

User Guideline for
Investigator/Clinical Research Associate
(CRA)

National Medical Research Register v2.0

National Institutes of Health (NIH)

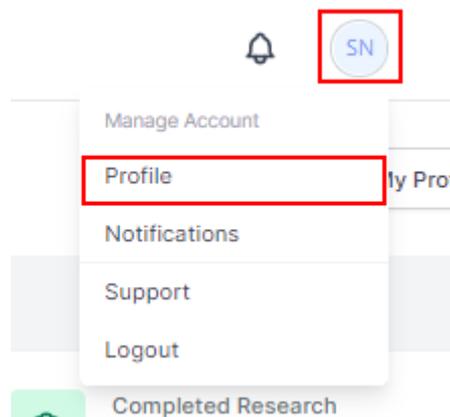
1.0 - Flows & Function for Investigator/CRA

1.1 - Edit Details (Basic Information, User Information, Institution Information) and Set New Password

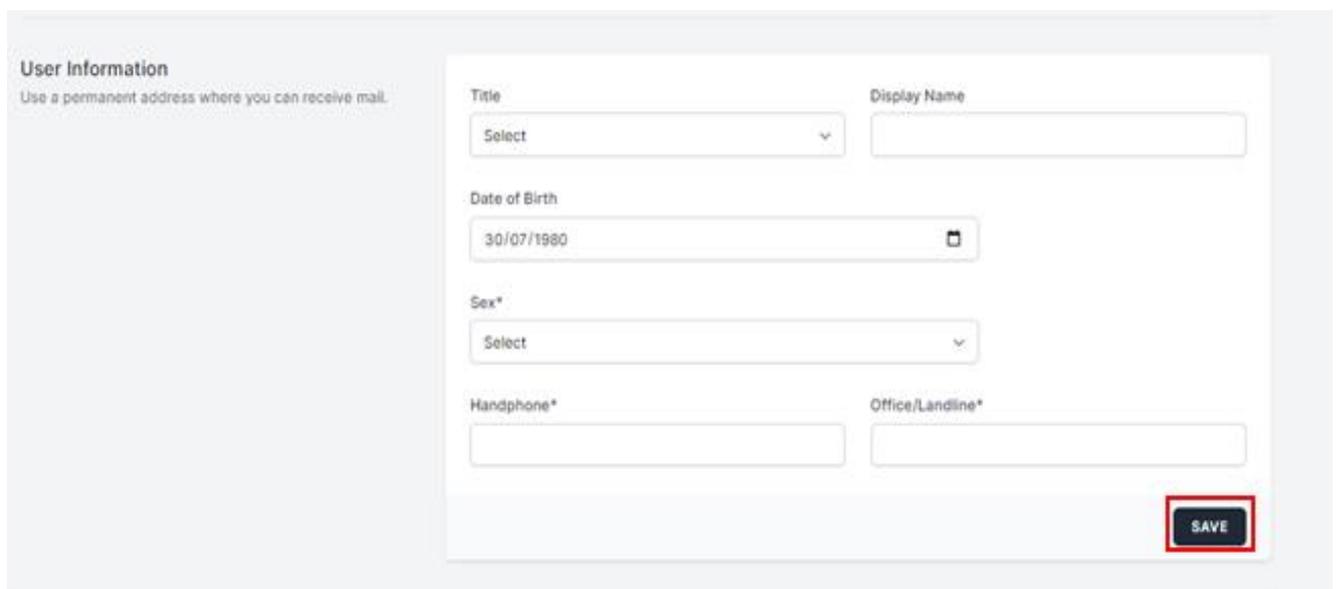
1. Go to the url <https://nmrr.gov.my>
2. Click Login and insert email & password



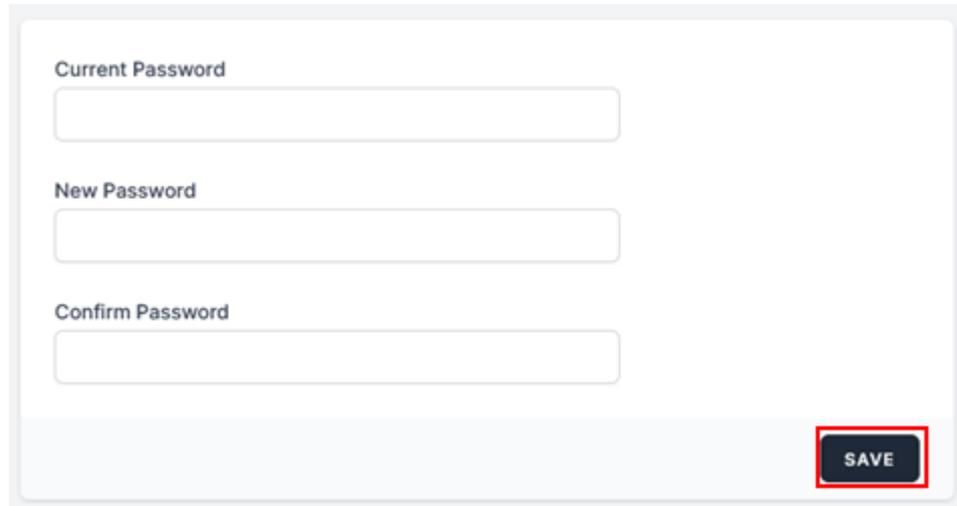
3. Click user profile located at top right of the landing page



4. Insert basic user information, institution information and upload necessary documents. Save the information by clicking the save button in every section provided

The image shows a 'User Information' form. The title is 'User Information' with a subtitle 'Use a permanent address where you can receive mail.' The form contains several input fields: 'Title' (a dropdown menu with 'Select' as the current value), 'Display Name' (a text input field), 'Date of Birth' (a date picker showing '30/07/1980'), 'Sex*' (a dropdown menu with 'Select' as the current value), 'Handphone*' (a text input field), and 'Office/Landline*' (a text input field). At the bottom right of the form, there is a dark blue button labeled 'SAVE', which is highlighted with a red rectangular box.

5. Insert current and new password to change the password (The password must contain one upper case and one number). Click the save button to confirm the new password

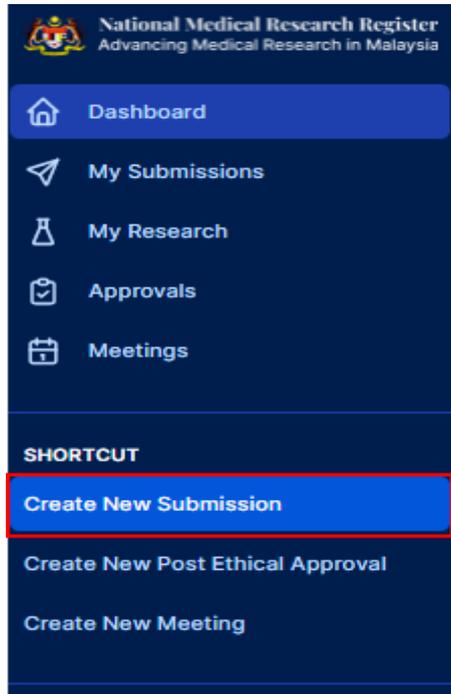


The image shows a user interface for changing a password. It consists of three vertically stacked text input fields. The first field is labeled "Current Password", the second "New Password", and the third "Confirm Password". Below these fields, in the bottom right corner of the form area, is a dark grey button with the word "SAVE" in white capital letters. The button is highlighted with a red rectangular border.

End of Flow

1.2 - New Research Submission

1. Go to the url <https://nmrr.gov.my>
2. Login and insert email and password
3. Click on “create new submission” on the left side



4. Insert information on the “New Submission Registration”. Basic information required are as follows;

- Submission type
- Research title
- Public title
- Research title abbreviation
- Protocol ID
- Research Scope

New Submission Registration

General Information

Submission Type *

Industry Sponsored Research (ISR) Investigator Initiated Research (IIR)

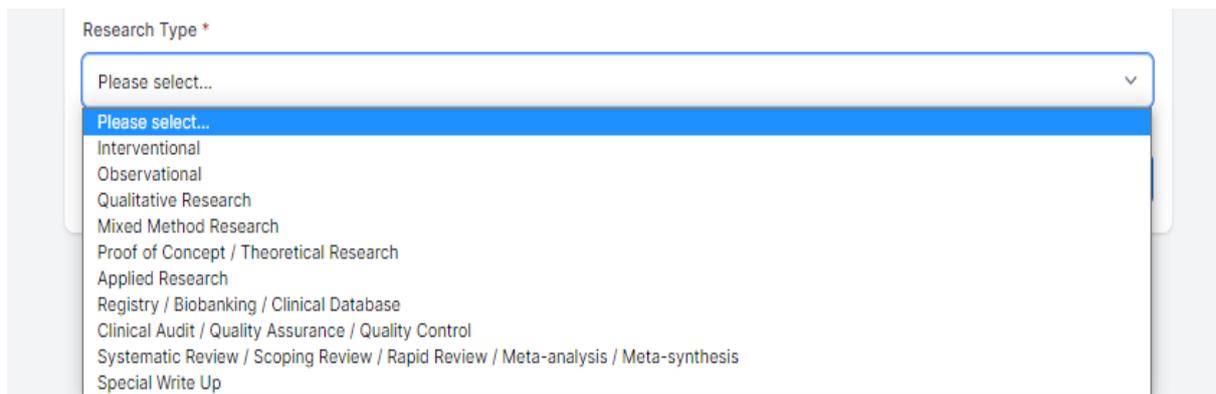
Research Title *

Public Title *

Intended for the lay public in easily understood language

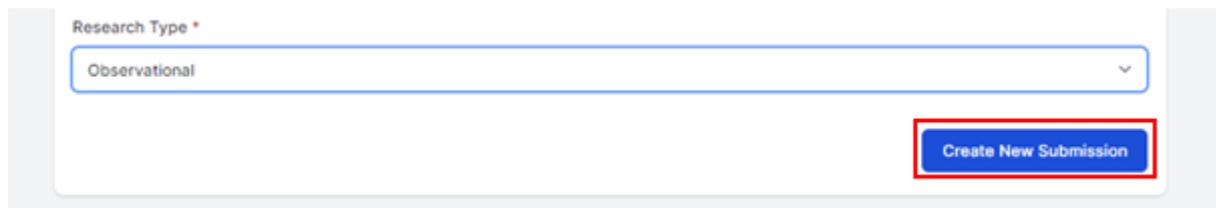
Research Title Abbreviation *

5. Once basic information is inserted, select one Research Type . it can be either:
- Interventional
 - Observational
 - Qualitative Research
 - Mixed Method Research
 - Proof of Concept/Theoretical Research
 - Applied Research
 - Registry/Biobanking/Clinical Database
 - Clinical Audit/Quality Assurance/Quality Control
 - Systematic Review/Scoping Review/Rapid Review/Meta-Analysis/ Meta-synthesis
 - Special Write-Up



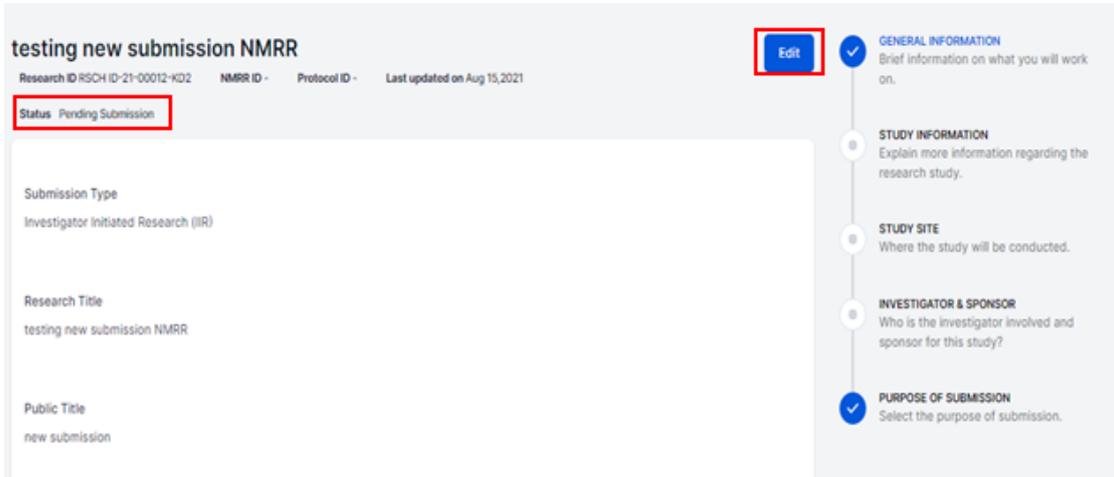
The screenshot shows a dropdown menu titled "Research Type *". The menu is open, displaying a list of research types. The first option is "Please select...", which is highlighted in blue. Below it are the following options: "Interventional", "Observational", "Qualitative Research", "Mixed Method Research", "Proof of Concept / Theoretical Research", "Applied Research", "Registry / Biobanking / Clinical Database", "Clinical Audit / Quality Assurance / Quality Control", "Systematic Review / Scoping Review / Rapid Review / Meta-analysis / Meta-synthesis", and "Special Write Up".

6. Once Research Type is selected, click “Create New Submission”

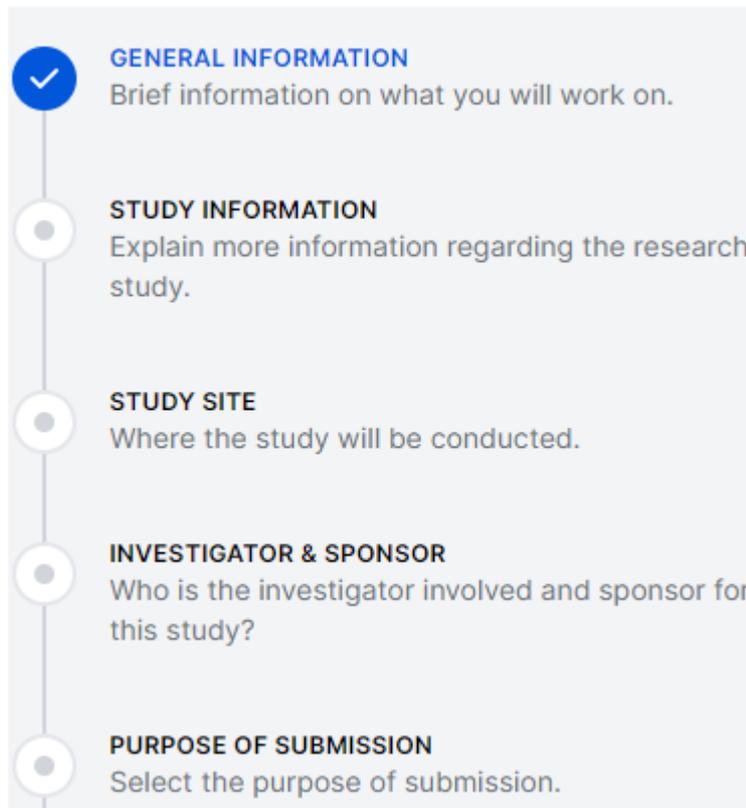


The screenshot shows the "Research Type *" dropdown menu with "Observational" selected. Below the dropdown menu is a blue button with the text "Create New Submission" in white. The button is highlighted with a red rectangular border.

7. The General Information page will appear with a list of sections to be completed by the user. Status of submission will appear as “Pending Submission” at the top part of the page. To continue the submission, click on the edit button



8. User is required to fill up all the necessary information required for the submission. Compulsory information is being tagged with an asterisk *. Click on the section heading list on the right side of the pages to access each section for the submission



9. In each section, the user will need to fill up information according to each subsection available (Note: Different “Research Type” would have different subsections to be filled) in the “Study Information” section. Once information is inserted, click the save button located at the end of each subsection.

Observational

Study Model *

Cross - Sectional

Study Model Description *

At one point of a time

Sampling method *

Simple Random

Time Perspective *

Retrospective

Save

10. Each successful updates will have a notification at the bottom of each subsection

Save

Observational information successfully updated.

11. If there any information missing, user will have a command ask for the required information on every attempt to save the subsection; for example,

Time Perspective *

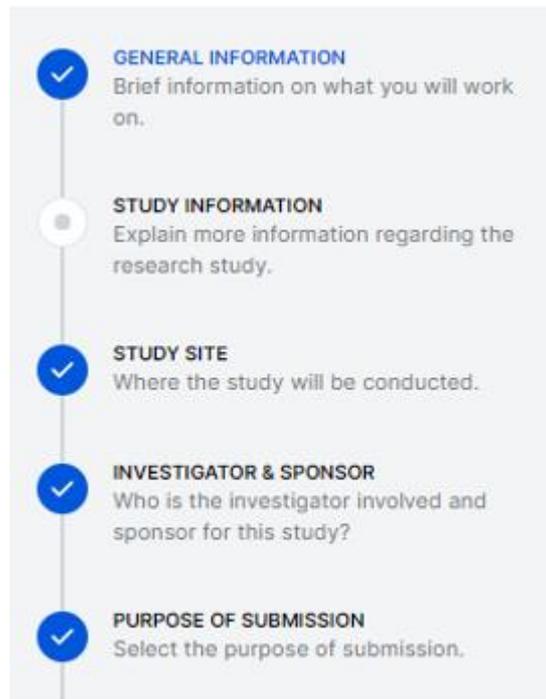
Please select...

Please select an item in the list.

Save

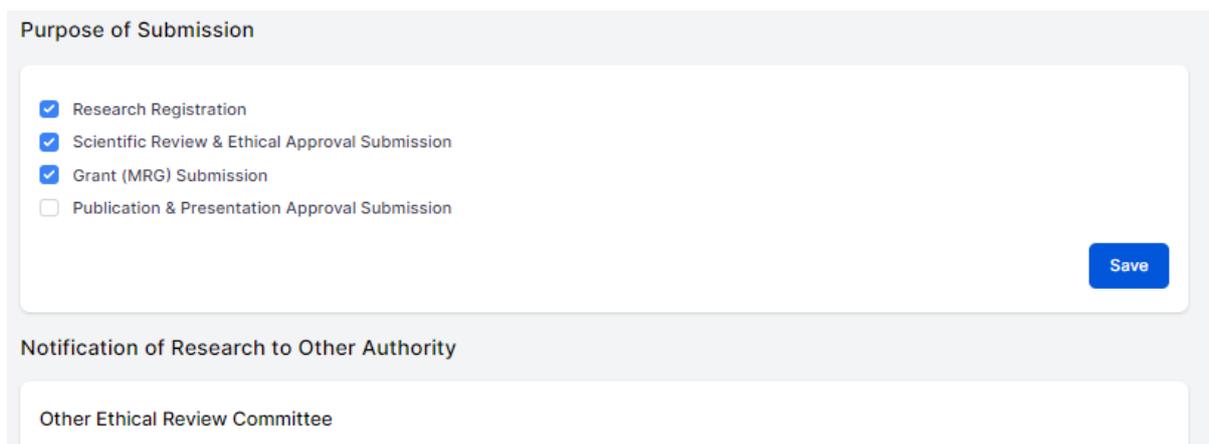
12. When all subsection required has been filled up, user is required to refresh the pages

so that  icon of the section listing will appear. Failure of the icon to appear indicates that there is some information missing or unable to be saved.



13. In the “Purpose of Submission” section, user is required to select the purpose of submission required for the submission. Click the “save” button to capture the intended purposes. Purposes can be either:

- Registration
- Scientific Review & Ethical Approval Submission
- Grant (MRG) Submission
- Publication & Presentation Approval Submission
- Notification of Research to Other Authority



Purpose of Submission

Research Registration

Scientific Review & Ethical Approval Submission

Grant (MRG) Submission

Publication & Presentation Approval Submission

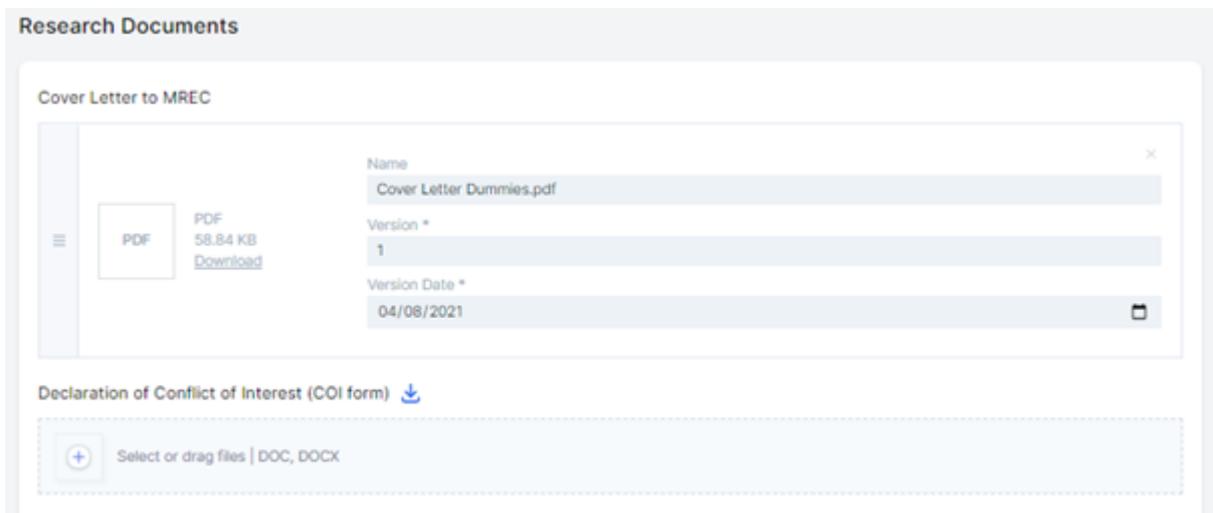
Notification of Research to Other Authority

Other Ethical Review Committee

14. Once the subsection of Purpose of Submission is saved, section required for the uploading of the documents will be opened (depending on the purpose selected); for example, if “Scientific Review & Ethical Approval Submission” and “Grant (MRG) Submission” has been selected & saved, both submissions purpose section will appear in the section list on the top right of the page



15. 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). Compulsory document is marked with the asterisk *.



16. Once the document has been uploaded, click save at the bottom of each subsection to finalise the document



17. Once all required documents have been uploaded and input has been added, refresh the page to allow the “Confirmation of Submission section” to appear. Please be noted that all compulsory documents/information in the section after the “Purpose of Submission” are required to be uploaded and saved in order for the “Confirmation of Submission” section to appear. Once it appears, user is required to tick the acknowledgement of confirmation and then click the “submit” button to send the submission

Mixed method testing
 Research ID RSCH ID-21-00006-H1C NMRR ID - Protocol ID - Last updated on Aug 13,2021
 Status: Incomplete Submission/Revision Required

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

- 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?
- CONFIRMATION OF SUBMISSION**
Final check before submitting the application.

18. Once submission is successful, user will be brought to “My Submission” page and Status of the submission will be shown as “Processing Submission by NMRR Secretariat”

Submissions

Keyword: Status:

Show entries

#	Research ID	NMRR ID	Title	Research Scope	Research Type	Status	Day To Submission	Action
1	RSCH ID-21-00012-KD2		testing new submission NM...	Basic Science / Biomedical	Observational	Processing Submission by NMRR Secretariat	0	

Showing 1 to 1 of 1 entries Previous Next

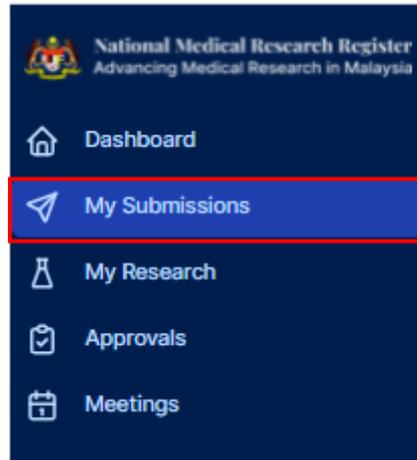
✔ You submission has been submitted for processing.

End of Flow

1.3 - Edit Pending Submission/Incomplete Submission/ Revision Required

a) For Pending Submission

1. Go to the url <https://nmrr.gov.my>
2. Login and insert email and password, Click My Submission at the left side of the page



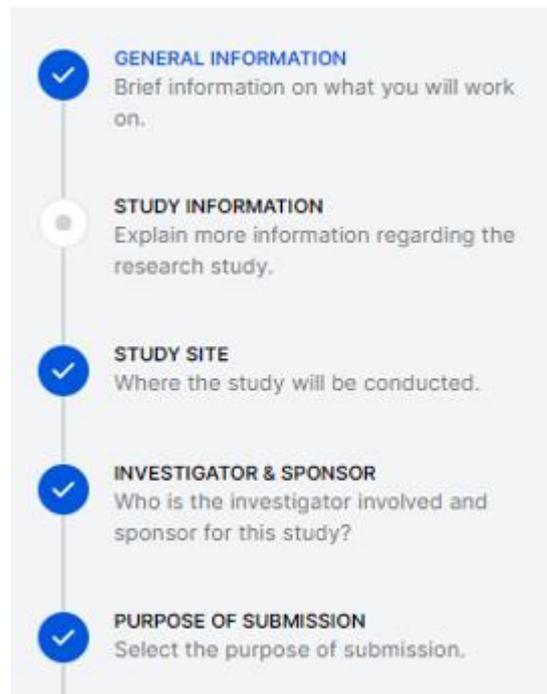
3. List of all the submission will be displayed. To edit a “Pending Submission” status, click on the edit (pencil icon) under the action column of the particular submission or Research ID. User can delete the unwanted submission by clicking on the delete (bin icon) – this will only applicable for study with a “Pending Submission” status.

#	RESEARCH ID	NMRR ID	TITLE	RESEARCH SCOPE	RESEARCH TYPE	STATUS	DAY TO SUBMISSION	ACTION
1	RSCH ID-21-00009-LYV		testing PAT	Basic Science / Biomedical	Qualitative Research	Pending Submission	-	  

Showing 1 to 1 of 1 entries

Previous 1 Next

- Users will be brought to the “General Information” pages. If there are no additional changes on the General Information section, users can continue to edit the rest of the information and upload the necessary documents following the Main section list at the top right side of the page (as the steps mentioned in 1.2 no 8. onwards).



- User is required to tick the acknowledgement of confirmation at the Confirmation of Submission” section and then click the “submit” button to send the submission

CONFIRMATION OF SUBMISSION
Final check before submitting the application.

Confirmation of Submission

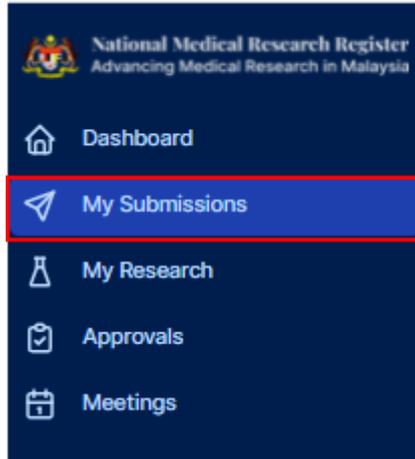
I acknowledge that I have read, and do hereby accept the terms and conditions contained in NMRR terms and condition document.

Submit

.....

b) For Incomplete Submission/ Revision Required

1. Click My Submission at the left side of the page



2. List of all the submissions will be displayed. Submissions requiring revision by any secretariat will have the status either as “incomplete submission/revision required” or “revision required” displayed on the status column.

Submissions

Keyword: Status:

Show entries

#	Research ID	NMRR ID	Title	Research Scope	Research Type	Status	Day To Submission	Action
1	RSCH ID-21-00012-KD2		testing new submission NM...	Basic Science / Biomedical	Observational	Incomplete Submission/Revision Required	0	

Showing 1 to 1 of 1 entries

Previous Next

3. Firstly, click on the “Comment & Review” part (chat icon) to see all the query/ comments made by the secretariat or reviewers.

Submissions

Keyword Status Select All

EXCEL PDF Show 10 entries

#	Research ID	NMRR ID	Title	Research Scope	Research Type	Status	Day To Submission	Action
1	RSCH ID-21-00012-KD2		testing new submission NM...	Basic Science / Biomedical	Observational	Incomplete Submission/Revision Required	0	  

Showing 1 to 1 of 1 entries Previous 1 Next

4. List of comments made by the secretariat or reviewer will be displayed in the listing. It is advisable for users to update the response in after all the revision has been made in the data submission & the document has been uploaded (user can come back to the “Comment & Review” later after the revision is made)

Mixed method testing (RSCH ID-21-00006-H1C)

Review and Comment

Type of Submission

Reviewer Comment
to add purposes of submissions for Scientific & ethical approval

Investigator Response *

- Click on the edit (pencil icon) under the action column of the particular submission or Research ID to edit the data submission and to upload the revised document.

Submissions

Keyword Status

Show entries

#	Research ID	NMRR ID	Title	Research Scope	Research Type	Status	Day To Submission	Action
1	RSCH ID-21-00012-KD2		testing new submission NM...	Basic Science / Biomedical	Observational	Incomplete Submission/Revision Required	0	 

Showing 1 to 1 of 1 entries Previous Next

- Users will be brought to the “General Information” pages. If there are no additional changes on the General Information section, users can continue to edit the rest of the information and upload the necessary documents following the main section listing at the top right side of the page. If revision involves the general information, click update at the bottom of the pages before proceed to the rest of the section (the same steps as per new submission.)



Research Type *

7. User is advised to do the revision in reference to the “Comment & Review”. Once user has edited all the necessary revisions and uploaded all revised documents (please make sure all the updated information and documents is saved), user is required to go back at the “Comment & Review” page to insert the responses comment.



Review and Comment

Type of Submission

NMRR Secretariat Comment

not complete

Investigator Response *

update done |

8. This should be followed by acknowledgement of confirmation. At this stage, please make sure that all comments/queries in the “Comment & Review” have been answered first before clicking the “Submit” button. Once this is done, user is unable to make any more changes to the information, document uploaded in the data submission and the responses in the “Comment & Review”.

Research ID

NMRR Secretariat Comment

not complete

Investigator Response *

noted, updates done as required

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

1.4 Update Study Status/Progress

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

1.5 Post Registration Updates/ Additional Purpose of Submission

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