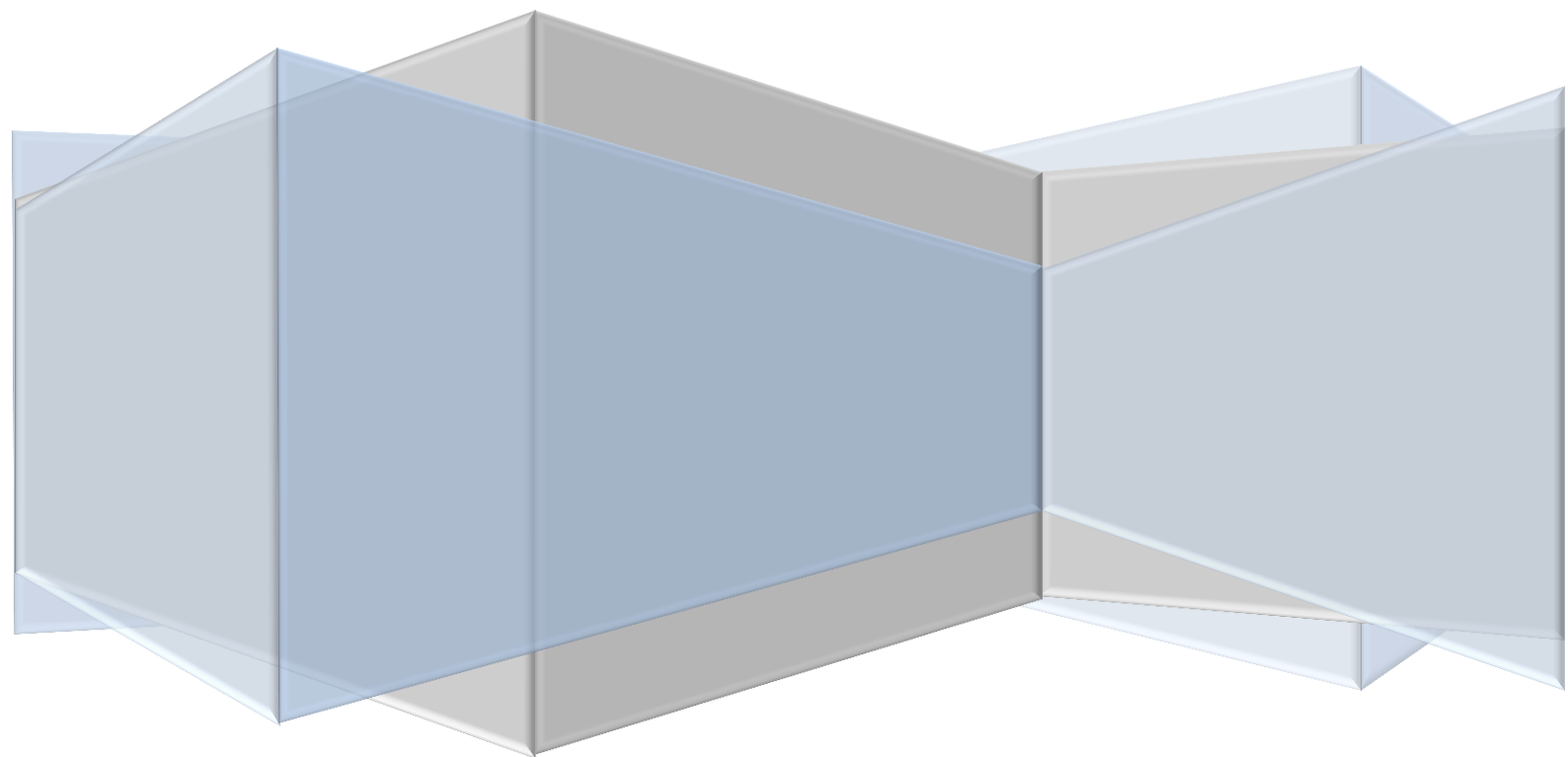


**Pusat Perubatan Universiti Malaya**

# **Sistem IResearch**

**Manual Pengguna**

**Disediakan oleh : Nor 'Alia Binti Ramlan**



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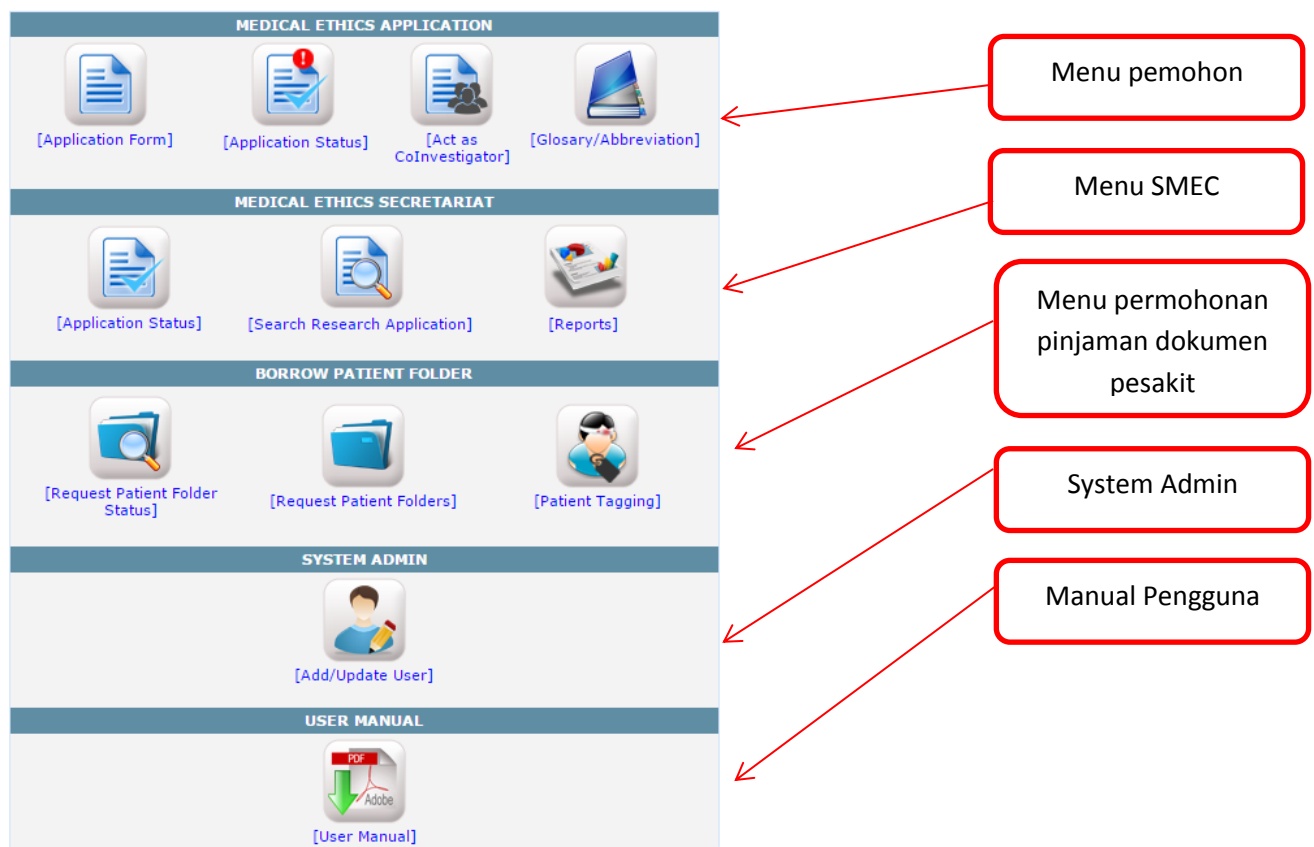
## 1.0 Manual Pengguna Bagi Pemohon

### 1.1 Permohonan baru

- 1) Login Portal my.ummc.edu.my
- 2) Klik pada pautan **eservices-> iResearch**



- 3) iResearch Dashboard



4) Arahan sebelum mengisi borang permohonan iResearch.

**INSTRUCTION TO APPLY\***

- 1) Only Principal Investigator from UMMC/Faculty of Medicine are allowed to apply through this portal (who has Single Sign On (SSO) Username and Password).
- 2) Please submit your application at least **one (1) week** before the **Deadline of Acceptance by Secretariat** (Refer table at No.8).
- 3) Please complete every stage of application before you save and proceed.
- 4) **DO NOT LEAVE** the text field in blank. Please put **NONE** for any field which are not applicable to your study project.
- 5) Please prepared the following documents (if applicable) to be uploaded along the stage of application:
  - i) Resume and GCP certificate
  - ii) Study protocol
  - iii) Patient Information Sheet in English and translated languages
  - iv) Consent form in English and translated languages
  - v) Insurance certificates
  - vi) Investigator's Brochure
  - v) Any other documents which support the study project.
- 6) For any **Interventional Clinical Research** which involves drugs, please register into the National Medical Research Register (NMRR) <https://www.nmrr.gov.my>.
- 7) **Principal Investigator** will be contacted through phone call and email if the study needs to be presented in monthly MEC meeting.
- 8) **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 Izzanie Che Yusoff) at 603-79492251/3209 if you need any assistance

CONTINUE >>

Klik butang  
'CONTINUE'

## 5) Borang permohonan

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

1. Project Title\*

2. Protocol.No

3. Research Type\* - Select -

4. Clinical Research Sub-Type\* - Select -

5. General Area\* - Select -

6. Therapeutic Area\* - Select -

7. 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

- 1)STEP1: General Information
  - 2)STEP2: Research Details
  - 3)STEP3: Project Information
  - 4)STEP4: Methodology
  - 5)STEP5:Ethical Issues
  - 6)STEP6: Review & Submit
- Semak maklumat permohonan & hantar permohonan.

## 6) Status permohonan

| 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	



- Notifikasi (Permohonan telah diterima, perlu daftar penyelidikan di [www.nmrr.gov.my](http://www.nmrr.gov.my) kemudian kemaskini permohonan dengan menyimpan NMRR.ID yang telah diluluskan)



- Kemaskini borang permohonan



- Papar borang permohonan



- Cetak Surat kelulusan CMEC

## 1.2 Kemaskini NMRR.ID

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					Permohonan-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.Masukkan NMRR.ID

1.Hantar NMRR.ID kepada CIC

## 1.3 Notifikasi : Permohonan Dikembalikan

Kemaskini Permohonan Dikembalikan( 1 )

Notifikasi bagi permohonan dikembalikan.

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

Klik icon untuk melihat maklumat permohonan.

**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\*

Alasan permohonan dikembalikan

## 2.0 Manual Pengguna bagi Ketua Jabatan

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

**Senarai Permohonan Penyelidikan Yang Perlu Disahkan**  
Kelulusan Ketua Jabatan Penyelidikan(1) 2

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 <span>3</span>

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

**HEAD OF DEPARTMENT RECOMMENDATION**  
Comment : 

SUBMIT RESET

4

## 3.0 Manual Pengguna bagi Ketua Jabatan Lain Yang Terlibat.

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

**Senarai Permohonan Penyelidikan Yang Perlu Disahkan**  
Sokongan Ketua Jabatan (Permohonan Fasilitas)(1) 2

**HEAD OF DEPARTMENT APPROVAL(FACILITIES)**  
Status : Approve  
Comment : 

SUBMIT RESET

3

## 4.0 Manual Pengguna bagi CIC

### 4.1 Verifikasi Permohonan Baru

Login ke dalam system i-CIC (<http://172.19.120.164/login.asp>)




The login page features the University of Malaya Clinical Investigation Centre logo and the i-CIC Information System header. The login form is titled 'System Login' and includes fields for 'Username' and 'Password', followed by an 'OK' button. A note at the bottom states 'Best view with Internet Explorer 6 or above.'

Notifikasi akan dipaparkan sekiranya terdapat tindakan yang perlu dilakukan.

- 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 :	<div>Verified Verified Not Verified Need Director's Comment</div>
Comment :	<div></div>
<div>SUBMIT RESET</div>	

4



## 4.2 Pengesahan NMRR.ID

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.Pilih pengesahan

3.Hantar pengesahan

## 4.3 Pengesahan Dokumen Clinical Trial Agreement(CTA)

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.Muat turun dokumen CTA

2.Pilih pengesahan

3.Hantar pengesahan

## 4.4 Pengesahan Dokumen Budget

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.Muat turun dokumen Budget

2.Pilih pengesahan

3.Hantar pengesahan

## 5.0 Manual Pengguna bagi SMEC(Medical Ethics Committee Secretariat)

**Notifikasi**

Cuti (1)


Edms (85)

Penyelidikan (Ethics) (1)

Pindaan Personel (1)

**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

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

**SECRETARIAT ACCEPTANCE**

Status : Accept ▼

Comment :

SUBMIT
RESET

## 6.0 Manual Pengguna bagi CMEC(Medical Ethics Committee Chairperson)

**Notifikasi**  
 Penyelidikan (Ethics) (1)

**Senarai Permohonan Penyelidikan Yang Perlu Disahkan**  
 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	view

PREVIOUS RESEARCH APPLICATION

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

MEDICAL ETHICS CHAIRMAN/DEPUTY CHAIRMAN APPROVAL

Status : 

Approve  
 Approve  
 Reject  
 Table for Meeting  
 Forward to Secretariat(SMEC)

Comment :

SUBMIT

RESET

## 7.0 Manual pengguna bagi Table for Meeting

**Notifikasi**  
 Penyelidikan (Ethics) (1)

**Senarai Permohonan Penyelidikan Yang Perlu Disahkan**  
 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	✓	✓	✓			Kelulusan CMEC-Table for meeting	view

PREVIOUS RESEARCH APPLICATION

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

TABLE FOR MEETING

Status : 

Approve  
 Approve  
 Do not Approve  
 Return to applicant

Comment :

Date of Meeting :

SUBMIT

RESET

## 8.0 Manual Pengguna bagi Committee Member

### 8.1 Committee Member (Staf PPUM/ FPUM)

Login masuk ke dalam portal ppum([my.ummc.edu.my](http://my.ummc.edu.my))

Notifikasi akan terpapar sekiranya terdapat permohonan yang perlu diambil tindakan

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 (Bukan staf PPUM/FPUM)

Login masuk system iResearch ([eservices.umm.edu.my/iresearch](http://eservices.umm.edu.my/iresearch))

Masukkan *username* dan *password*  
(Sekiranya pertama kali login ke dalam sistem sila berhubung dengan bahagian secretariat untuk maklumat lanjut).

Notifikasi akan terpapar sekiranya terdapat permohonan yang perlu diambil tindakan.

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	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

4