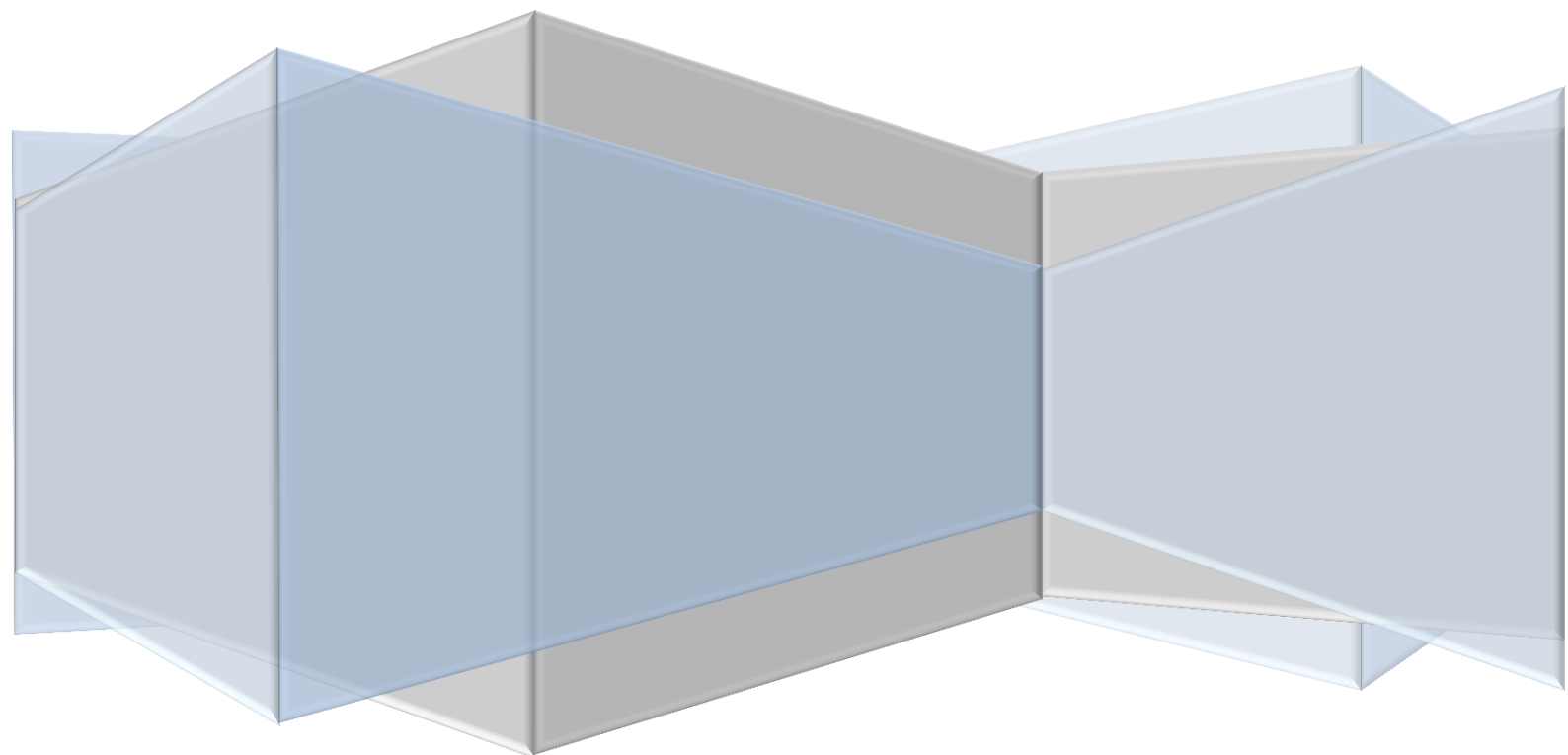


University Malaya Medical Centre

IResearch System

User Manual

Prepared By : Nor 'Alia Binti Ramlan



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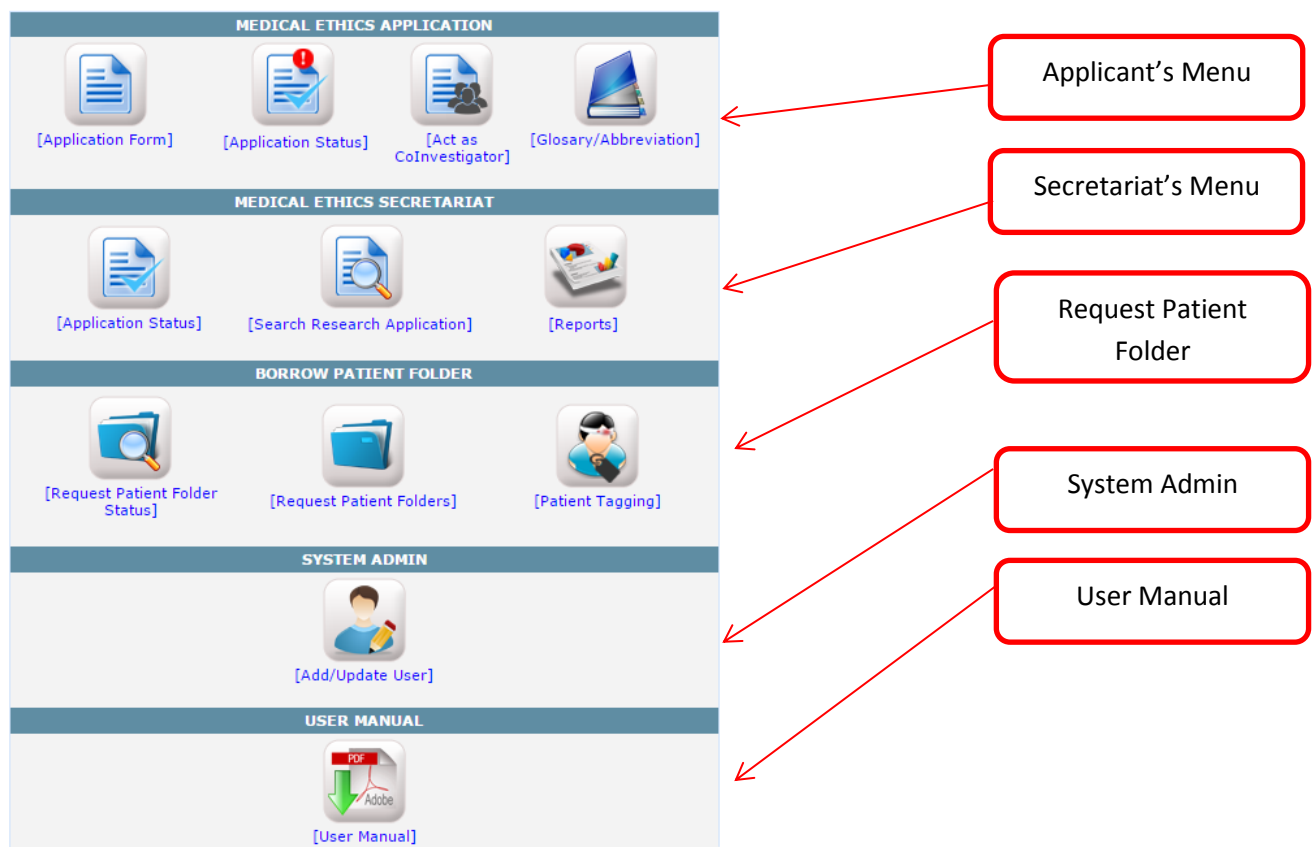
1.0 User Manual For Applicant

1.1 New Application

- 1) Login to Portal my.ummc.edu.my
- 2) Click on **eservices-> iResearch**



- 3) iResearch Dashboard



4) Instruction to apply.

INSTRUCTION TO APPLY*

- Only Principal Investigator from UMMC/Faculty of Medicine are allowed to apply through this portal (who has Single Sign On (SSO) Username and Password).
- Please submit your application at least **one (1) week** before the **Deadline of Acceptance by Secretariat** (Refer table at No.8).
- Please complete every stage of application before you save and proceed.
- DO NOT LEAVE** the text field in blank. Please put **NONE** for any field which are not applicable to your study project.
- Please prepared the following documents (if applicable) to be uploaded along the stage of application:
 - Resume and GCP certificate
 - Study protocol
 - Patient Information Sheet in English and translated languages
 - Consent form in English and translated languages
 - Insurance certificates
 - Investigator's Brochure
 - Any other documents which support the study project.
- For any **Interventional Clinical Research** which involves drugs, please register into the National Medical Research Register (NMRR) <https://www.nmrr.gov.my>.
- Principal Investigator** will be contacted through phone call and email if the study needs to be presented in monthly MEC meeting.
- MEDICAL ETHICS COMMITTEE DEADLINE SUBMISSION AND MEETING SCHEDULE FOR YEAR 2015**

DEADLINE ACCEPTANCE BY SECRETARIAT*	DATE OF MEETING*	VENUE*
9 JAN	21 JAN	PUSPASARI
6 FEB	25 FEB	LILI
6 MAR	25 MAR	PUSPASARI
10 APR	22 APR	PUSPASARI
8 MAY	20 MAY	PUSPASARI
5 JUNE	17 JUNE	PUSPASARI
10 JUL	29 JUL	PUSPASARI
7 AUG	19 AUG	PUSPASARI
4 SEPT	30 SEPT	PUSPASARI
9 OCT	21 OCT	PUSPASARI
6 NOV	25 NOV	PUSPASARI

*subject to any change

Please call Secretariat (En.Mohd IZanie Che Yusoff) at 603-79492251/3209 if you need any assistance

CONTINUE >>

5) Application Form

Instruction To Apply | Main Menu | Application Status |

New Application Form

STEP1 : GENERAL INFORMATION STEP2 : RESEARCH DETAILS STEP3 : PROJECT INFORMATION STEP4 : METHODOLOGY

STEP5 : ETHICAL ISSUES STEP6 : REVIEW & SUBMIT

General Information

- Project Title*
- Protocol.No
- Research Type*
- Select -
- Clinical Research Sub-Type*
- Select -
- General Area*
- Select -
- Therapeutic Area*
- Select -
- Disease Area

Cancer

☐ Cancer including Leukaemia

Haematology disorder

☐ Anemia

Cardiovascular disorder

☐ Hypertension

☐ Cerebrovascular disorder / Stroke

☐ Coronary artery disease

☐ Heart Failure

Metabolic / Endocrine disorder

☐ Diabetes mellitus

☐ Hyperlipidarmias


☐ Obesity

☐ Metabolic Syndrome

- STEP1:** General Information
- STEP2:** Research Details
- STEP3:** Project Information
- STEP4:** Methodology
- STEP5:** Ethical Issues
- STEP6:** Review & Submit
 - Check all information and submit application.

6) Application status

[| Main Menu |](#)

Application Information											
No.	MECID.No	NMRR.ID	Project Title	Applicant	Date of application	HOD Comment	CIC Verification	SMEC Verification	CMEC/DCMEC Approval	Status	
1	20141-1	NM902	Test Research 2014	NOR 'ALIA BINTI RAMLAN	2/25/2014 4:24:16 PM	✓	✓	✓	✓	Keputusan-Terima	



-Notification (Application have been approved and applicant should register study with NMRR (www.nmrr.gov.my). Then update application with NMRR ID number.



- Edit application form



- View application form



- Print approval letter

1.2 Update NMRR ID Number

Application Information											
No.	MECID.No	NMRR.ID	Project Title	Applicant	Date of application	HOD Comment	CIC Verification	SMEC Verification	CMEC/DCMEC Approval	Status	
1	20143-10		sdsdfsdf	NOR 'ALIA BINTI RAMLAN	07/03/2014 8:50:01					Pemohonan-fasa1	
2	20143-10		Medical research 05032014	NOR 'ALIA BINTI RAMLAN	05/03/2014 15:28:10	✓	✓	✓	✓	Keputusan-Terima(Bersyarat)	

1

portalppumv2dev/iresearch/AddNMRRID.asp?keyid=Hqw126R...

portalppumv2dev/iresearch/AddNMRRID.asp?keyid=Hqw126RIOP9864W

Register NMRR

* Please register with National Medical Research Register and then submit your NMRR ID to Clinical Investigation Center.

NMRR.ID :

1.Key in NMRR ID number

1.Submit NMRR ID to CIC

1.3 Notification : Returned Application

Kemaskini Permohonan Dikembalikan (1)

Notification for returned application

Application Information											
MECID.No	NMRR.ID	Project Title	Applicant	Date of application	Date of submission to Ethics	HOD	CIC	SMEC	CMEC/DCMEC	Status	
20143-17		Clinical Trial Agree...	NOR 'ALIA BINTI RAMLAN	18/03/2014 16:31:00	18/03/2014 14:01:37	✓				Penerimaan CIC-Dikembalikan	

Total : 1 Records, Page 1 (All Page 1)
Go to 1

Click on the icon to see application details.

New Application Form

Please update your resume.Tq

STEP1 : GENERAL INFORMATION STEP2 : RESEARCH DETAILS STEP3 : PROJECT INFORMATION

STEP4 : METHODOLOGY STEP5 : ETHICAL ISSUES STEP6 : REVIEW & SUBMIT

General Information

1. Project Title*

2. Protocol.No

3. Research Type*


4. Clinical Research Sub-Type*

Returned application reason.

2.0 User Manual for Head of Department

Notifikasi
Cutl (3)
Edms (31)
Latihan/kursus (6)
Penyelidikan (Ethics) (1)
Utama

Senarai Permohonan Penyelidikan Yang Perlu Disahkan
Kelulusan Ketua Jabatan Penyelidikan(1)

No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status	
1	20143-2	Test research 2014	NOR 'ALIA BINTI RAMLAN	3/3/2014 3:31:17 PM						Akuan Ketua	 view

No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status
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HEAD OF DEPARTMENT RECOMMENDATION
Comment :

SUBMIT RESET

1

2

3

4

3.0 User Manual for other department involve(HOD).

Notifikasi
Cutl (3)
Edms (31)
Latihan/kursus (6)
Penyelidikan (Ethics) (1)

Senarai Permohonan Penyelidikan Yang Perlu Disahkan
Sokongan Ketua Jabatan (Permohonan Fasilitas)(1)

HEAD OF DEPARTMENT APPROVAL(FACILITIES)											
Status	:	Approve									
Comment	:	<div></div>									
<div>SUBMIT RESET</div>											

1

2

3

4.0 User Manual for CIC

4.1 New application verification

Login to (<http://icic.ummc.edu.my/login.asp>)



UNIVERSITY OF MALAYA
CLINICAL INVESTIGATION CENTRE

Clinical Investigation Centre
Information System

i-CIC

System Login

Username :

Password :


Best view with Internet Explorer 6 or above.

Notification :

- Menu**
- Research Application (1)
 - Trial Profile

1

Research Application

Research Application(1) NMRR.ID Validation											
No.	MECID.No	NMRR.ID	Project Title	Applicant	Date of application	HOD Comment	CIC Verification	SMEC Verification	CMEC/DCMEC Approval	Status	
1	20143-2		Test research 2014	NOR ALIA BINTI RAMLAN	03/03/2014 15:31:17	✓				Akuan Ketua(Alatan)-Terima	
PREVIOUS RESEARCH APPLICATION											
No.	MECID.No	NMRR.ID	Project Title	Applicant	Date of application	HOD Comment	CIC Verification	SMEC Verification	CMEC/DCMEC Approval	Status	

3

CIC VERIFICATION

Status :

Comment :

4

4.2 NMRR ID validation

New Research Application

New Research Application NMRR.ID Validation CTA Verification Budget Verification

No	Name	Title	NMRR.ID	Action
1	Adlinda Alip	New medical research	3456	Valid <input type="radio"/> Not Valid <input type="radio"/>
2	NOR 'ALIA BINTI RAMLAN	Medical research 05032014	NM901	Valid <input type="radio"/> Not Valid <input type="radio"/>
3	NOR 'ALIA BINTI RAMLAN	Research Test 23012014	NM444	Valid <input type="radio"/> Not Valid <input type="radio"/>
4	NOR 'ALIA BINTI RAMLAN	Research 24012014	1234	Valid <input type="radio"/> Not Valid <input type="radio"/>
5	NOR 'ALIA BINTI RAMLAN	asdasd	NM333	Valid <input type="radio"/> Not Valid <input type="radio"/>
6	NOR 'ALIA BINTI RAMLAN	Research 06022014		Valid <input type="radio"/> Not Valid <input type="radio"/>
7	NOR 'ALIA BINTI RAMLAN	Medical research	NM344	Valid <input type="radio"/> Not Valid <input type="radio"/>
8	Adlinda Alip	Medical Students as Mediators of Change in Tobacco Use	NM3456	Valid <input type="radio"/> Not Valid <input type="radio"/>
9	Adlinda Alip	ert	56	Valid <input type="radio"/> Not Valid <input type="radio"/>
10	NOR 'ALIA BINTI RAMLAN	Test Research febuari2014	45667	Valid <input type="radio"/> Not Valid <input type="radio"/>

Submit Cancel

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172.15.139.52

1.NMRR.ID











2.Select action

3.Submit

4.3 Clinical Trial Agreement(CTA) validation

New Research Application

New Research Application NMRR.ID Validation CTA Verification Budget Verification

No	Name	Title	CTA File	Action
1	Adlinda Alip	New medical research		Approve <input type="radio"/> Not Approve <input type="radio"/>
2	NOR 'ALIA BINTI RAMLAN	Research Test 23012014		Approve <input type="radio"/> Not Approve <input type="radio"/>
3	NOR 'ALIA BINTI RAMLAN	Research 24012014		Approve <input type="radio"/> Not Approve <input type="radio"/>
4	NOR 'ALIA BINTI RAMLAN	asdasd		Approve <input type="radio"/> Not Approve <input type="radio"/>
5	NOR 'ALIA BINTI RAMLAN	Research 06022014		Approve <input type="radio"/> Not Approve <input type="radio"/>
6	NOR 'ALIA BINTI RAMLAN	Medical research		Approve <input type="radio"/> Not Approve <input type="radio"/>
7	Adlinda Alip	Medical Students as Mediators of Change in Tobacco Use		Approve <input type="radio"/> Not Approve <input type="radio"/>
8	Adlinda Alip	ert		Approve <input type="radio"/> Not Approve <input type="radio"/>
9	NOR 'ALIA BINTI RAMLAN	Test Research febuari2014		Approve <input type="radio"/> Not Approve <input type="radio"/>
10	NOR 'ALIA BINTI RAMLAN	Medical research 05032014		Approve <input type="radio"/> Not Approve <input type="radio"/>

Submit Cancel

1.Download CTA











2.Select action

3.Submit

4.4 Budget validation

New Research Application

New Research Application NMRR.ID Validation CTA Verification Budget Verification

No	Name	Title	Budget File	Action
1	Adlinda Alip	New medical research		Approve <input type="radio"/> Not Approve <input type="radio"/>
2	NOR 'ALIA BINTI RAMLAN	Research Test 23012014		Approve <input type="radio"/> Not Approve <input type="radio"/>
3	NOR 'ALIA BINTI RAMLAN	Research 24012014		Approve <input type="radio"/> Not Approve <input type="radio"/>
4	NOR 'ALIA BINTI RAMLAN	asdasd		Approve <input type="radio"/> Not Approve <input type="radio"/>
5	NOR 'ALIA BINTI RAMLAN	Research 06022014		Approve <input type="radio"/> Not Approve <input type="radio"/>
6	NOR 'ALIA BINTI RAMLAN	Medical research		Approve <input type="radio"/> Not Approve <input type="radio"/>
7	Adlinda Alip	Medical Students as Mediators of Change in Tobacco Use		Approve <input type="radio"/> Not Approve <input type="radio"/>
8	Adlinda Alip	ert		Approve <input type="radio"/> Not Approve <input type="radio"/>
9	NOR 'ALIA BINTI RAMLAN	Test Research febuari2014		Approve <input type="radio"/> Not Approve <input type="radio"/>
10	NOR 'ALIA BINTI RAMLAN	Medical research 05032014		Approve <input type="radio"/> Not Approve <input type="radio"/>

Submit Cancel

1.Download file

2.Select action

3.Submit


5.0 User Manual for SMEC(Medical Ethics Committee Secretariat)

1

Notifikasi
Cutl (1)
Edms (85)
Penyelidikan (Ethics) (1)
Pindaan Personel (1)

2

Senarai Permohonan Penyelidikan Yang Perlu Disahkan
Semakan Medical Ethics Sekretariat(1)

NEW RESEARCH APPLICATION											
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status	
1	20143-2	Test research 2014	NOR 'ALIA BINTI RAMLAN	3/3/2014 3:31:17 PM		✓	✓			Penerimaan CIC-Terima	 view

3

PREVIOUS RESEARCH APPLICATION

No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status
-----	----------	---------------	-----------	---------------------	---------------	--------------	--------------	-------------------	---------------	--------

4

SECRETARIAT ACCEPTANCE

Status :

Accept

Accept

Return to applicant

Comment :

SUBMIT

RESET

6.0 User Manual CMEC(Medical Ethics Committee Chairperson)

1

Notifikasi

Penyelidikan (Ethics) (1)

Senarai Permohonan Penyelidikan Yang Perlu Disahkan

2

Kelulusan CMEC/DCMEC(1)

NEW RESEARCH APPLICATION											
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status	
1	20143-2	Test research 2014	NOR 'ALIA BINTI RAMLAN	3/3/2014 3:31:17 PM	✓	✓	✓			Semakan SMEC-Terima	<div>3</div> <div>view</div>

PREVIOUS RESEARCH APPLICATION										
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status

4

MEDICAL ETHICS CHAIRMAN/DEPUTY CHAIRMAN APPROVAL

Status

Approve

Approve

Reject

Table for Meeting

Forward to Secretariat(SMEC)

Comment

SUBMIT

RESET

7.0 User Manual for Table for Meeting

1

Notifikasi

Penyelidikan (Ethics) (1)

Senarai Permohonan Penyelidikan Yang Perlu Disahkan

2

Table for Meeting(1)

NEW RESEARCH APPLICATION											
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status	
1	20143-2	Test research 2014	NOR 'ALIA BINTI RAMLAN	3/3/2014 3:31:17 PM	✓	✓	✓		<div>3</div> <div></div>	Kelulusan CMEC-Table for meeting	<div>3</div> <div>view</div>

PREVIOUS RESEARCH APPLICATION										
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status

4

TABLE FOR MEETING

Status

Approve

Approve

Do not Approve

Return to applicant

Comment

Date of Meeting

SUBMIT

RESET

8.0 User Manual for Committee Members

8.1 Committee Members (UMMC/FOM Staff)

Login to my.umm.edu.my

Notifikasi
Aduan Pelanggan (18)
Edms (29)
Harta (2)
Kehadiran (3)
Laporan Insiden (5)
Latihan/kursus (9)
Luar Negara (1)
Penyelidikan (Ethics) (1)
Tuntutan (76)

1

Senarai Permohonan Penyelidikan Yang Perlu Disahkan

Committee Review(1)

2

NEW RESEARCH APPLICATION											
No.	MECID.No	Project Title	Applicant	Date of application	Approval HOD	Approval CIC	Approval Director	Approval SMEC	Approval CMEC	Status	
1	20143-10	Medical research 05032014	NOR 'ALIA BINTI RAMLAN	20/01/2014 15:07:16Y	✓	✓	-	✓	✓	Kelulusan CMEC-Table for meeting	 view

3

PREVIOUS RESEARCH APPLICATION										
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status

COMMITTEE REVIEW	
Comment :	<div></div>
<div>SUBMIT</div> <div>RESET</div>	

4

8.2 Committee Member (NON UMMC/FOM Staff)

Login to eservices.ummc.edu.my/iresearch



UNIVERSITI MALAYA
PUSAT PERUBATAN UM

iResearch

Username :
Password :

[New User](#)

PPUM iResearch

[User Guide](#)
Best view with Internet Explorer 8 or above.

Notification :



UNIVERSITI MALAYA
PUSAT PERUBATAN UM

Menu

Notification (1)

Application Form

Application Status

Personal Information

Senarai I

Committee Review (1)

NEW RESEARCH APPLICATION										
No.	MECID.No	Project Title	Applicant	Date of application	Approval HOD	Approval CIC	Approval Director	Approval SMEC	Approval CMEC	Status
1	20143-10	Medical research 05032014	NOR 'ALIA BINTI RAMLAN	23-Jan-14 4:13:42 PMY	✓	✓	-	✓	✓	Kelulusan CMEC-Table for meeting 

PREVIOUS RESEARCH APPLICATION										
No.	MECID.No	Project Title	Applicant	Date of application	Approval SMEC	Approval HOD	Approval CIC	Approval Director	Approval CMEC	Status



COMMITTEE REVIEW

Comment :