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 <u>https://nmrr.gov.my</u>
- 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".

Search N	MRR ID, Research ID or 1	Title of the Submission	ı	Select All			
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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)

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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.

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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)

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ecisio # 1	APPROVER NAME Dr Asyraf Syahmi Bin Mohd Noor Nurfailly Binti Abdullah	DECISION Initial Submission Incomplete Submission/Revision Required	DECISION DATE 2021-09-06 2021-09-06	APPROVAL AUTHORITY Investigator NMRR Secretariat

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)

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

Screening's Checklist Details Screening Checklist Protocol			
AB(41) Yes(41) Not Applicable(0) Not Complete(0) Data General Information	STAT	VS	COMMENTS
1.1 Study title and title page	Yes	×	۲
1.2 Protocol identifying version and date 1.3 Name and institution of investigator/s	Yes	v	0
1.4 Sponsor	Yes	×	۲
1.5 Study sites	Yes	~	۲

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

aftus: Processing Submission by NMIR Secretariat		
NMRR Data Check		
All(30) Completed(30) Incomplete(0) Not Applicable(0)		
DATA	STATUS	COMMENTS
Type of Submission	Completed ~	0
Research ID	Completed ~	© Q
Official Research title	Completed ~	© Q
Public/Brief Title	Completed ~	© Q
Research title abbreviation	Completed ~	© Q

Comments	×
not complete	
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TESTING NEW SUBMISSION NMRR	
Comments	×
Add a comment	
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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)

view Checklist Completion		
ech ID: RSCH ID-21-00012-K02 NMRR ID - Protocol ID - 🔲 Last updated on Aug 16, 2021		
Processing Submission by NMIRE Secretariat		
IRR Data Check		
All(30) Completed(30) Incomplete(0) Not Applicable(0)		
DATA	STATUS	COMMENTS
Type of Submission	Completed ~	© Q
Research ID	Completed ~	ØQ
Official Research title	Completed ~	89
Public/Brief Title	Completed ~	90

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

Comments	×
	1 hour ago
Investigator answer update done	
	complete

- 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

Review Checklist Completion

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MRR Data Check		
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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: -

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	Decision *	Decision Date *		
	Please Select	v dd/mm/yyyy	٥	
	Comment			Assign Reviewer
				ATION
Approval				for Minor Modification, come
			Cancel	
iers	4	Review Report of Patient Information Sheet (PIS)	Nurainna Abd Majid	

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