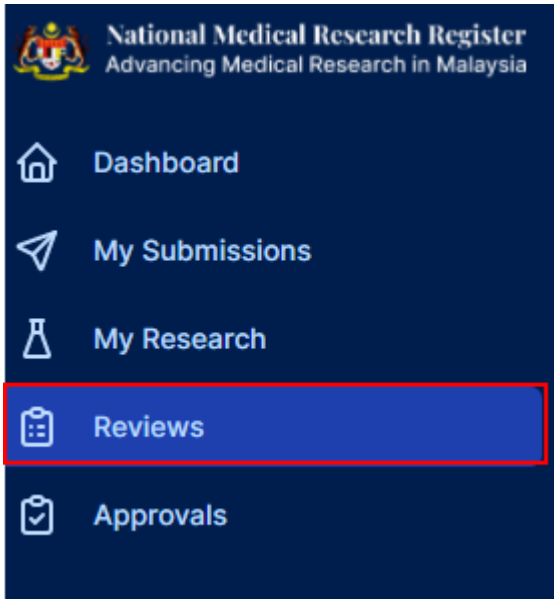
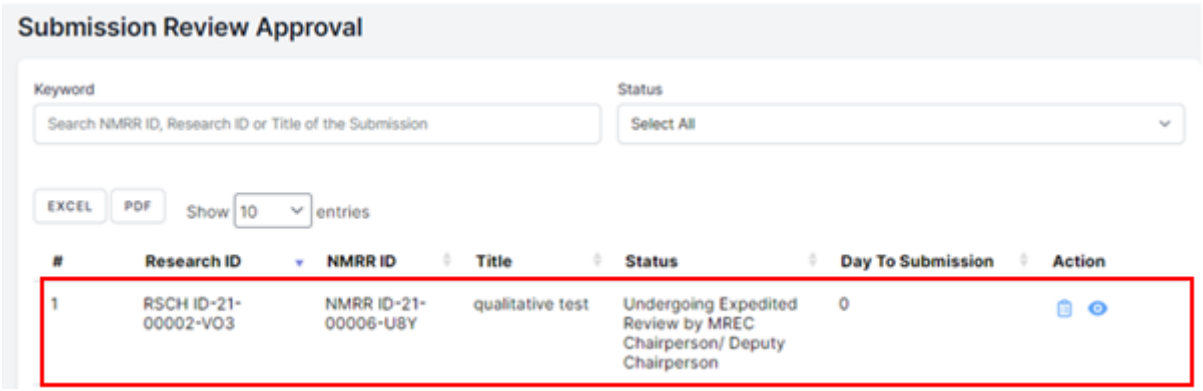
1.0 – Flow & Function of MREC Reviewer

1.1 - As MREC Reviewer (Submission Review)

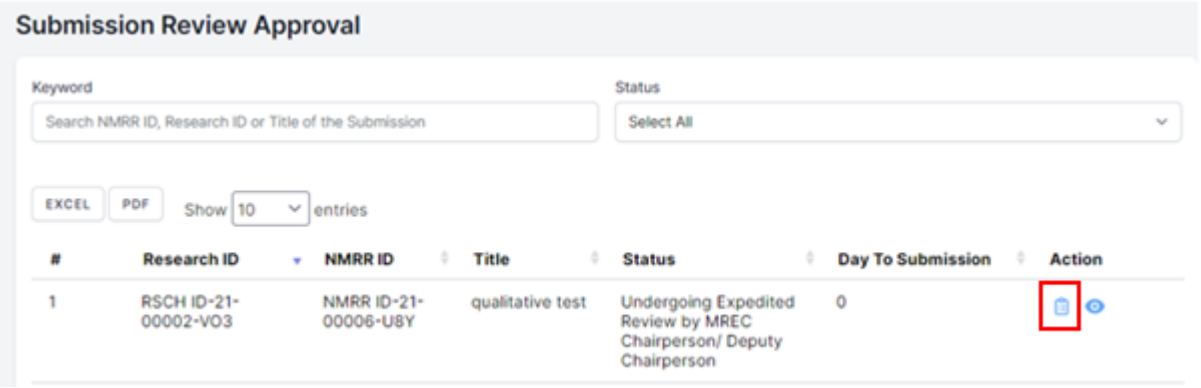
1. Go to the url https://www.nmrr.com
2. Login as a necessary individual with an assigned role as MREC Reviewer and the Reviewer page located at the left side.



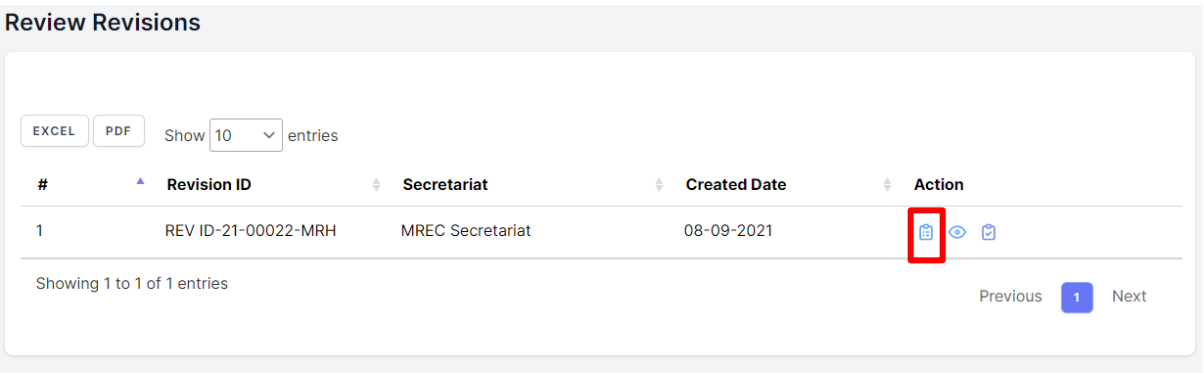
3. Should be able see the submission under the assigned secretariat. (It should be stated as (Undergoing Expedited Review by MREC Chairperson/Deputy Chairperson, Undergoing Expedited Review by MREC Primary Reviewer, Queue for MREC Full Board Review)



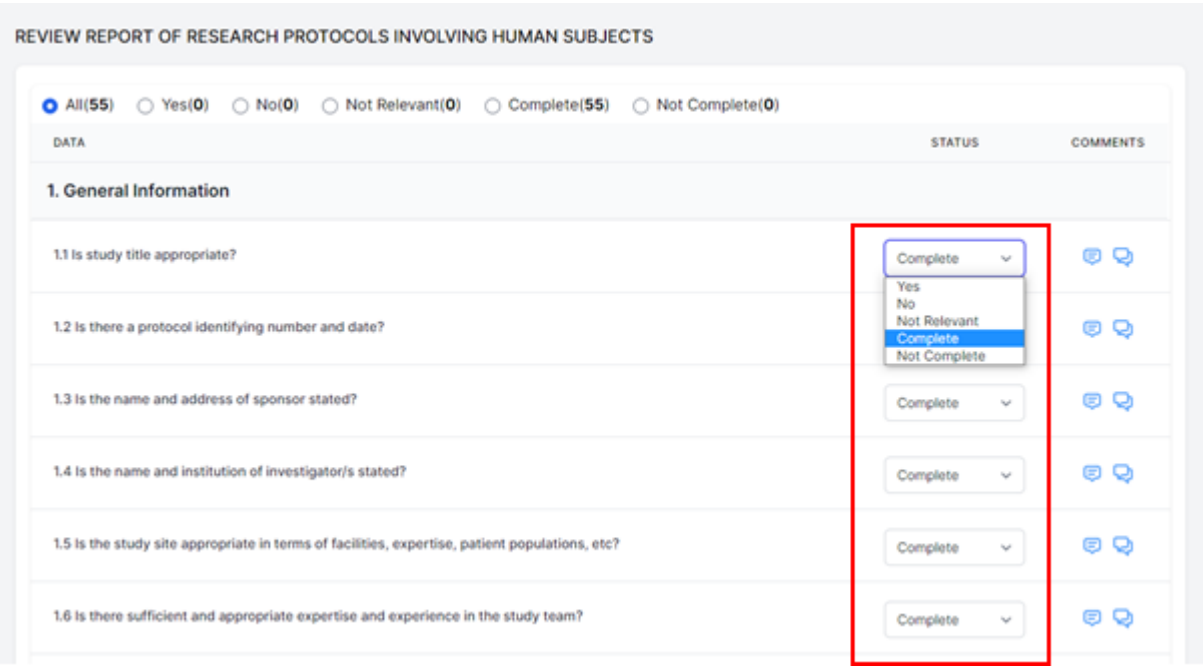
4. Click on the view data (eye icon) to go into that submission details and to review the submission, go into the Processing Submission page (paper icon)



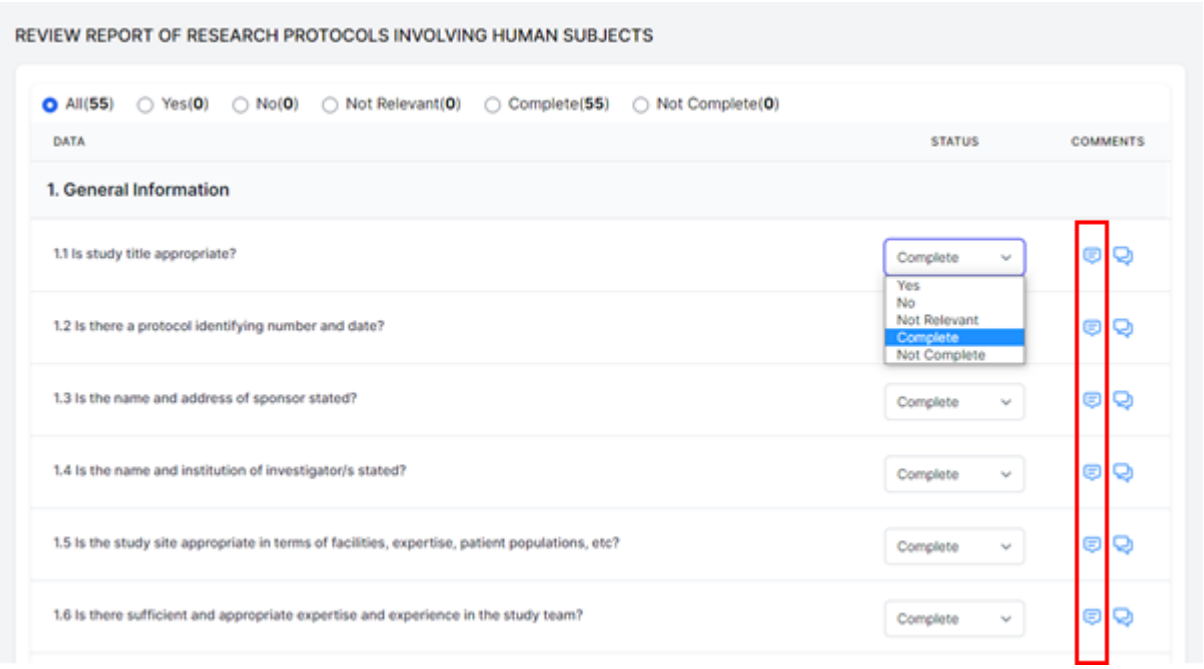
5. Click on the (eye icon) to go into the submission details and to access the checklist and recommendation selection, click the review checklist page (paper icon)

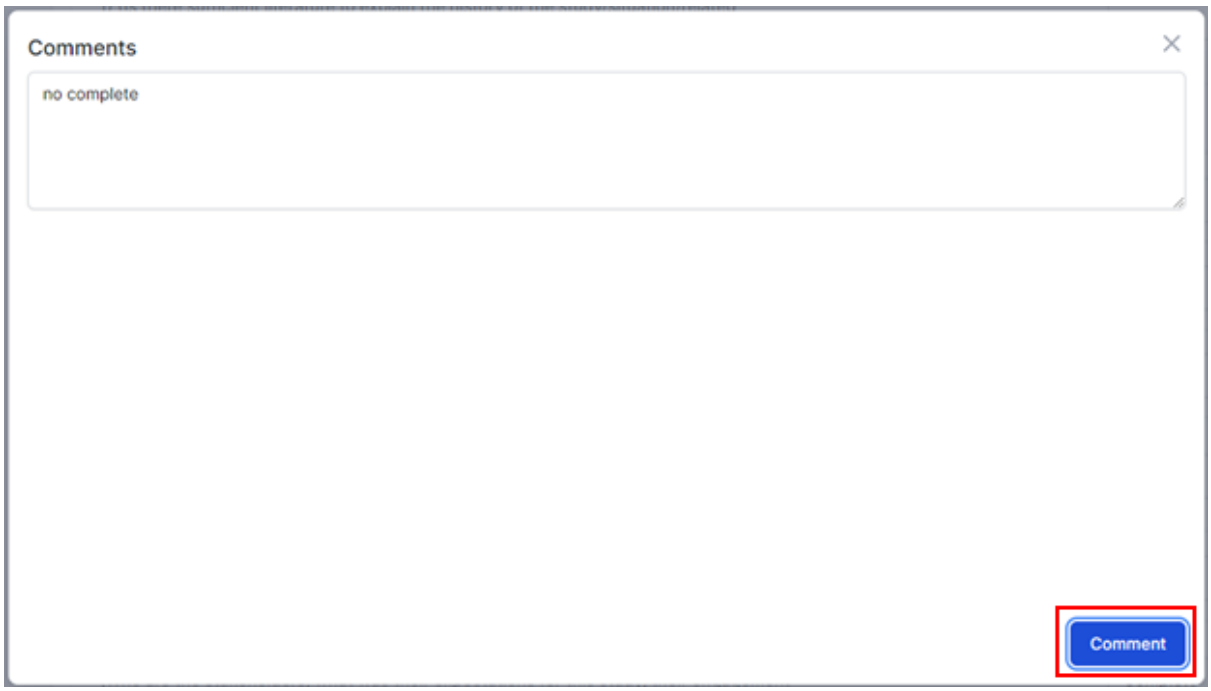


6. Reviewer may choose the status of each item by clicking on the status dropdown

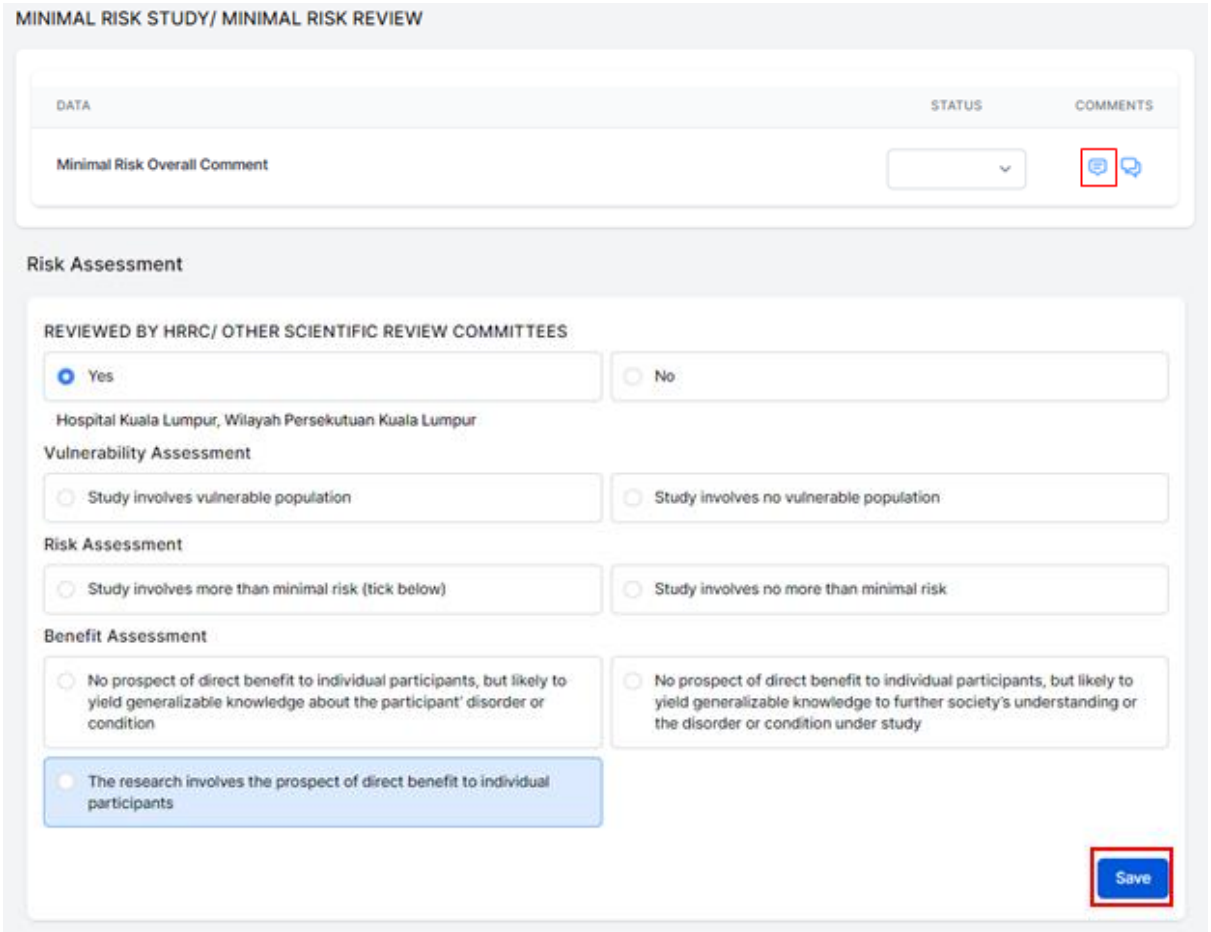


7. If there is any query or revision required, click on the comment button to add a comment. Click the “comment button” to enter and save the comment intended for the investigator

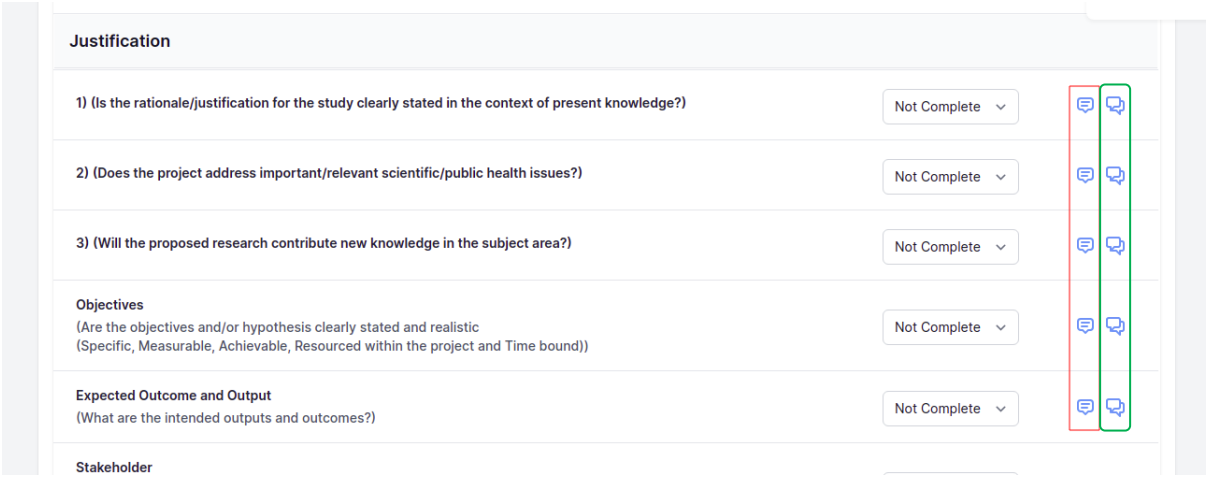


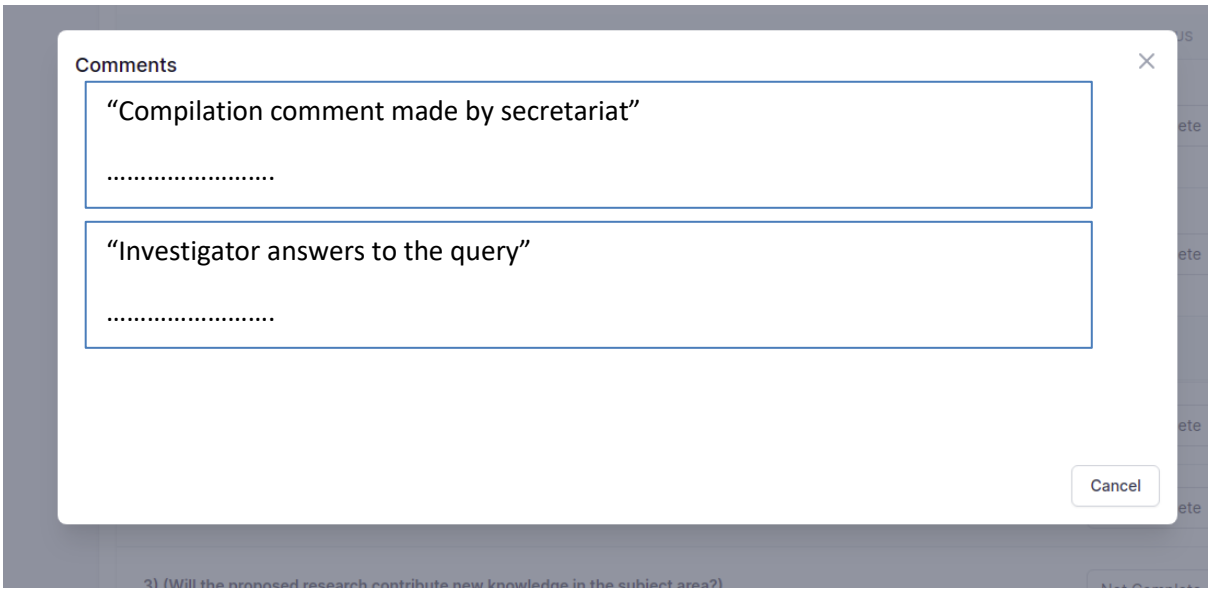


8. For minimal risk study (Undergoing Expedited Review by MREC Chairperson/Deputy Chairperson) the reviewer will insert the assessment by filling up the form and click save. If there is any query or revision required, click on the comment button at the “minimal risk overall comment”. Click the “comment button” to enter and save the comment intended for the investigator

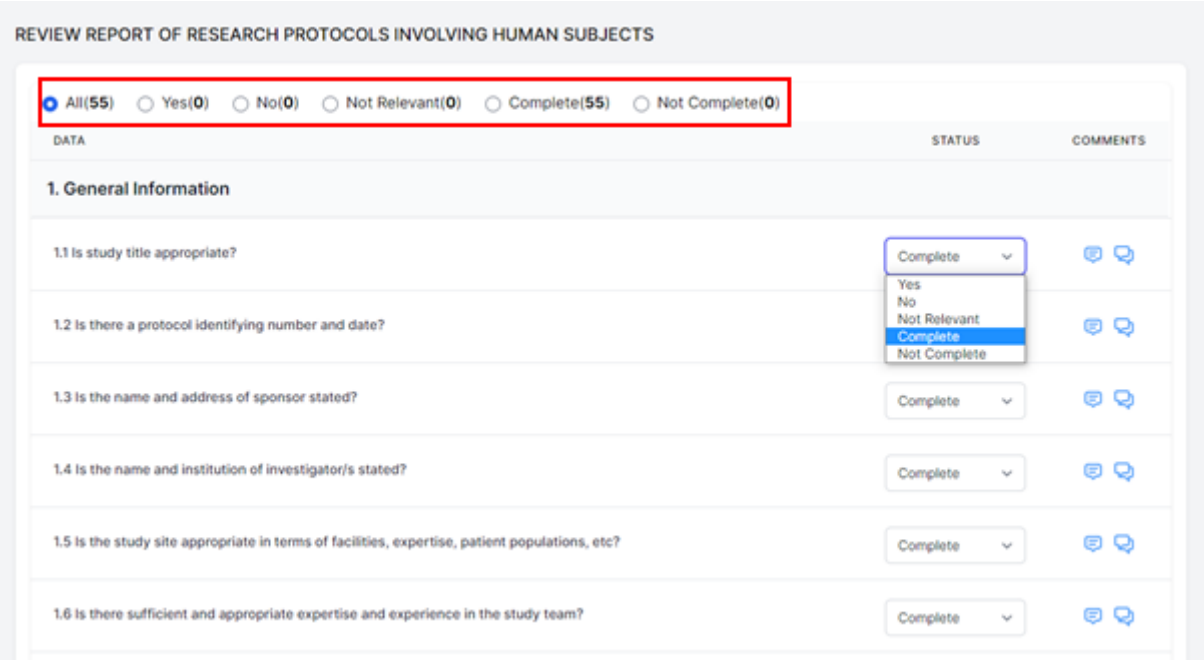


9. For other type of review, compilation comments can be seen by clicking the compilation & response icon (green box) next to the comment icon (investigator response later will be displayed after the revision has been submitted by the investigator). The compilation is used during the revision reassignment by the reviewer. Reviewers will be able to see the compilation of comment and investigator answers as below

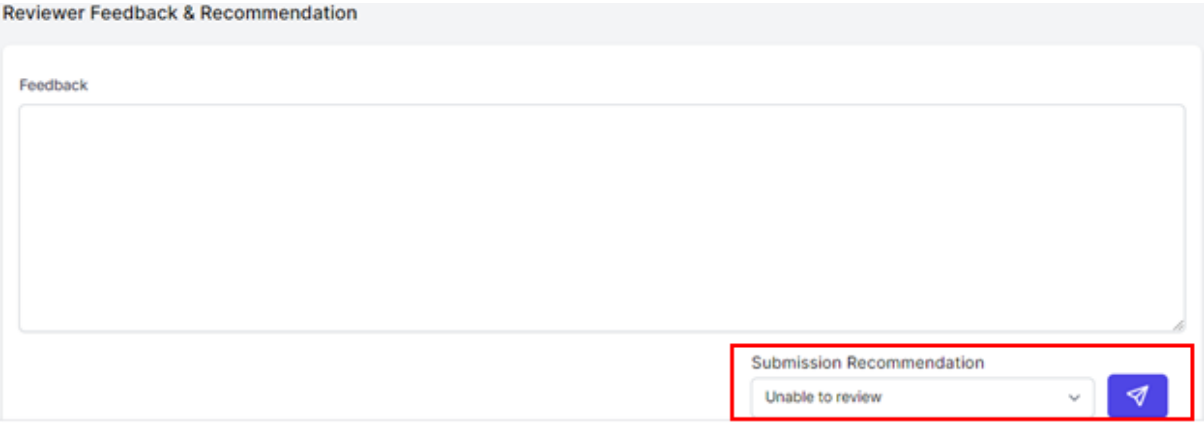




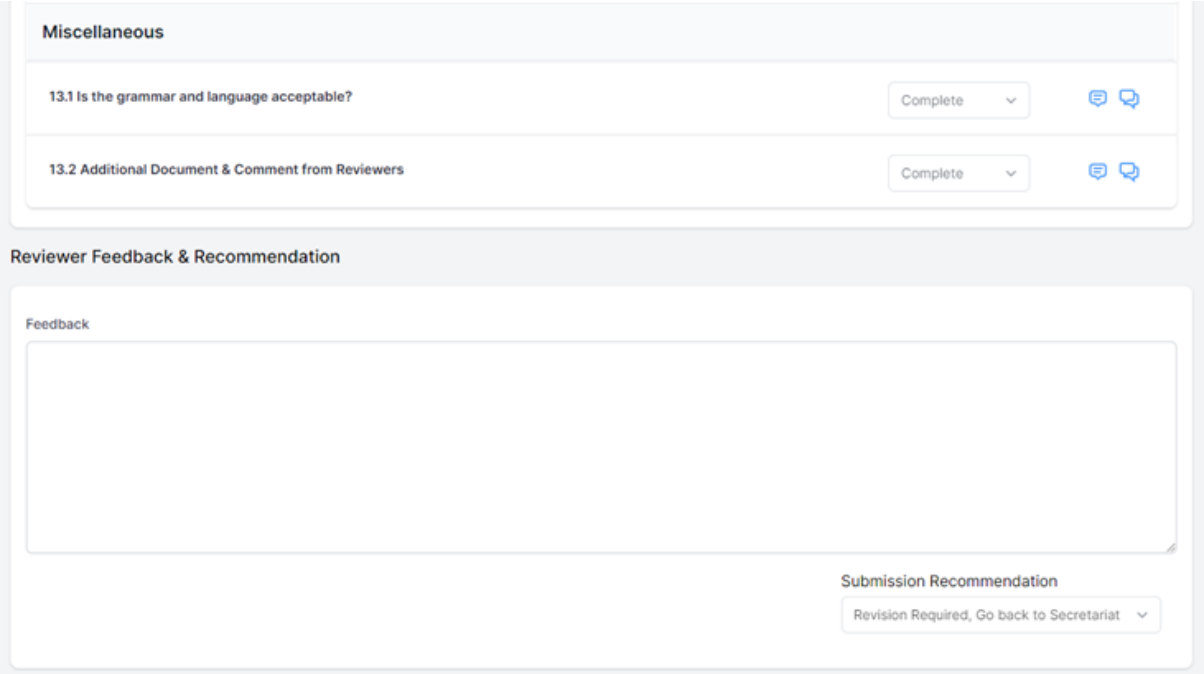
10. Grouping of status can be used as a guide to reviewers to see which item are complete, not complete and etc.



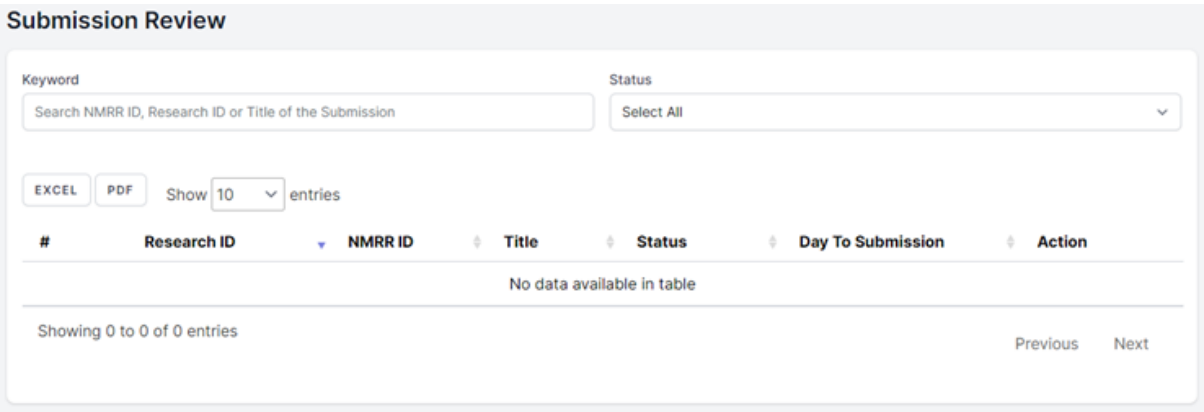
11. Once the review is complete, the reviewer will then select the recommendation at the end of the checklist. Click the submit button to notify the Secretariat regarding the completion and the recommendation made. (Applicable for all type of review; minimal risk, medium and high-risk study



12. Once the submit button is clicked, all the status and the recommendation will not be able to be changed.

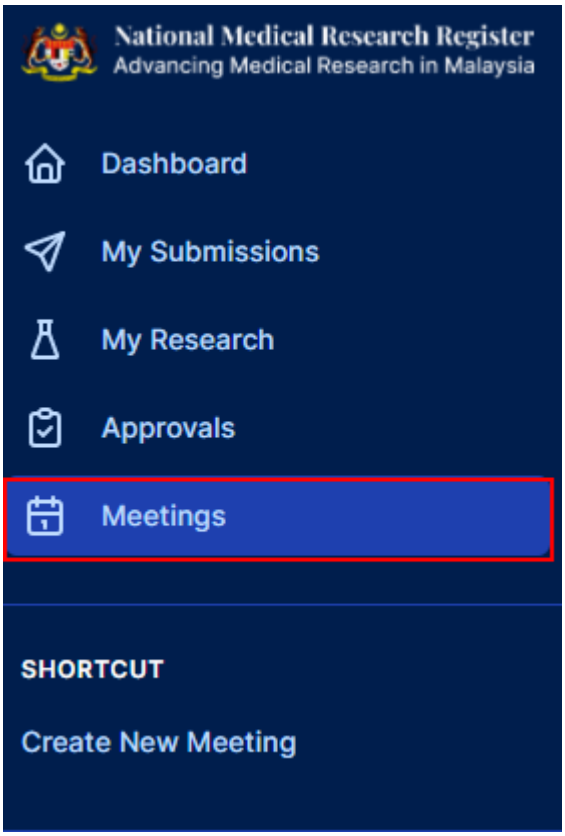


13. Once all required review is completed, the list of review will be disappeared from the submission review dashboard

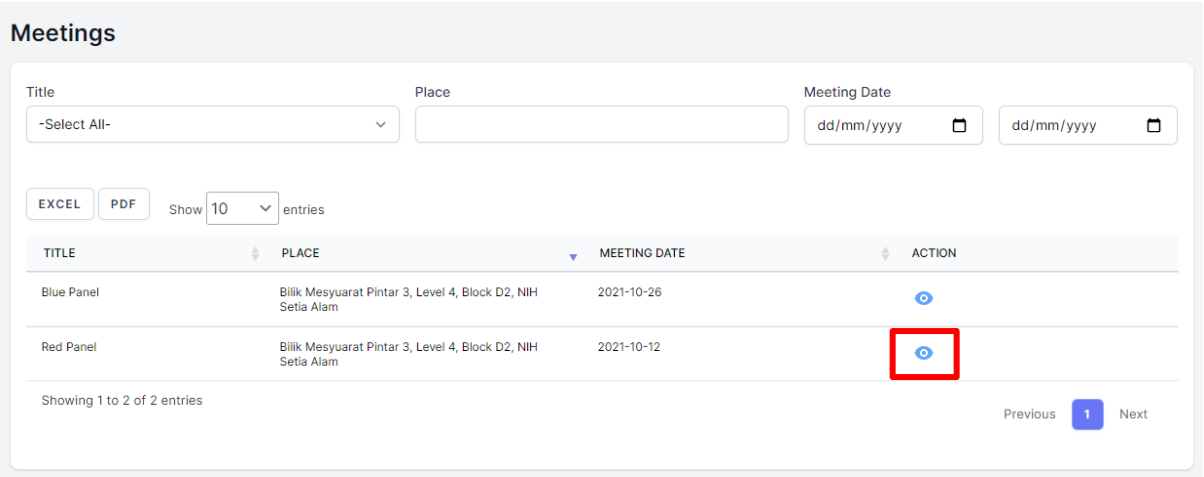


1.2 – Meeting Attendance

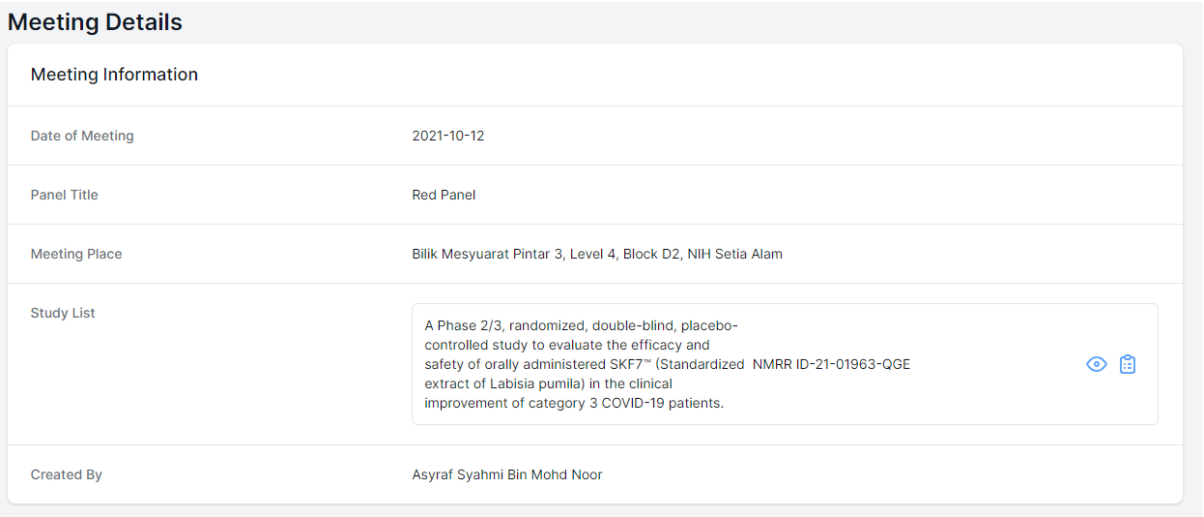
1. Go to the url https://www.nmrr.com
2. Login as individual (with assigned role as MREC Reviewer – either Red or Blue Panel)
3. Click on the “Meetings” icon menu selection over the left side of the display page



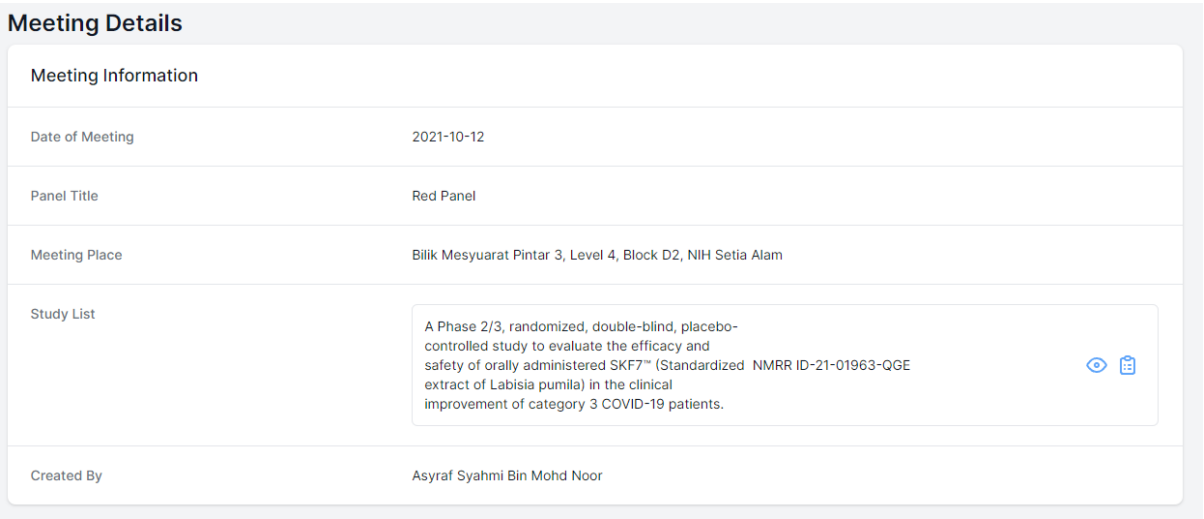
4. Select the intended upcoming meeting by clicking on the view (eye) icon present under “action” column

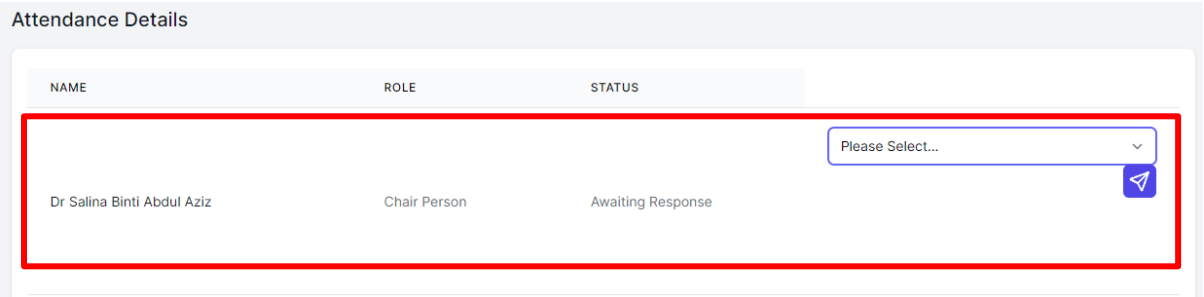


5. Panels should be able to view the meeting details with all the study list attachment uploaded by Secretariat

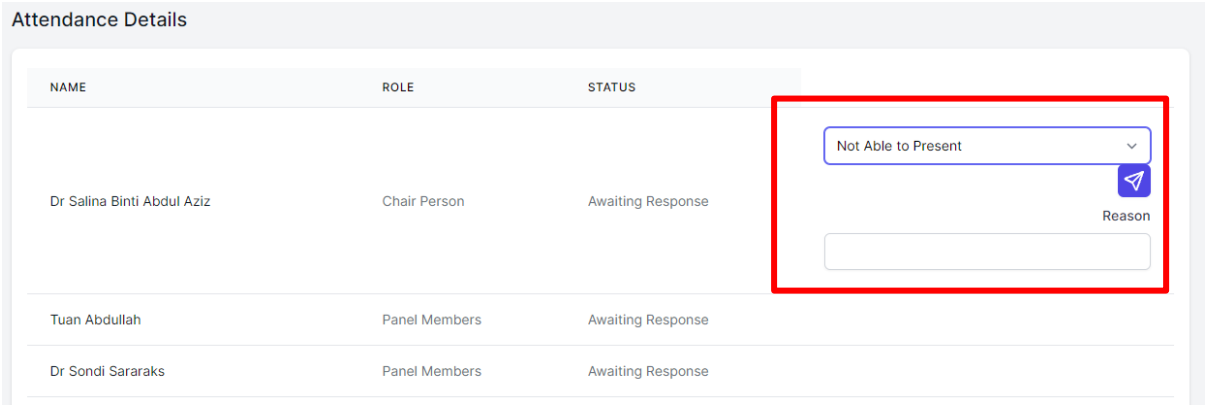


6. Individual attendees for specific panels and other additional people should be able to see their name listed in Attendance Details while selection is displayed to whether they will be “present” or “not able to present”





7. By clicking the attendance selection, upcoming attendance confirmation will be updated to the Secretariat. If panel is unable to attend the upcoming meeting, reason can be stated to notify secretariat regarding the absence.



8. Panel members will be able to see the list of studies that is going to be tabled during the upcoming meeting and documents uploaded (if any) during the meeting. To see the documents and review made by the reviewers assigned for the submission, click on the view (eye) icon while to insert comment related to the submission, click on the comment (paper) icon. All panels present during the meeting will be able to make comments to the study list by clicking on the comment icon in the study list (available only during the meeting day).