User Guideline for

NMRR Secretariat

National Medical Research Register v2.0

National Institutes of Health (NIH)

1.0 - Flow for Review and Approval

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 NMRR Secretariat and go to the Approval page.
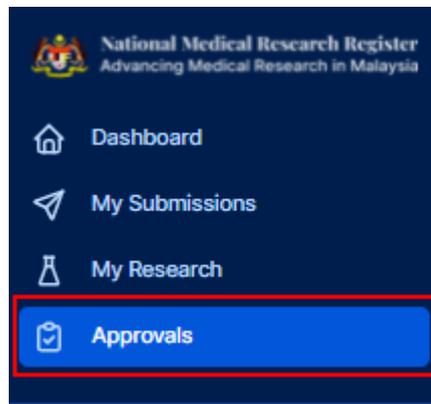
3. Secretariat should be able to see the submission under the assigned secretariat with the status "Processing Submission by NMRR Secretariat '' or "Revision Submitted to NMRR Secretariat".

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 (checklist icon)

| 6 | RSCH ID-21-00007-ATK | applied research test | Processing Submission by NMRR Secretariat | 0 | 🗒 👁 🔔 |

Processing Submission

TESTING NEW SUBMISSION NMRR

Research ID RSCH ID-21-00012-KD2   NMRR ID -   Protocol ID -   🗓 Last updated on Aug 16, 2021

Status Processing Submission by NMRR Secretariat

Create Review

Review Revisions

| EXCEL | PDF | Show 10 ∨ entries |

# ▲	Revision ID	Secretariat	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	Sharina Bte Md Nasri	Initial Submission	2021-08-16	Investigator

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. History detail also can be seen at the bottom part of the page.

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 and to access the checklist and decision selection, click the Review Checklist Completion page (paper icon)

7. Click on the status drop down to change status of the checklist item

8. Click on the comment icon to do a comment/ compilation

Review Checklist Completion

TESTING NEW SUBMISSION NMRR

Research ID RSCH ID-21-00012-KD2   NMRR ID -   Protocol ID -   ⬛ Last updated on Aug 16, 2021

Status Processing Submission by NMRR Secretariat

NMRR Data Check

● All(30)   ○ Completed(30)   ○ Incomplete(0)   ○ Not Applicable(0)

DATA	STATUS	COMMENTS
Type of Submission	Completed ⌄	💬 💬
Research ID	Completed ⌄	💬 💬
Official Research title	Completed ⌄	💬 💬
Public/Brief Title	Completed ⌄	💬 💬
Research title abbreviation	Completed ⌄	💬 💬

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Review Checklist Completion

Comments   ✕

not complete

Comment

Comments ✕

Add a comment...

not complete

Comment

9. Compilation comment can also be seen in the in the chat icon (green box) next to comment icon (together with investigator answer later after the revision has been submitted by the investigator)

Review Checklist Completion

TESTING NEW SUBMISSION NMRR

Research ID RSCH ID-21-00012-KD2   NMRR ID -   Protocol ID -   📅 Last updated on Aug 16, 2021

Status Processing Submission by NMRR Secretariat

NMRR Data Check

● All(30)   ○ Completed(30)   ○ Incomplete(0)   ○ Not Applicable(0)

DATA	STATUS	COMMENTS
Type of Submission	Completed ⌄	💬 💬
Research ID	Completed ⌄	💬 💬
Official Research title	Completed ⌄	💬 💬
Public/Brief Title	Completed ⌄	💬 💬
Research title abbreviation	Completed ⌄	💬 💬

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Compilation comment with Investigator Response/Answer can be viewed by clicking the "chat icon")

Comments   ✕

                                                                                1 hour ago

not complete

Investigator answer
update done

10. Click on the decision icon button on top right to assign a decision. A selection of decisions should be listed according to the following;
   - Registered
   - Incomplete Submission/ Revision Required
   - Forwarded to JPP NIH Secretariat
   - Forwarded to HRRC/JPP CRC Secretariat
   - Forwarded to MREC Secretariat
   - Forwarded to MRG Secretariat
   - Forwarded to Publication

11. Secretariat is able to insert any remark for the particular submission by writing in the comment box. Once the decisions and the date has been selected, click the submit button to confirm the decision: -

End of Flow

1.1.2 Study Status /Progress Processing

**Flow will be updated in the next go-live phase

1.1.3 Post Registration Updates/ Additional Purpose of Submission Processing

**Flow will be updated in the next go-live phase