



Research Management and Processing System

is a program designed to manage the submission of research proposal and its' processing. It also provides a platform for the users to manage their daily tasks and generate reports as needs.

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System Services

- Submission of a new research work
- Dashboard
- Requesting a specific service (study extension ,closure , amendment and reactivate)
- Print out Approval Memos
- Provide Active Timeline
- Ability to Report personal research activities
- User support (on progress)

First time use

- MNGH member :
 1. Access the system using your login credential
 2. Upload your CV
 3. Request P.I role (in case you will submit a proposal)
 4. Upon approval of P.I role then you will be able to submit a research proposal
- Non-MNGH member:

Should sign up first

Login Page

All MNGH users have a default accounts that are accessible using organization credential to Login. Users are grouped in to four main categories, the fourth category for non MNGHA users who has not credential to Login and need to sign up

1. Hospital users (who has hospital credential)
2. University users (who has University credential)
3. KAIMRC users (who has KAIMRC credential)
4. External users (non MNGHA staff)



eSubmission

Select User Type.

-- Please Select User Type --

Enter email and password.

Email

Password

[Forgot Password?](#)



Captcha

LOGIN

Don't have an account yet? [Sign Up!](#)

Uploading/Updating CV

- First step after accessing the system is to upload CV, researchers cant proceed with proposal unless they have approved P.I role which required CV review by the team.
- Research team still can update their CV any time by accessing 'CV document'at tab and uploading the new CV.

The screenshot shows the 'eSubmission' system interface. On the left is a dark sidebar with navigation options: Dashboard, Protocol, Service Requests, CV Document (highlighted), Clinical Trial Document, General Document, Useful Links and Policy, and Logout. The main content area is titled 'CV DOCUMENT' and features an 'UPLOAD CV *' section. This section includes a file selection area with a 'Browse...' button and the text 'No file selected.', followed by a blue '+ Upload Attachment' button. Below this is a table listing uploaded files:

File Name	View	Delete
72442.pdf	View	Delete

At the bottom of the table is a pagination control showing '< 1 >'. Below the table, a light blue box contains two informational messages: 'Acceptable formats: pdf and docx' and 'File Size can't exceed 30 MB'.

Requesting P.I role

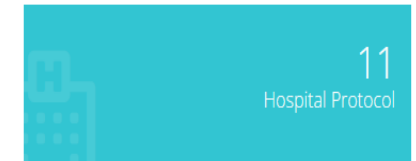
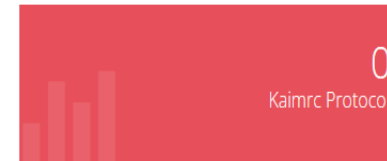
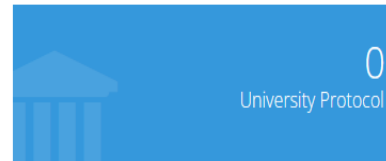
P.I role request is considered the second step after uploading CV, upon this function approval the P.I can create and submit a research work.

Dashboard statistics, charts, recent events and reports

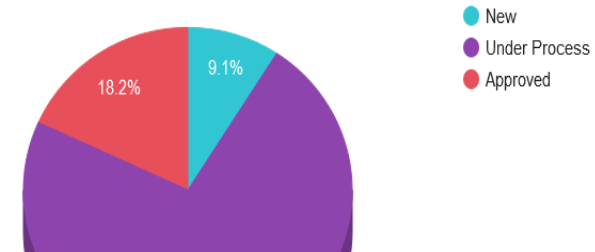
Home > Dashboard

Click Here

+ Request for PI Role

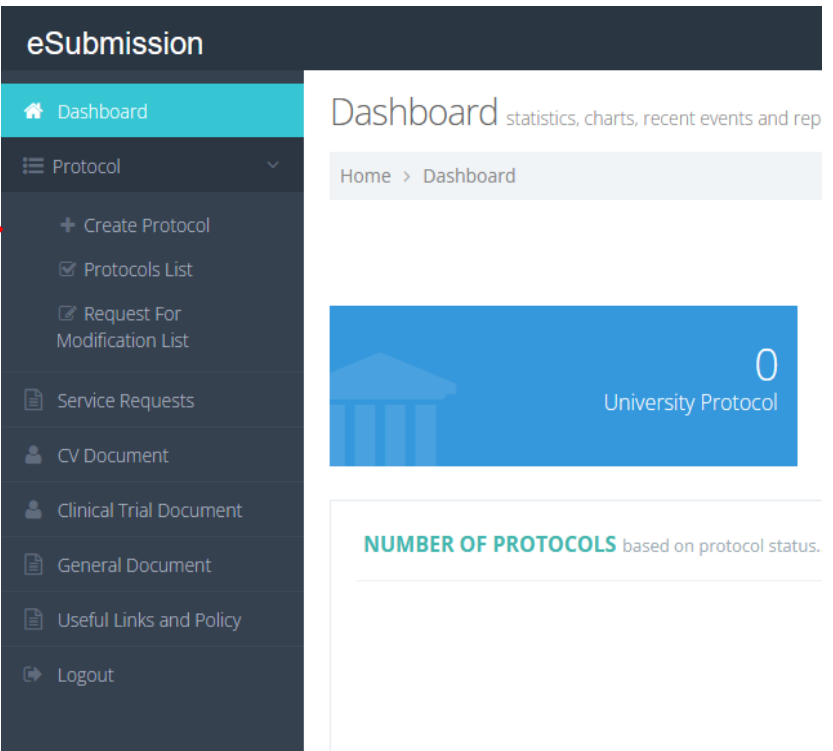


NUMBER OF PROTOCOLS based on protocol status...



Submitting a Research Proposal/Protocol

Step 1: Once the P.I role is accepted, then the P.I can access the function create protocol from the sidebar by clicking on protocol option



The screenshot displays the eSubmission application interface. On the left is a dark sidebar menu with the following items: Dashboard (highlighted in teal), Protocol (expanded), + Create Protocol, Protocols List, Request For Modification List, Service Requests, CV Document, Clinical Trial Document, General Document, Useful Links and Policy, and Logout. A red arrow labeled "Click Here" points to the "+ Create Protocol" option. The main content area shows the "Dashboard" page with a breadcrumb "Home > Dashboard", a blue card for "University Protocol" with a count of "0", and a section titled "NUMBER OF PROTOCOLS based on protocol status.".

Submitting a Research Proposal/Protocol

Step 2: the P.I will fill up the basic information, then click on save protocol information

PROTOCOL INFORMATION

PROTOCOL INFORMATION

Title *

Organization * Department *

-- Please Select -- -- Please Select --

Site * Type of Project * Area of Study *

-- Please Select -- -- Please Select -- -- Please Select --


Study Design * Grant * Amount

-- Please Select -- -- Please Select --

Aim of the Study * Scope *

 -- Please Select --

Specific Objectives * Secondary Objectives

Click Here  [SAVE PROTOCOL INFORMATION](#)

Submitting a Research Proposal/Protocol

Step 3: a new field including co-authors information will be available. the P.I is required to fill up all mandatory information and upload all necessary documents then click on the bottom submit protocol



 SUBMIT PROTOCOL

Adding co-author

- The P.I can search for the co-author the this section

RESEARCH TEAM : SUB-INVESTIGATOR *

Search By

Proposed Name

Email

Badge

Search

Clear

- Then choose the applicable co-author and click on save sub-investigator, one by one.

Select	Name	Department	Email	Badge	Job Position	CV
<input checked="" type="radio"/>	Potential co-author name	RESEARCH OFFICE				Download

SAVE SUB INVESTIGATOR

Print out Approval Memo

This function is available upon final decision by the final approval authority.

Protocol Information \ PPDU Approved

Click Here



[Print](#) [View Timeline](#) [Close Proposal](#) [Show Memo](#)

[Download IRB Approval Memo-2](#) [Download IRB Approval Memo-1](#)

PROTOCOL INFORMATION		
PROTOCOL INFORMATION		
Protocol No. *	Submission Date	Study Status
ICTR24/007/2	02/25/2024	Under Process
Title *		
clinical trail memo		
Organization *	Department *	
Hospital	NGHA2	
PPDU Status	IRB Status	Fund Approval Status
PPDU Approved	IRB Approved	N/A
Site *	Type of Project *	Area of Study *
Riyadh	CT : Clinical Trial	Blood and cancer Research Program

Timeline

Time is accessed through accessing the submitted protocol , then click on '**View Timeline**' option the upper right side of information screen. This option help the P.I to identify the progress on proposal processing classified per task and the assigned department.

Protocol Information\ N/A

Click Here ↓

Print View Timeline Close Proposal

PROTOCOL INFORMATION

PROTOCOL INFORMATION

Study Status
New

Title *
testing

Organization * Hospital Department * NGHA2

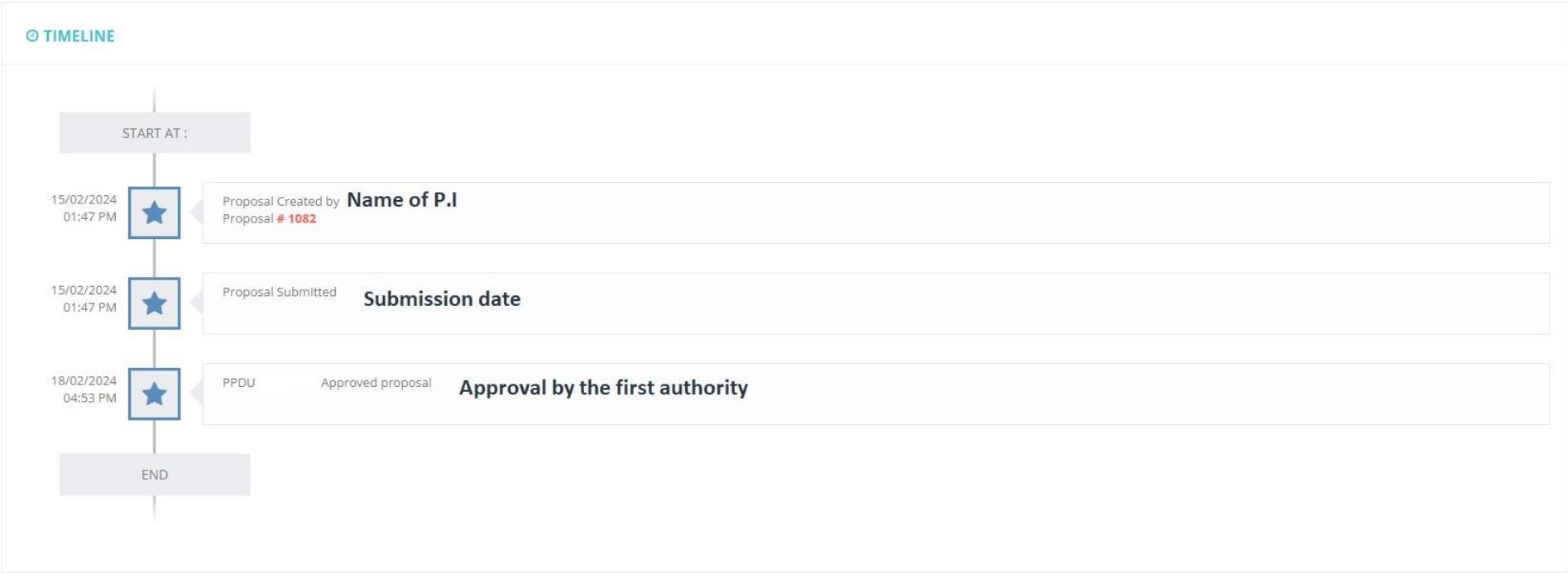
PPDU Status N/A IRB Status N/A Fund Approval Status N/A

Site * Riyadh Type of Project * RM : Regular Research from western region - N Area of Study * Population Health Research Program

Timeline



Proposal Time Line

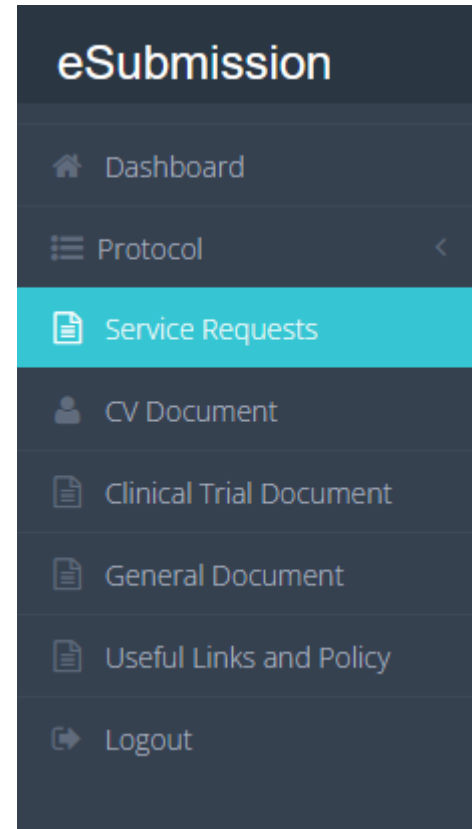


Request a service

This option is available once the proposal has already been processed or approved, the P.I. can request a service of : study closure, By just accessing the target protocol then at the bottom click on request a service and select the needed service.

You can see your requested services by accessing 'Service requests'

Click Here 

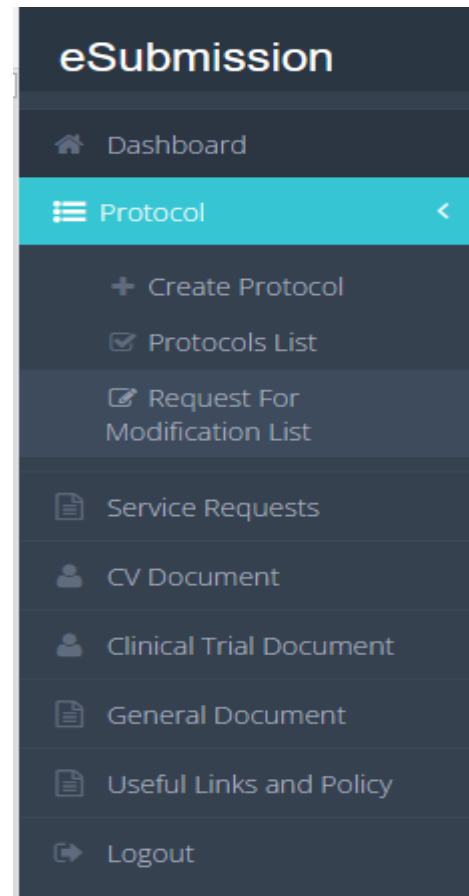


Modification Request

If modification is needed, the P.I will find the request to modify the proposal on the sidebar by clicking over request for modification, then a response to the modification should be made

****Please note that if no response within 10 days to the modification request, your protocol will be deactivated automatically.***

Click Here 



Necessary Document and educational links

To avoid any rejection or delaying in the approval process, the respected P.I should upload all necessary documents, please refer Clinical Trail Document, General document, and useful links and policy to download needed template.

