



User Manual For Data Request (Publication)

<https://nihdars.nih.gov.my/>

A screenshot of the NIH-DaRS website homepage. The header includes the Malaysian coat of arms, the NIH-DaRS logo, and navigation links: HOME, SEARCH, BROWSE, POLICY, FAQ, USER MANUAL, CONTACT US, REGISTER, LOG IN. The main banner features the text "Do you want to keep your MOH Research Data safely?" and a prominent "Register Now!" button with a hand cursor icon. Below the banner is a search bar with the placeholder text "Type keyword here" and a "Search" button. The "About NIH-DaRS" section provides a brief overview of the system. At the bottom, there are two main sections: "Deposit Data" and "Request Data", each with a cloud icon and a brief description of the process.

Do you want to keep your
MOH Research Data safely?

Register Now!

Type keyword here Search

About NIH-DaRS

National Institutes of Health – Data Repository System (NIH-DaRS) is a platform for centralizing research data by Ministry of Health Malaysia. Research data can be stored in various formats and for long-term data preservation. These datasets are valuable and potential for secondary data usage and translational research. Therefore, this system will assist in supporting and facilitating decision-making, policy preparation, and promoting new publications and research projects. NIH-DaRS is managed by the Sector for Biostatistics & Data Repository of the National Institutes of Health (NIH) Ministry of Health Malaysia.

Deposit Data
Researchers are welcomed to deposit their research data in NIH-DaRS to make data more FAIR (Findable, Accessible, Interoperable, and Reusable) and to ensure <https://www.nih.gov/our-work/programs/biostatistics-and-data-repository>

Request Data
Researchers can explore and request datasets in NIH-DaRS for secondary usage (eg. for publications, presentation, thesis or research projects) according to data <https://www.nih.gov/our-work/programs/biostatistics-and-data-repository>

Request Data

Researchers can explore and request data sets in the NIH-DaRS for secondary use (e.g., for publication) in accordance with data access and use policies.

Steps to request data for requester

1. Click the MY DASHBOARD button in the main menu

The screenshot shows the NIH-DaRS main menu with the following items: HOME, SEARCH, BROWSE, POLICY, FAQ, USER MANUAL, CONTACT US, MY DASHBOARD (highlighted), and LOGOUT. Below the menu is the 'My Dashboard' page for user RAJA AHMAD FAHIM FAHADA. The dashboard is divided into two main sections: DATA DEPOSIT and DATA REQUEST. The DATA DEPOSIT section includes Draft (0), Submitted (4), Verification (3), Published (0), and Cancelled (0). The DATA REQUEST section includes Draft (1), New (0), Screening Passed (0), Screening Failed (2), Approved (0), Data Use Agreement (0), Awaiting Data Released (2), Complete (1), Rejected (2), Progress (3), Cancelled Request (0), and Cancelled Usage (0).

2. Click the Data Request button in the side bar menu

The screenshot shows the side bar menu for user Raja Ahmad Fahim Fahada Bin Raja Mohd Aris. The menu items are: My Dashboard, Profile, Data Deposit, Data Request (highlighted with a mouse cursor), and Data Usage Progress.

3. Click the REQUEST DATA button in dashboard of Data Request

LIST OF REQUEST [REQUEST DATA](#)

No.	Title	Purpose	Status	Date of Submission	Action
There are no data.					

4. Users can search for data using keywords such as title, selected list, subject name, suggested keywords, principal investigator, organization or stakeholder. Click the title to view the data information

Search [Show Advanced Search](#)

for user

Please Select

test

Search by Suggested Keyword

Search by Principal Investigator

Search by Organization

Search by Stakeholder

Clear search result

All results **1**

For test + keyword

[Request Data](#)

FOR USER MANUAL - DATA REQUEST OTHER FORMAT

Category [TEST](#)

For User Manual - Data Request Other Format Than SPSS / Excel

5. Data information will display.

Title	NATIONAL HEALTH AND MORBIDITY STUDY 2011-2014
Year	2010 - 2014
NMRR Number	NMRR-10-757-6837
Principal Investigator	Dr. Nor Az Ahmad
Organization	Institute for Public Health (IPH)
Email	dmoosani@mch.gov.my
Corresponding Person	Norhafzah Binti Sahiti
Corresponding Person Email	norhafzah_s@moh.gov.my
Corresponding Person Phone Number	033628759
Description	NHMS 2011 objectives, to provide health related community base data and information so as to support the Ministry of Health Malaysia in reviewing its health priorities, programme strategies, activities and planning its allocation of resources. Scopes covered in NHMS 2011 were grouped into two major components, health care demand of the community in Malaysia (load of illness, health seeking behaviour, health service utilisation and healthcare cost) and non-communicable diseases (nutritional status including obesity, physical inactivity, hypertension, diabetes, hypercholesterolaemia) including other health related problems (mental health problems of adults and children, home injury).
Stakeholder(s)	PLANNING DIVISION DISEASE CONTROL DIVISION FAMILY HEALTH DEVELOPMENT DIVISION HEALTH EDUCATION DIVISION MEDICAL DEVELOPMENT DIVISION ORAL HEALTH PROGRAM NUTRITION DIVISION
Keywords(s)	NHMS 2011 NCD NCD NHMS
Subject(s)	POPULATION CHARACTERISTICS HEALTH MENTAL HEALTH DEMOGRAPHY HEALTH STATUS NUTRITIONAL STATUS EDUCATION HEALTH EDUCATION NUTRITIONAL AND METABOLIC DISEASES METABOLIC DISEASES Show More
Sample Data	<ul style="list-style-type: none"> 1. NHMS 2011 - Mental Health Child.sav Preview 2. NHMS 2011 - Diabetes.sav Preview 3. NHMS 2011 - Dietary Practices.sav Preview 4. NHMS 2011 - Home Injury.sav Preview 5. NHMS 2011 - Hypercholesterolemia.sav Preview

6. Click the preview button to view sample data.

1. NHMS 2011 - Mental Health Child.sav [Preview](#)

7. Sample Data displayed in table. Click close button to close preview.

INDVID	EBID	WEIGHT4	STRATA2	STATE	STRATA	AGE	AGEGP	AGEGP2	SEX	ETHNIC
010100100064300280109	010100100064	711.02	Johor rural	Johor	Rural	7	5-9	5-9	Female	Chinese
010100100064300280110	010100100064	711.02	Johor rural	Johor	Rural	6	5-9	5-9	Female	Chinese
010100100064300280111	010100100064	1021.851	Johor rural	Johor	Rural	12	10-14	10-14	Male	Chinese
010100100064300280113	010100100064	685.219	Johor rural	Johor	Rural	13	10-14	10-14	Female	Chinese
010100100064300320105	010100100064	1021.851	Johor rural	Johor	Rural	12	10-14	10-14	Male	Chinese
010100100064300410103	010100100064	1192.586	Johor rural	Johor	Rural	14	10-14	10-14	Male	Malays
010100100064300410104	010100100064	907.937	Johor rural	Johor	Rural	8	5-9	5-9	Female	Malays
010100100071300190104	010100100071	1277.635	Johor rural	Johor	Rural	15	15-19	15	Male	Malays

8. Click the Request Data button.

Request Data

9. The system displays user detail information.

Create | Data Request

YOUR DETAILS REQUEST FORM RESEARCH DATA INFORMATION

Name And Title: DR. Raja Ahmad Fahim Fahada Bin Raja Mohd Aris

Identification No.: 991215030000

Telephone Number: 0148432191

Email: kultumkiran01@gmail.com

Position: Medical Corps

Organization: Non MOH

Agency: PRIVATE

Organization Address: Lot 34, Kg Air Asahan Tengah, Tanah Merah, 17510, Tanah Merah, Kelantan

10. Click the NEXT button.

NEXT

11. Fill in all the information in the Request Form.

Create | Data Request

YOUR DETAILS | **REQUEST FORM** | RESEARCH DATA INFORMATION

Purpose Of Data Request*

Title*

NMRR Number

** Fill in NMRR Number if purpose is for Research Project only

Objective ⓘ

List Of Stakeholders ⓘ Insert comma to enter new tag

Request Letter/Memo ⓘ [Data Request Guideline](#)

BACK NEXT SAVE AS DRAFT

12. Click the NEXT button.



13. Research Data Information displayed.

Create | Data Request

YOUR DETAILS | REQUEST FORM | **RESEARCH DATA INFORMATION**

Title **NATIONAL HEALTH AND MORBIDITY STUDY 2011-2014**

NMRR Number **NMRR-10-757-6837**

Description **NHMS 2011 objectives; to provide health related community base data and information so as to support the Ministry of Health Malaysia in reviewing its health priorities, programme strategies, activities and planning its allocation of resources. Scopes covered in NHMS 2011 were grouped into two major components, health care demand of the community in Malaysia (load of illness, health seeking behaviour, health service utilisation and healthcare cost) and non-communicable diseases (nutritional status including obesity, physical inactivity, hypertension, diabetes, hypercholesterolemia) including other health related problems (mental health problems of adults and children, home injury).**

Stakeholder(S) **PLANNING DIVISION DISEASE CONTROL DIVISION FAMILY HEALTH DEVELOPMENT DIVISION HEALTH EDUCATION DIVISION MEDICAL DEVELOPMENT DIVISION ORAL HEALTH PROGRAM NUTRITION DIVISION**

Subject(S) **POPULATION CHARACTERISTICS HEALTH MENTAL HEALTH DEMOGRAPHY HEALTH STATUS NUTRITIONAL STATUS EDUCATION HEALTH EDUCATION NUTRITIONAL AND METABOLIC DISEASES METABOLIC DISEASES [Show More](#)**

Keyword(S) **NHMS 2011 NCD HCD MALAYSIA**

Suggested Future Usage

Sample Data

- NHMS 2011 - Mental Health Child.sav [PREVIEW](#)
- NHMS 2011 - Diabetes.sav [PREVIEW](#)
- NHMS 2011 - Hypercholesterolemia.sav [PREVIEW](#)
- NHMS 2011 - Hypertension.sav [PREVIEW](#)
- NHMS 2011 - Dietary Practice.sav [PREVIEW](#)
- NHMS 2011 - Home Injury.sav [PREVIEW](#)
- NHMS 2011 - Mental Health Adult.sav [PREVIEW](#)
- NHMS 2011 - Nutritional Adult.sav [PREVIEW](#)
- NHMS 2011 - Alcohol.sav [PREVIEW](#)
- NHMS 2011 - Physical Activity.sav [PREVIEW](#)

14. The requester selects the data according to the research title. Requestors can select/mark files non statistical files such as image/video/audio or other file formats.

Data Dictionary / Codebook [data dictionary.xlsx](#) [VIEW](#)

Non Statistical Files

- Sample Image File Format.JPG
- Sample Microsoft Word.Docx
- Sample Microsoft Power Point.PPTX
- Sample PDF File Format.Pdf
- Sample Video File Format.Mp4
- Sample Audio File Format.MP3

15. Requester can select each variables needed on each statistical files accordingly. Click checkbox below to turn on/off merge files.

NHMS 2011 - Nutritional Child.Sav

<input checked="" type="checkbox"/> Indvid	<input type="checkbox"/> Hhid	<input type="checkbox"/> Ebid	<input type="checkbox"/> Weight4
<input checked="" type="checkbox"/> Strata2	<input type="checkbox"/> State	<input type="checkbox"/> State_region	<input type="checkbox"/> Strata
<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Agegp	<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnic2
<input type="checkbox"/> Ethnic3	<input type="checkbox"/> Citizen	<input type="checkbox"/> Maritalgp	<input type="checkbox"/> Education
<input type="checkbox"/> Work_status	<input type="checkbox"/> Occuptrn_7	<input type="checkbox"/> Occupation	<input type="checkbox"/> Ind_income
<input type="checkbox"/> Hhincome	<input type="checkbox"/> Hhincomegroup	<input type="checkbox"/> Incomeq	<input type="checkbox"/> A2104_2
<input type="checkbox"/> A2300	<input type="checkbox"/> A2301	<input type="checkbox"/> A2302	<input type="checkbox"/> A2320
<input type="checkbox"/> A2321	<input type="checkbox"/> A2322	<input type="checkbox"/> A2323	<input type="checkbox"/> A2324
<input type="checkbox"/> A2325_1	<input type="checkbox"/> A2325_2	<input type="checkbox"/> A2410	<input type="checkbox"/> A2411
<input type="checkbox"/> A2412	<input type="checkbox"/> A2413	<input type="checkbox"/> K2011_child	<input type="checkbox"/> K2031_child
<input type="checkbox"/> K2032_child	<input type="checkbox"/> K2041_child	<input type="checkbox"/> K2042_child	<input type="checkbox"/> K2061_child
<input type="checkbox"/> K2062_child	<input type="checkbox"/> K10001_child	<input type="checkbox"/> K10002_child	<input type="checkbox"/> K10003_child
<input type="checkbox"/> K1021_child	<input type="checkbox"/> K1022_child	<input type="checkbox"/> K1031_child	<input type="checkbox"/> K1032_child
<input type="checkbox"/> K1041_child	<input type="checkbox"/> K1042_child	<input type="checkbox"/> Birthdate_child	<input type="checkbox"/> Anthrodte_child
<input type="checkbox"/> Bodywtfinal_child	<input type="checkbox"/> Bodyhtfinal_child	<input type="checkbox"/> Waishtfinal_child	<input type="checkbox"/> Hazodcfinal_child
<input type="checkbox"/> Hazodocla_child	<input type="checkbox"/> Hazozlarecod_child	<input type="checkbox"/> Wazodcfinal_child	<input type="checkbox"/> Wazodocla_child
<input type="checkbox"/> Wazozlarecod_child	<input type="checkbox"/> Cdwhtzfinal_child	<input type="checkbox"/> Cdwhtzocla_child	<input type="checkbox"/> Whzodrecod_child
<input type="checkbox"/> Bazwhofinal_child	<input type="checkbox"/> Bazodocla_child	<input type="checkbox"/> Bmizolarecod_child	<input type="checkbox"/> Bmi

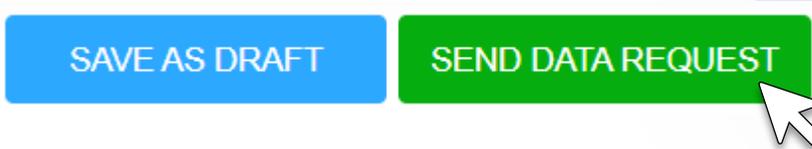
Remarks: Male

Merge Files?
* Merge Files? combine all selected variables and data into one file.

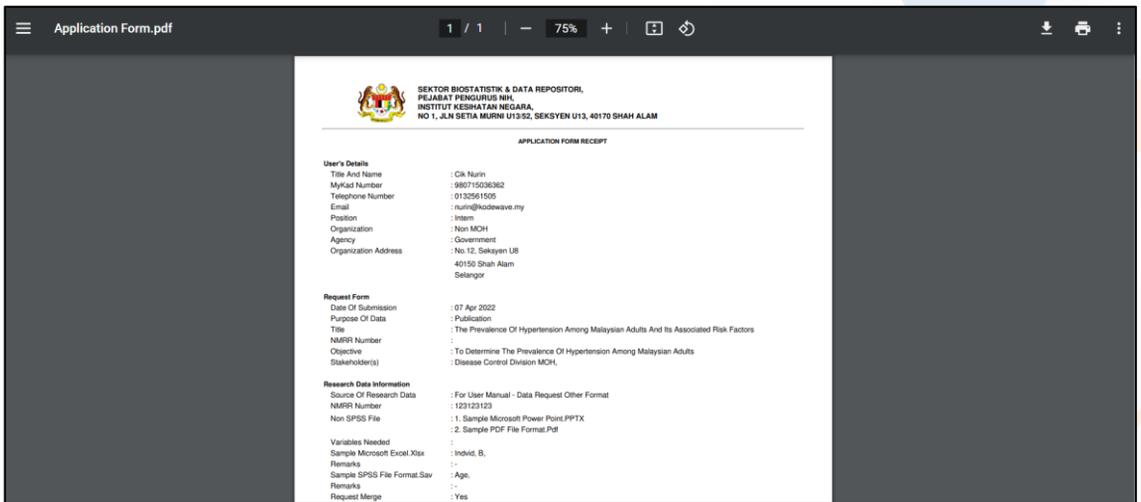
16. Requester can request multiple dataset in a single request form by clicking ADD RESEARCH button. (For example, requester wants to request NHMS 2011, NHMS 2015 and NHMS 2019 in a one request form.)



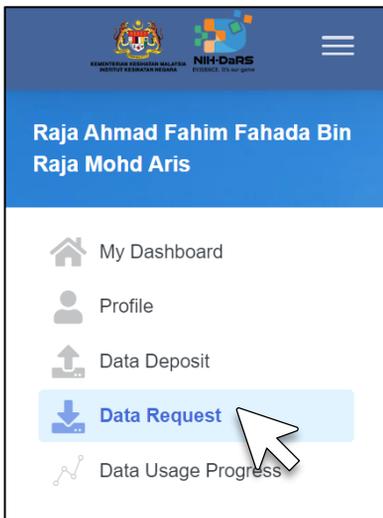
17. Click SEND DATA REQUEST button to submit request. Click SAVE AS DRAFT button will save the request and the request will not be submitted .



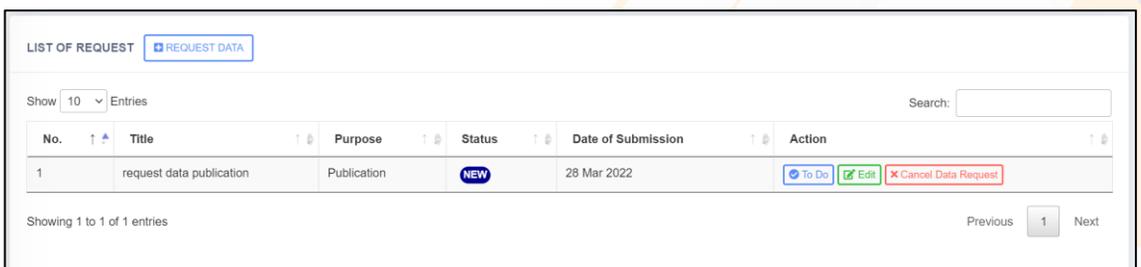
18. Display of Application Form Receipt.



19. Click the Data Request button in the side bar menu



20. New request data will appear in the data request list.



21. Click To Do Button is for view status with action needed.



22. For status new, User can view request form and download application form receipt.

To Do | Data Request

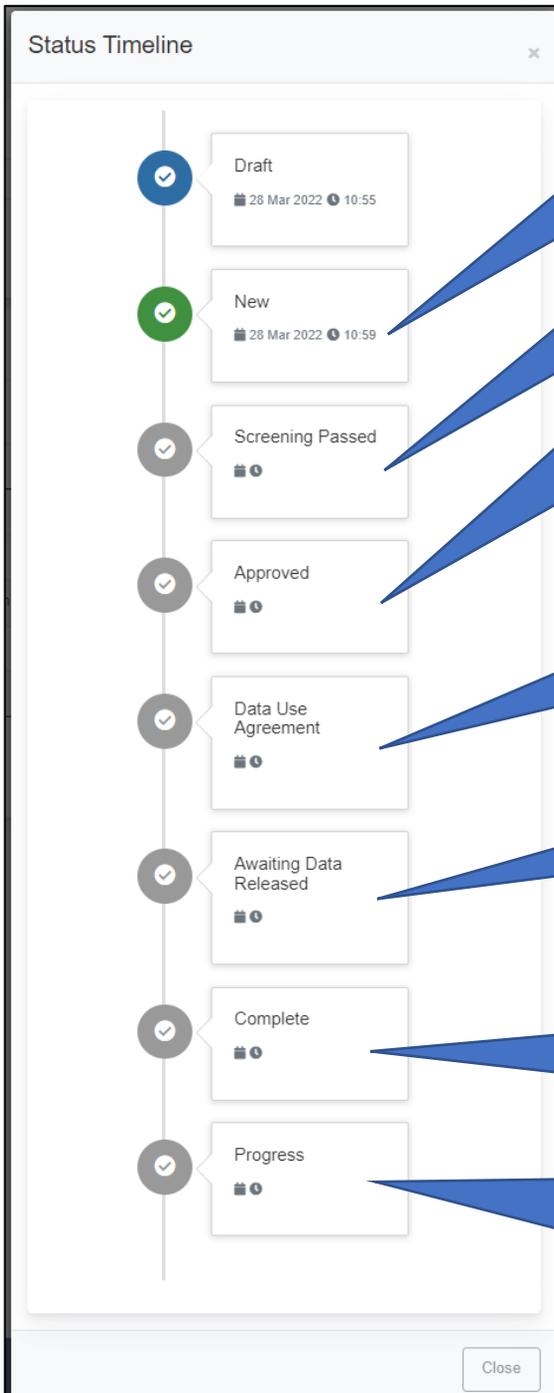
Status	To Do
DRAFT	<i>*Application submitted.</i>
NEW New! →	View Application Form Receipt <i>*Awaiting screening by Admin.</i>

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23. Click Status to view status timeline.



24. Requester can keep track all the status of request in Status Timeline.



The request will be screened by admin

Request have been screened by admin and passed screening process.

The data request has been approved, requester can download the approval letter and download data use agreement to be sign by requester and requester's supervisor/head of department. Then, requestor need to upload the signed agreement.

Head of Sector for Biostatistics & Data Repository will sign the data use agreement digitally (auto generated by the system)

Data will be generated by the system and validated by NIH-DaRS administrator.

Requester can download the requested data and copy of data use agreement that has been completely signed by both parties (requester and NIH-DaRS).

Requesters are required to update their progress of data usage for the publication / presentation / research project every three months (March, June, September and December) in NIH-DaRS.

25. When the status of request is APPROVED, click To Do button to view status with action needed.

No.	Title	Purpose	Status	Date of Submission	Action
1	the prevalence of hypertension among Malaysian adults and its associated risk factors	Publication	APPROVED	07 Apr 2022	To Do Cancel Data Request

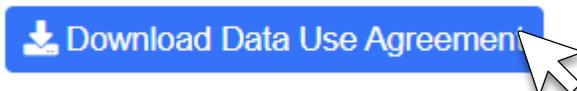


✓
To Do | Data Request

Status	To Do
DRAFT	*Application submitted.
NEW	View Application Form Receipt
SCREENING PASSED	*Screening passed.
APPROVED New! ↔	Approval Letter Download Data Use Agreement <small>*Please download data use agreement first and upload the completed agreement.</small>

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26. Click Download Data Use Agreement button, print and then sign at requester and requester's supervisor / head of department. Please leave the signature section for Head of Sector Biostatistics & Data Repository blank.



27. Please upload the signed data use agreement (in 4 full pages) in PDF format only. Head of Sector for Biostatistics & Data Repository will sign the data use agreement digitally (auto generated by the system). Then click submit button to send.

28. Now the status has changed to Data Use Agreement and the application is awaiting the approval of the Head of Sector.

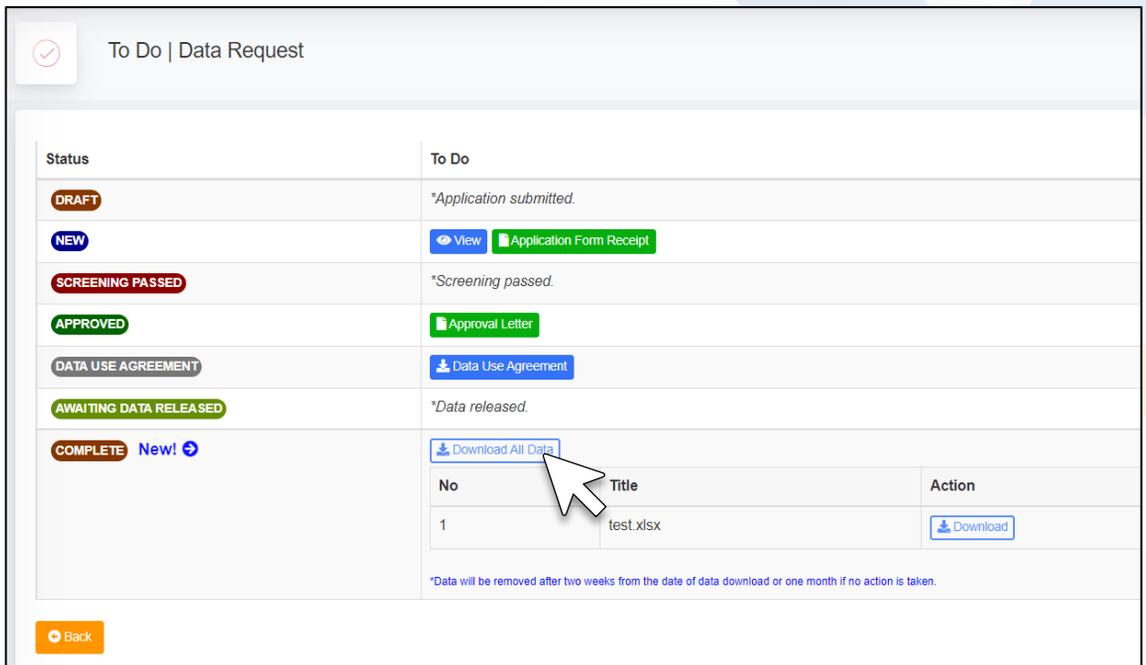
Status	To Do
DRAFT	*Application submitted.
NEW	View Application Form Receipt
SCREENING PASSED	*Screening passed.
APPROVED	Approval Letter
DATA USE AGREEMENT New!	Data Use Agreement *Awaiting Approval by Head of Sector.

29. When the status of request is COMPLETE, click To Do button to view status with action needed.

No.	Title	Purpose	Status	Date of Submission	Action
1	the prevalence of hypertension among Malaysian adults and its associated risk factors	Publication	COMPLETE	07 Apr 2022	To Do Cancel Data Usage



30. Please download all the requested data.



To Do | Data Request

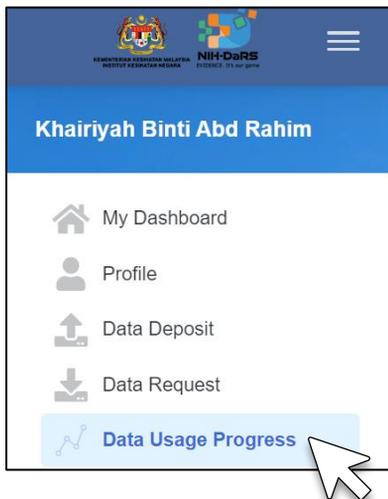
Status	To Do
DRAFT	*Application submitted.
NEW	View Application Form Receipt
SCREENING PASSED	*Screening passed.
APPROVED	Approval Letter
DATA USE AGREEMENT	Data Use Agreement
AWAITING DATA RELEASED	*Data released.
COMPLETE New!	Download All Data

No	Title	Action
1	test.xlsx	Download

*Data will be removed after two weeks from the date of data download or one month if no action is taken.

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31. Click the Data Usage Progress button in the side bar menu.



Khairiyah Binti Abd Rahim

- My Dashboard
- Profile
- Data Deposit
- Data Request
- Data Usage Progress**

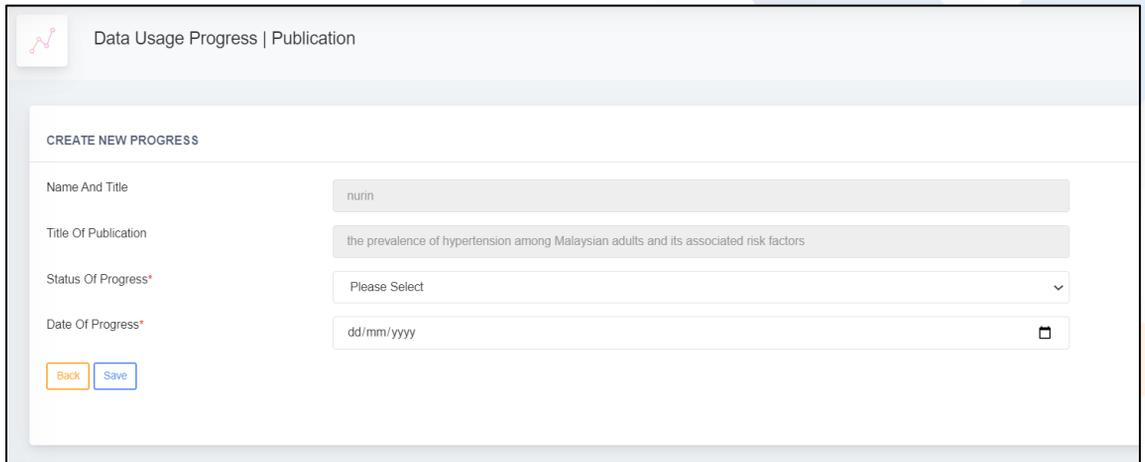
LIST OF DATA USAGE

No.	Title	Purpose	Status	Date of Submission	Action
1	Nutritional status	Publication	PROGRESS	25 Nov 2021	View Progress Cancel Data Usage

32. Click the Progress button in action column to update the progress of data usage.



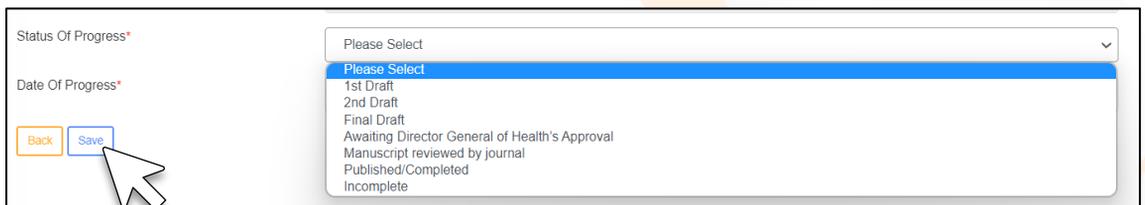
33. Select Status of Progress and Date of Progress to update status. Click Save to submit progress



The screenshot shows the 'Data Usage Progress | Publication' form. The 'CREATE NEW PROGRESS' section contains the following fields:

- Name And Title: nurin
- Title Of Publication: the prevalence of hypertension among Malaysian adults and its associated risk factors
- Status Of Progress*: Please Select (dropdown menu)
- Date Of Progress*: dd/mm/yyyy (calendar icon)

Buttons: Back (orange), Save (blue)

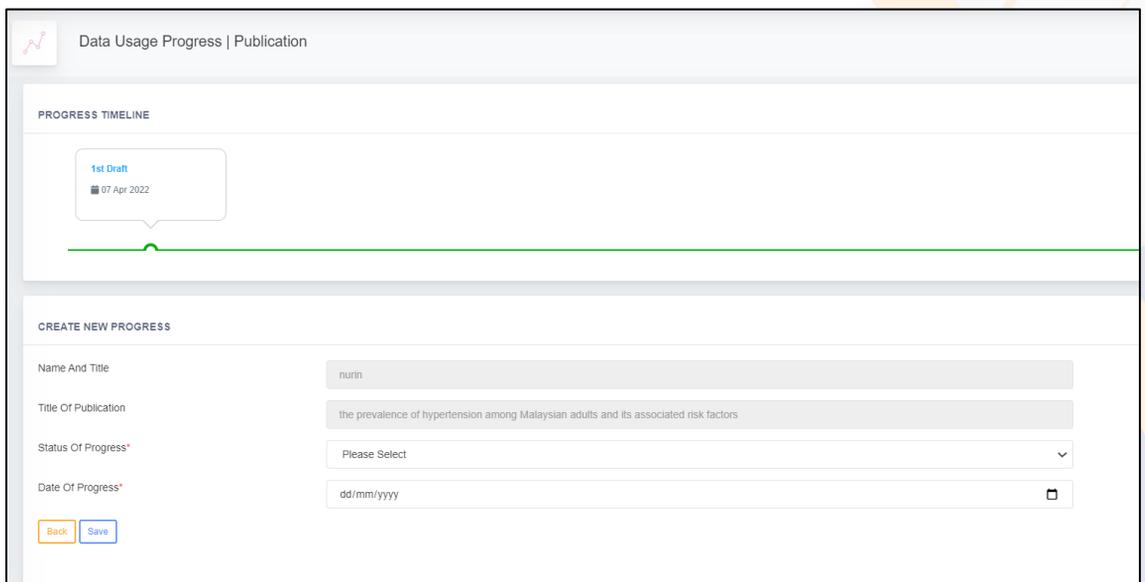


This close-up shows the 'Status Of Progress*' dropdown menu open, displaying the following options:

- Please Select
- 1st Draft
- 2nd Draft
- Final Draft
- Awaiting Director General of Health's Approval
- Manuscript reviewed by journal
- Published/Completed
- Incomplete

The 'Save' button is highlighted with a mouse cursor.

34. After save the progress, progress timeline will appear, and Requester can update the next progress in CREATE NEW PROGRESS FORM.



The screenshot shows the 'Data Usage Progress | Publication' form with the 'PROGRESS TIMELINE' section visible. The timeline shows a single entry:

- 1st Draft (07 Apr 2022)

The 'CREATE NEW PROGRESS' section below the timeline contains the same fields as in the previous screenshot:

- Name And Title: nurin
- Title Of Publication: the prevalence of hypertension among Malaysian adults and its associated risk factors
- Status Of Progress*: Please Select (dropdown menu)
- Date Of Progress*: dd/mm/yyyy (calendar icon)

Buttons: Back (orange), Save (blue)