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.

Content

- System Services

- First time use

- Login Page

- Uploading CV

- Requesting P.I role

- Submitting a Research Proposal/Protocol

- Adding co-author

- Print out Approval Memo

- Request a service

- Modification request

- Necessary Documents and educational links

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.
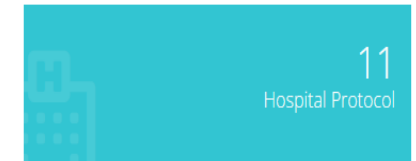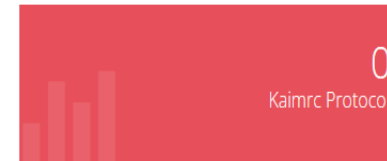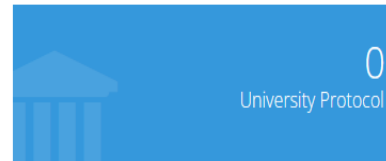
Requesting P.I role

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.

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

Submitting a Research Proposal/Protocol

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

Adding co-author

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

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

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.

Click Here

Protocol Information\ N/A

🖶 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 – M

Area of Study *

Population Health Research Program

Timeline

Proposal Time Line

⊘ **TIMELINE**

START AT :

| 15/02/2024 01:47 PM | ⭐ | Proposal Created by **Name of P.I** Proposal **# 1082** |

| 15/02/2024 01:47 PM | ⭐ | Proposal Submitted **Submission date** |

| 18/02/2024 04:53 PM | ⭐ | PPDU Approved proposal **Approval by the first authority** |

END
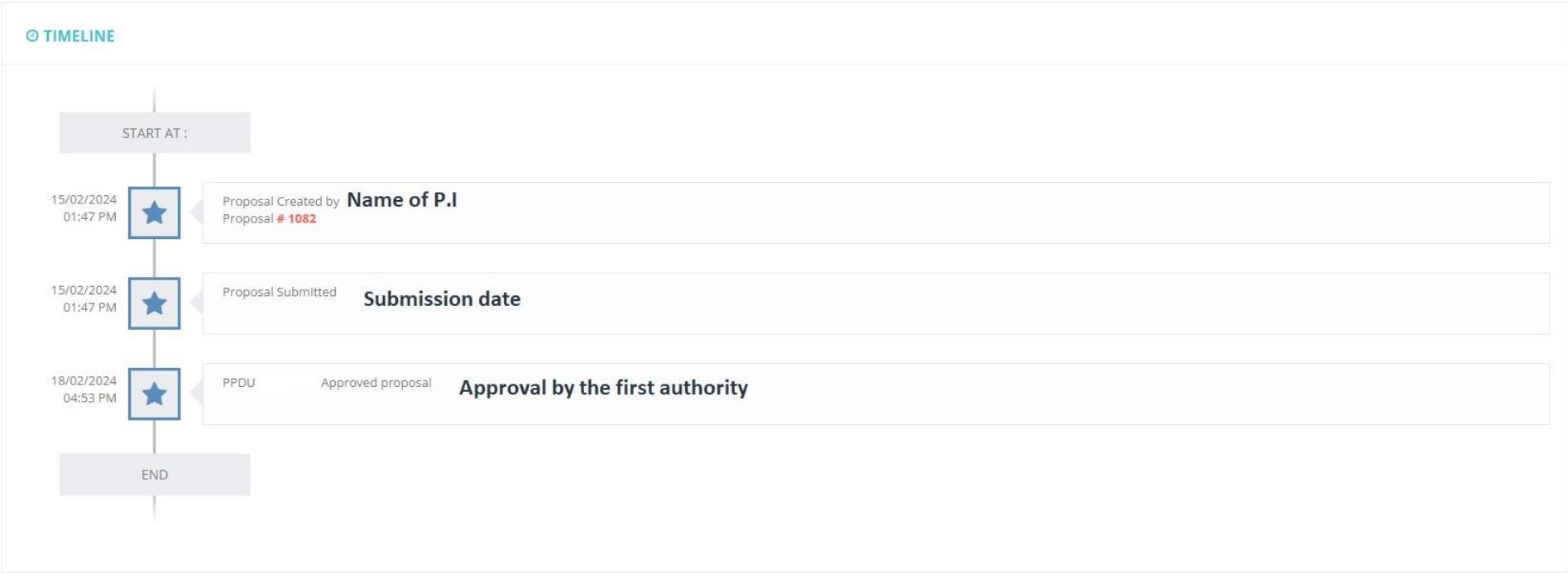
Request a service

This option available once the proposal already 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.
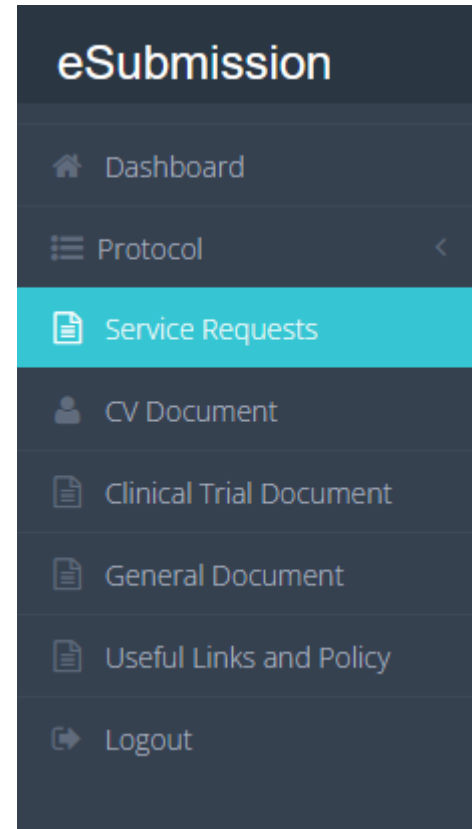
You can see your requested services by accesing 'Service requests'

Click Here

eSubmission

- Dashboard
- Protocol
- Service Requests
- CV Document
- Clinical Trial Document
- General Document
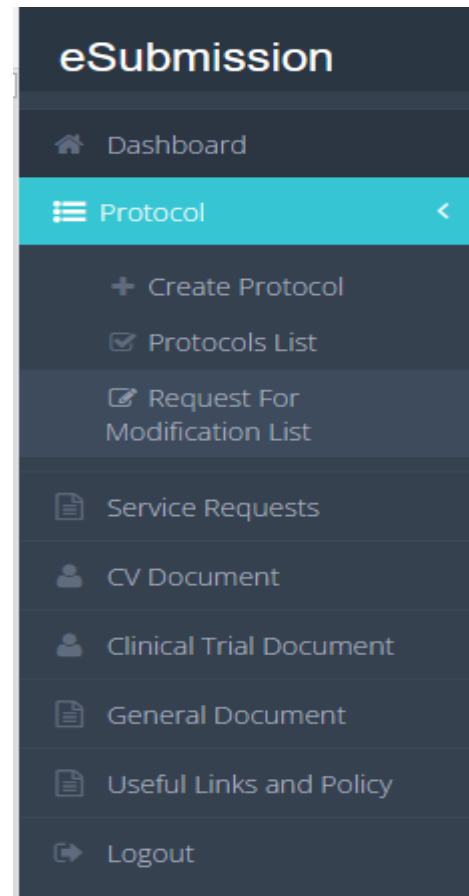- Useful Links and Policy
- Logout

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

eSubmission

- 🏠 Dashboard
- ☰ Protocol
  - ➕ Create Protocol
  - ☑ Protocols List
  - ✏ Request For Modification List
- 📄 Service Requests
- 👤 CV Document
- 👤 Clinical Trial Document
- 📄 General Document
- 📄 Useful Links and Policy
- ↪ Logout

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.