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.**

1) Only Principal Investigator from UMRK/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.2).
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:
   - Resume and UCF 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.
6) For any **Interventional Clinical Research** which involves drugs, please register into the National Medical Research Register (UMRK) [https://www.mrr.gov.my](https://www.mrr.gov.my).
7) The **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**

<table>
<thead>
<tr>
<th>DEADLINE ACCEPTANCE BY SECRETARIAT*</th>
<th>DATE OF MEETING*</th>
<th>VENUE*</th>
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<tbody>
<tr>
<td>9 JAN</td>
<td>21 JAN</td>
<td>PUSPASARI</td>
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*subject to any change

Please call Secretariat (En.Mohd Izanie Che Yusof) at 603-79492251/3299 if you need any assistance

5) **Application Form**

1) **STEP1**: General Information
2) **STEP2**: Research Details
3) **STEP3**: Project Information
4) **STEP4**: Methodology
5) **STEP5**: Ethical Issues
6) **STEP6**: Review & Submit
   - Check all information and submit application.
6) Application status

<table>
<thead>
<tr>
<th>No.</th>
<th>HECTD No.</th>
<th>NMRR ID</th>
<th>Project Title</th>
<th>Applicant</th>
<th>Date of application</th>
<th>MOD Comment</th>
<th>CIC Verification</th>
<th>SMEC Verification</th>
<th>CNEC/DCNEC Approval</th>
<th>Status</th>
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<tbody>
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<td>NM503</td>
<td>Test Research 2014</td>
<td>NOR ALIA MRTI BAHLAN</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>Keputusan-Tarima</td>
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- Notification (Application have been approved and applicant should register study with NMRR [www.nmrr.gov.my](http://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

1. Key in NMRR ID number
2. Submit NMRR ID to CIC

1.3 Notification: Returned Application

Notification for returned application

Click on the icon to see application details.

Returned application reason.
2.0 User Manual for Head of Department

3.0 User Manual for other department involve (HOD).
4.0 User Manual for CIC

4.1 New application verification


Notification:

1. Menu:
   - Research Application (1)
   - Trial Profile

2. Research Application:
   - Research Application (1)
   - NRRIID Validation
   - Project Title: Test research 2014
   - Applicant: Nor Ali Azmi SINTI
   - Date of Application: 03/03/2014
   - NOD Comment: Passed
   - CIC Verification: Passed
   - SHREC/DCHEC Approval: Passed
   - Status: View

3. Previous Research Application:
   - No. NECID.No. NRRIID
   - Project Title: Test research 2014
   - Applicant: Nor Ali Azmi SINTI
   - Date of Application: 03/03/2014
   - NOD Comment: Passed
   - CIC Verification: Passed
   - SHREC/DCHEC Approval: Passed
   - Status: View

4. CIC Verification:
   - Status: Verified
   - Comment: Need Director's Comment

5. System Login:
   - Username:
   - Password:

6. Note: Use Internet Explorer 6 or above.
### 4.2 NMRR ID validation

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<tr>
<th>No.</th>
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1. Download NMRR.ID
2. Select action
3. Submit

### 4.3 Clinical Trial Agreement (CTA) validation

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1. Download CTA
2. Select action
3. Submit

### 4.4 Budget validation

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1. Download file
2. Select action
3. Submit
5.0 User Manual for SMEC (Medical Ethics Committee Secretariat)
6.0 User Manual CMEEC (Medical Ethics Committee Chairperson)

7.0 User Manual for Table for Meeting
8.0 User Manual for Committee Members

8.1 Committee Members (UMMC/FOM Staff)
Login to [my.ummc.edu.my](http://my.ummc.edu.my)
8.2 Committee Member (NON UMMC/FOM Staff)
Login to eservices.ummc.edu.my/iresearch

Notification:

Enter username and password.

1. Notification (1)
   - Application Form
   - Application Status
   - Personal Information

2. Committee Review (1)

3. NEW RESEARCH APPLICATION

4. COMMITTEE REVIEW

Comment:

[Submit, Reset]