

# User Guideline for

## *NMRR Secretariat*

National Medical Research Register v2.0

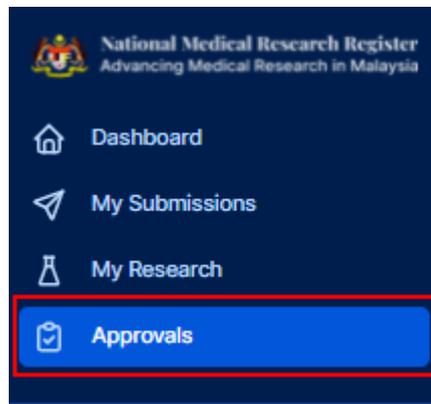
National Institutes of Health (NIH)

# 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".

**Submission Review Approval**

Keyword:  Status:

Show  entries

#	Research ID	NMRR ID	Title	Status	Day To Submission	Action
11	RSCH ID-21-00012-KD2		testing new submission NMRR	Processing Submission by NMRR Secretariat	0	<input type="button" value="edit"/> <input type="button" value="delete"/>

Showing 11 to 11 of 11 entries

PREVIOUS 1 2 Next

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6	RSCH ID-21-00007-ATK		applied research test	Revision Submitted to NMRR Secretariat	0	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
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Showing 1 to 6 of 6 entries

Previous 1 Next

- 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)

## Processing Submission

TESTING NEW SUBMISSION NMRR

Create Review

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

Status Processing Submission by NMRR Secretariat

### 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

- 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.

## 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

### Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Action
1	REV ID-21-00028-66S	NMRR Secretariat	 

Showing 1 to 1 of 1 entries

Previous **1** Next

### Decision History

#	APPROVER NAME	DECISION	DECISION DATE	APPROVAL AUTHORITY
1	Sharina Bte Md Nasri	Initial Submission	2021-08-16	Investigator

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)

## Processing Submission

APPLIED RESEARCH TEST

Research ID RSCH ID-21-00007-ATK NMRR ID - Protocol ID - Last updated on Sep 06, 2021

Status: Revision Submitted to NMRR Secretariat

Create Review

### Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Created Date	Action
1	REV ID-21-00016-K2Y	NMRR Secretariat	06-09-2021	 

Showing 1 to 1 of 1 entries

Previous **1** Next

### Decision History

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

- 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)

### Review Revisions

EXCEL PDF Show 10 entries

#	Revision ID	Secretariat	Action
1	REV ID-21-00028-66S	NMRR Secretariat	 

Showing 1 to 1 of 1 entries

Previous **1** Next

### Decision History

#	APPROVER NAME	DECISION	DECISION DATE	APPROVAL AUTHORITY
1	Sharina Bte Md Nasri	Initial Submission	2021-08-16	Investigator

- Click on the status drop down to change status of the checklist item

### Screening's Checklist Details

Screening Checklist Protocol

All(41) Yes(41) Not Applicable(0) Not Complete(0)

DATA	STATUS	COMMENTS
<b>1. General Information</b>		
1.1 Study title and title page	Yes	
1.2 Protocol identifying version and date	Yes	
1.3 Name and institution of investigator/s	Yes	
1.4 Sponsor	Yes	
1.5 Study sites	Yes	

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	

Review Checklist Completion

### Comments

not complete



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, 2023

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	 

.....

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

Comments ×

not complete 1 hour ago

**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

## 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	 

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: -

### Submission Decision

Decision \*  Decision Date \*

Comment

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