

7 New Research Submission

This section would be provided a brief idea to user about how to process the **New research Submission**. The research application process will be initiated when the user logins to the application, and chooses to start **New Research Application** process. The New Research Application function is chosen by the Researcher.

On clicking the **New Research Submission** from **Research Study Proposals** menu, a short series of **YES** or **NO** questions will be displayed. Based on the user's answers to those questions, the decision tool will categorize the study as **Research** or **Non-Research**. If the study is Research study, a new '**New Research Submission**' window will be displayed. Otherwise the system directs you into a support ticket page.

To process New Research Submission, follow below mentioned instructions:

1. Repeat steps 1, 2, 3, 5 and 6 under **Decision Tool.**

Based on the user's answers to those questions, system directs the user into two different windows.

- i. <u>New Research Application</u> window: the user can proceed the activities related to the new research.
- ii. <u>Raise Ticket</u> window: The user can raise the tickets. [<u>To raise support ticket, click</u> <u>here</u>]

The **New Research Submission** screen contains the following menu tabs to enter the information regarding new research submission.

- Summary
- Study Description
- Sites
- Delegation
- Funding
- **Documentation**

The below section explains about each tab in detail:



Figure 210: New Research Application Window



7.1 Summary

In the New Research Submission page, the user can enter Study Information and Funding Information under Summary section.

To enter Study Information and Funding Information under Summary section:

1. Enter the title of the project into **Title of the Project** box.

			• Previ
Summary	Sites	Delegation Documentation	
Study Information	Study Information		
\$ Funding	Title of the Project	Test Doc Project Remaining Characters: 238	
12%	Keywords	Keywords	٩+
→ Next	Research Category	Life Sciences	
€+ Exit	Research Type	A Please Select	
🖹 Save	Research Sub-Type	A Please Select	
	Research Area	A Please Select	
	Research Specialty	A Please Select	

Figure 211: Title of Project

2. Click the \bigcirc icon to select the keywords from keyword list.





Summary	Sites	Delegation Documentation	To search keywords, click on the Search icon
Study Information	Study Information		0
\$ Funding	Title of the Project	Test Doc Project Remaining Characters: 238	
12%	Keywords	E Keywords	a +
→ Next	Research Category	Life Sciences	
🖙 Exit	Research Type	A Please Select	
B Save	Research Sub-Type	A Please Select	
	Research Area	A Please Select	
	Research Specialty	A Please Select	

On clicking the icon, a Research Keywords page with Keywords list will be displayed.

Figure 213: Research Keywords Page

Research Keywords			×
Search keyword Tree View			
Keywords	Keywords	٩	Q Search
KeyWords		Selected Keywords	
			E Select X Cancel
KeyWords		Selected Keywords	B select 🗶 Cancel

In **Research Keywords** page, the user can select the keyword from **Search Keyword** section or **Tree View** section.

To select keywords from <u>'Search Keyword'</u> tab, follow the below instructions:

A. From **Research Keyword** page, by default **Search Keyword** tab will be opened.

Figure 214: Research Keywords Page-Search Keyword Tab

Tree View				
E Keywords			٩	Q Search
		Selected Keywords		
	Tree View Keywords	Tree View Keywords	Tree View Keywords Selected Keywords	Tree View Keywords Selected Keywords



- B. Enter the keyword into **Keywords** box, and then click the **Search** button.
 - The search result will be displayed in **Keywords** section.
- C. Select the keywords from Keywords section.
 - The selected keywords will be displayed in **Selected Keywords** section.

Figure 215: Search Keyword Tab-Select Keyword

Research Keywords			
Search keyword	ee View 1		2
Keywords	Animal fe		Q Search
KeyWords		Selected Keywords	
 Animal Feed Animal Feed 	3	Animals Animal Feed	8 0
			Select X Cancel
÷			

♣ <u>Note</u>:

Minimum three characters should enter into <u>Keywords</u> box to search keywords.

D. [Optional] To remove the selected keywords, click the <a>

icon.

Figure 216: Research Keywords Page-Delete Selected Keywords

Research Keywords		×
Search keyword Tree View		
Keywords 📔 Keywords		Q Q Search
KeyWords	Selected Keywords	
	Animals Animal Feed	8
		Select X Cancel

E. Click on the **Select** button.



Figure 217: Research Keywords Page-Save Selected Keywords

			×
Tree View			
Keywords		Q Q Sea	rch
	Selected Keywords		
	Animals Animal Feed		0
			Select X Cancel
	Tree View Keywords	Tree View Keywords Selected Keywords Animals Animal Feed	Tree View

The selected keywords will be displayed into Keywords box in New Research Submission page.



Summary	🛓 Sites 🛛 🔮 Delegatio	on a Documentation	
Study Information	udy Information		
Funding	Title of the Project Test Doc Project Remaining Characters: 238		
12%	Keywords 📑 Animals, A	Animal Feed	٩
→ Next	Research Category	nces	
Ge Exit	Research Type	elect	
🖹 Save	Research Sub-Type	elect	
		ALC: NOT ALC: A CONTRACT OF A	

To select keywords from <u>'Tree View'</u> tab, follow the below instructions:

A. Click the **Tree View** tab.

Figure 219: Tree View

Research Keywords		×
Search keyword Tree View		
Keywords E Keywords	٩	Q Search
KeyWords	Selected Keywords	
	Animals Animal Feed	± ₽
	<u></u>	
		Select Cancel



- The keywords are displayed in tree structure.
- B. Select the keywords from each level.
 - Based on the selection of keywords from each level, the sub sequent keywords will be displayed under next levels.
- C. Click the **Select** button.

Figure 220: Research Keywords-Different Levels

Level1	Level2	Level3	Level4
Musculoskeletal System	Bone Marrow Cells	Basement Membrane	Gastric Mucosa
Body Regions	Body Fluid Compartments	Extraembryonic Membranes	Hymen
Digestive System	Connective Tissue	Mucous Membrane	🔲 Intestinal Mucosa
Respiratory System	Lymphoid Tissue	Serous Membrane	Mouth Mucosa
Urogenital System	Membranes	Ependyma	Respiratory Mucosa
Endocrine System	Muscles	Myelin Sheath	🔲 Neurilemma
Cardiovascular System	Epithelium		Ranvier's Nodes
Nervous System	Exocrine Glands		
Sense Organs	💽 Nerve Tissue		
🕑 Tissues	Organoids		
✔ Cells	Peritoneal Stomata		
Fluids and Secretions	Surgically-Created Structures		
Animal Structures	Acinar Cells		
Stomatognathic System	Antibody-Producing Cells		
Hemic and Immune Systems	Antigen-Presenting Cells		
Level5	Level6	Level7	Level8

The selected keywords will be displayed into **Keywords** box.

Figure 221: Selected Keywords

			Home / Researc
Summary	Sites	Delegation Documentation	
Study Information	Study Information		0 🗈
\$ Funding	Title of the Project	Test Project Remaining Characters: 242	
12%	Keywords	Tissues,Cells,Membranes,Nerve Tissue,Mucous Membrane,Myelin Sheath	٩
🖹 Save	Research Category	A Please Select	
C Refresh	Research Type	A Please Select	
l⊕ Exit	Research Sub- Type	▲ Please Select ▼	
	Docoarch Area		

3. Select the category of the research from **Research Category** drop-down, and then select type of research from **Research Type** drop-down.



Figure 222: Research Category Drop-Down

			Preview
Summary	Sites	Delegation Cocumentation	
Study Information	Study Information		0
\$ Funding	Title of the Project Remaining Characters: 238	Test Doc Project	
12%	Keywords	Animals, Animal Feed	٩,+
→ Next	Research Category		
€ Exit	Research Type	Please Select Infe Sciences Encineerine & Technology	
Save	Research Sub-Type	A Please Select	
	Research Area	A Please Select	
	Research Specialty	+ Diasra Calart	

- **Case A:** Based on the selection of <u>'Research Category'</u> and <u>'Research Type'</u>, the process flow will be changed.
 - Research Category : Engineering Technology
 - Research Type : All

In this case, the flow will be like below:

- i. Select Engineering Technology from Research Category drop-down.
- ii. Select the type of research from **Research Type** drop-down, and then select the subtype of research from **Research Sub-Type** drop-down.
- iii. Select the area of research from **Research Area** drop-down, and then select the specialty from **Research Specialty** drop-down.

Summary	Study Description	Sites 🛛 🖉 Delegation 🖉 Documentation	
Study Information	Study Information	·	
unding	Title of the Project	Test Doc Project	
1	Remaining Characters: 238		
12%	Neywords	Behavior and Behavior Mechanisms, Motivation, Power (Psychology)	9
Next	Research Category	▲ Engineering & Technology	
Next Exit	Research Category Research Type	A Engineering & Technology A Computer Engineering	
Next Exit Save	Research Category Research Type Research Sub-Type	A Engineering & Technology A Computer Engineering A Please Select	

Figure 223: Study Information-Engineering Technology



- iv. Select the name of submission institution from **Submission Institution** drop-down, and then select the name from **Submission To** drop-down.
- v. Select the start date from **Planned Start Date** calendar, and then select the end date from **Planned End Date**.

B Summary	Study Description	Sites Delegation Documentation	• Pre
		Remaining Characters: 238	
Study Information	Keywords	Bacteria, Chlorobi, Firmicutes, Veillonellaceae, Moorella	٩
Funding	Research Category	Legineering & Technology	
12%	Research Type	Computer Engineering	
→ Next	Research Sub-Type	△ Please Select ▼	
🗣 Exit	Research Area	🔺 Immunology	
🖹 Save	Research Specialty	A Chemical Pathology	
	Submitting Institution	☐ Please Select ▼	
	Submitting To	A Medical Research Center - HMC	
	Planned Start Date	20/02/2017	
	Planned End Date	20/02/2018	

Figure 224: Study Information Details

<u>Notes:</u>

Planned Start Date and Planned End Date must be either current date or future date.
 An error message will be displayed on the screen, if Planned End Date is greater than the Planned Start Date.

E Date: 17/01/201711:59:34	6	Planned end date should not be less that Planned start date 🕹 🍙 🖨 🖈 💆 🚯 Hr. Naw Jac
Project1	esearch Application 🚣 Basic Sciences	Holine Research Center - HMC \$Abnoba GmbH 17/01/2017 12:01 9 Pending
Summary	Study Description	🝊 Sites 🖉 Delegation 🔯 Funding 🧧 Documentation
	Keywords	D fs Q
Study Information	Research Category	Life Sciences
	Research Type	A Basic Sciences
71%	Research Sub-Type	A Developmental Biology
B Save	Research Area	A Hepatology
2 Refresh	Research Specialty	A Neuropathology
🗇 Exit	Submitting Institution	A Bahrain Defence Force Royal Medical Servic
	Submitting To	

Figure 225: Planned Start Date and Planned End Date Error



- vi. Select Yes or No from **"Is there any prospective Enrollment of Human Subjects ?"** option.
- vii. Select Yes or No from "Has this study gone through any Scientific Review prior to the Submission?" option.

			• Pre
Summary	Study Description	👍 Sites 🛛 🖉 Delegation 🥒 Documentation	
	Research Area	⊥ Immunology ▼	
Study Information	Research Specialty	🚓 Chemical Pathology	
Funding	Submitting Institution	A Please Select	
12%	Submitting To	A Medical Research Center - HMC	
and the second sec	Planned Start Date	20/02/2017	
→ Next	Planned End Date	m 20/02/2018	
B Save	Is there any prospective En	nrollment of Human Subjects ? 💿 Yes 🔘 No	
	Has this study gone throug	gh any Scientific Review prior to the Submission? 💿 Yes 🔘 No	

Figure 226: Study Information-Brief Summary

viii. Enter the aim of research into **Aim** box, enter the objectives of the research into **Objectives** box, and then enter the methodology related details into **Methodology** box.

Figure 227: Study Information-Aim-Objectives-Methodology

		Ho
Summary	Sites Pelegation Documentation	
	Aim	1
Study Information Study Information	Aim of test project	
12%	Remaining Characters: 481 Objectives	L .
Save	Objectives of test project	
C Refresh	Remaining Characters: 474 Methedology	
	Methodology of test project	
	Remaining Characters: 473	-

Funding

- ix. Select Yes or No from "Is your Study already Funded?" option.
 - If selected option is **Yes**, select option from **Funded By** drop-down, and then enter the reference number into **Reference** box.



<u>Note:</u>

Real Maximum two parameters can be selected by user under <u>**'Funded By'**</u> drop-down.

- x. Select Yes or No from "Does your study require funding?" option.
 - O If selected option is **Yes**, select option from **Funding Required From** dropdown.

<u>Note:</u>

If two parameters are selected under <u>'Funded By'</u> drop-down, the option "Does your study require funding?" will be disabled.

- xi. Select Yes or No from "Is your Study Sponsored?" option
 - If selected option is Yes, select option from Sponsoring Organization dropdown.

Figure 228: Engineering Technology-Funding

Based on the selection from Sponsoring Organization drop-down, the parameter will be selected under Sponsoring Industry drop-down list.

Summary	🚣 Sites 🔮 Delegation 🔯 Funding 🖉 Documentation	\sim
	Funding	1
\$ Funding 12 % Bave 2 Refresh ★ Exit	Is your Study already Funded? Yes O No Funded By Abu Dhabi Health Services Does your study require funding? Yes O No Funding Required from Hamad Medical Corporation (HMC) Is your Study Sponsorie? Yes O No Sponsoring Organization Sponsoring Industry Abbott Laboratories Healthcare	

- xii. Click the **Save** button.
 - O The research summary details have been added successfully.



Figure 229: Engineering Technology - Research Summary Details Added Successful

Date: 09/02/2017 13:11:13		Research summary details added Successfully Kindly Click on Next Tab to Proceed with Your Research Form Home / Research Study P	Mike Jackman 🛛 😋
Test Doc Project	esearch Application 👗 Other Engine	aring & Technology 🔢 Medical Research Center - HMC Ş.Harvard School of Public Health 🚞 09/02/2017 13:11 9	Ar. Mike Jackman Preview
Summary	Study Description	A Sites Delegation Punding Documentation	
Study Information	Study Information Title of the Project	Test Doc Project Remaining Characters 238	e I
71%	Keywords	Bacteria, Chlorobi, Firmicutes, Veillonellaceae, Moorella	Q *
→ Next	Research Category Research Type	Engineering & Technology Other Engineering & Technology	
型 Save	Research Sub-Type	A Please Select	
Save	Research Area	A Immunology	

Case B: Based on the selection of '<u>Research Category'</u> and '<u>Research Type</u>', the process flow will be changed.

Research Category : Life Science

***** Research Type : Registry

In this case, the flow will be like below:

- i. Enter the title of the project into **Title of the Project** box.
- ii. Click the *Q* icon to select the keywords from keyword list. **[TO know more about** select keyword, <u>Go to Search Keyword</u>]
- iii. Select 'Life Sciences' from Research Category drop-down.
- iv. Select '**Registry'** from **Research Type** drop-down, and then select the subtype of research from **Research Sub-Type** drop-down.
- v. Select the area of research from **Research Area** drop-down, and then select the specialty from **Research Specialty** drop-down.
- vi. Select type of registry from Type of Registry drop-down.
- vii. Enter the name of Chief Site Officer into Chief Site Officer box



		e Prei
Summary	Sites	Delegation Documentation
Study Information	Study Information	
\$ Funding	Title of the Project	Test Doc Project
12%	Keywords	Remaining Characters: 238 Behavior and Behavior Mechanisms, Behavioral Disciplines and Activities, Bacteria, Behavioral Sciences, Psychophysics, Signal Detection, Psychophysics
A Mont	Research Category	Life Sciences
G Exit	Research Type	A Registry
🖹 Save	Research Sub-Type	A Please Select
	Research Area	Immunology
	Research Specialty	👗 Clin. Card. Electrophysiology
	Type of registry	A Population Based Registry
	Chief Site Officer (Gatekeeper)	ABC ARC Remaining Characters: 251

- viii. Select institution name from **Submission Institution** drop-down, and then select institution name from **Institution To** drop-down.
- ix. Select Yes or No from "Will the registry be set up for a definite period or indefinite?" option.
 - If selected option is **Yes**, enter the planned start date into **Planned Start Date** box, and then enter the planned end date into **Planned End Date**.

Summary	Sites	Delegation Documentation	Preview
Study Information	Research Sub-Type	∠ Please Select ▼	
\$ Funding	Research Area		
27 🍬 .	Research Specialty	🚓 Clin. Card. Electrophysiology 🔹	
12%	Type of registry	Population Based Registry	
→ Next	Chief Site Officer	ABC	
🕞 Exit	(Gatekeeper)	Remaining Characters: 251	
🖺 Save	Submitting Institution	A Harvard School of Public Health	
	Submitting To	Medical Research Center - HMC	
	Will the registry be set up f	or a definite period or indefinite?	
	Planned Start Date	20/02/2017	
	Planned End Date	20/02/2018	

Figure 231: Life Science-Registry Details

x. Select **Yes** or **No** from **"is there any prospective Enrollment of Human Subjects?"** option.

Figure 230: Life Science-Registry



 If selected option is Yes, a new tab 'Study Description' is enabled. Otherwise the new tab 'Study Description' will be displayed.

Summary	Study Description	5ites Delegation	Documentation	
	Research Speciality	📥 Clin. Card. Electrophysiology 🔻		
Study Information	Type of registry	A Population Based Registry		
Funding	Chief Site Officer (Gatekeeper)	ABC Remaining Characters: 251		
12%	Submitting Institution	A Harvard School of Public Health		
Next	Submitting To	A Medical Research Center - HMC		
Exit 9 Save	Will the registry be set up t Yes No 	for a definite period or indefinite?		
	Planned Start Date	m 20/02/2017		
	Planned End Date	m 20/02/2018		
	Is there any prospective Er	nrollment of Human Subjects ?	Yes O No	

Figure 232: Life Science-Registry-Study Description Tab

- xi. Select Yes or No from "Has this study gone through any Scientific Review prior to the Submission?" option.
- xii. Enter the aim of research into **Aim** box, enter the objectives of the research into **Objectives** box, and then enter the methodology related details into **Methodology** box.

Summary	Sites Delegation Documentation	
	Aim	
🕈 Study Information 🛛 🔍	Aim of test project	
Funding		
	Remaining Characters: 481	
12%	Objectives	
· • • • • •	Objectives of test project	
🖹 Save		
C Refresh		
Ch. F	Remaining Characters: 4/4	
ev bat	Methodology	
	Methodology of test project	

Figure 233: Life Science-Registry-Aim-Objectives-Methodology



Funding

- xiii. Select Yes or No from "Is your Study already Funded?" option.
 - O If selected option is **Yes**, select option from **Funded By** drop-down, and then enter the reference number into **Reference** box.

<u>Note:</u>

Real Maximum two parameters can be selected by user under <u>'Funded By'</u> drop-down.

- xiv. Select Yes or No from "Does your study require funding?" option.
 - If selected option is Yes, select option from Funding Required From dropdown.

<u>Note:</u>

If two parameters are selected under <u>'Funded By'</u> drop-down, the option "Does your study require funding?" will be disabled.

xv. Select Yes or No from "Is your Study Sponsored?" option

- If selected option is **Yes**, select option from **Sponsoring Organization** dropdown.
 - Based on the selection from Sponsoring Organization drop-down, the parameter will be displayed under Sponsoring Industry drop-down list.

Figure 234: Engineering Technology-Funding

Summary	A Sites Delegation O Funding Documentation
	Funding
Funding	Is your Study already Funded? Yes O No Funded Reference By Abu Dhabi Health Services Does your study require funding? Yes O No Funding Required from
G• Exit	Hamad Medical Corporation (HMC) Is your Study Sponsored? Yes No Sponsoring Organization Sponsoring Industry Healthcare



xvi. Click the **Save** button.

O The research summary details have been added successfully.

Figure 235: Life Science-Summary Details Saved Successfully

	≡ Date: 09/02/2017 12:45:39	Research summary details added Successfully. Kindly Click on Next Tab to Proceed with Your Research Form	± @	🗘 🖈 💆	Mr. Mike Jackman O
•	Test Doc Project]; Yet To Be Generated 🔓 New Research Application 🚣 Registry 🛃 Med	cal Research Center - HMC \$ Abu Dhabi Health Services 🍏 09/02/2017 14:	43 <mark>O</mark> .Pending		Mr. Mike Jackman
	Summary Study Description Remaining Characters: 1997	Sites Oelegation	Funding	Documentati	ion
	S Funding Funding Is your Study already Funded Is your Study already Funded	d?			0
	Next Funded By Save Maximum 7 consultation constraints	o Reference			

- **Case C:** Based on the selection of **'<u>Research Category'</u>** and **'<u>Research Type</u>'**, the process flow will be changed.
 - Research Category : Life Science
 - Research Type : Bio-Medical Engineering

In this case, the tab 'Study Description' and the question "is there any prospective Enrollment of Human Subjects ?" will not be displayed in New Research Summary page, and the workflow will be same as <u>Case B</u> [Research Category : Life Science and Research Type : Registry]

- **Case D:** Based on the selection of '<u>Research Category'</u> and '<u>Research Type</u>', the process flow will be changed.
 - Research Category : Life Science
 - * Research Type : other than Registry and Bio-Medical Engineering

In this case, the work flow will be same as <u>Case A</u>. [Research Category: Engineering Technology]

Other Features in Summary Page:

a) The added summary details are displayed in banner.



Figure 236: Added Research Summary Details Displayed in Banner

■ Date: 09/02/201713:11:13		Research summary details added Successfully. Kindly 📩 🙉 🗘 🖈 🖻 🍢 Mr. Nike Jackman Click on Next Tab to Proceed with Your Research Form
Test Doc Project	search Application 🛓 Other Enginee	nome / research Sudy Proposals / Sum ring & Technology 🛃 Medical Research Center - HMC \$ Harvard School of Public Health 🗂 09/02/2017 13:11 💽
Summary	Study Description	Sites Delegation I Funding Documentation
Study Information	Study Information Title of the Project	Test Doc Project
71%)	Keywords	Remaining Characters: 238 Bacteria, Chiorobi, Firmicutes, Veillonellaceae, Moorella
→ Next	Research Category Research Type	Engineering & Technology
B Save	Research Sub-Type	Uure unguietening is revinionagy
Save	Research Area Research Specialty	L immunology

b) After saving the details, the pie chart represents the percentage completion of research summary.

Figure 237: Engineering Technology -Percentage Summary

Solution of the second	■ Date: 09/02/2017 13:11:13		Research summary details added Successfully. Kindly 📥 🏚 🗘 🖈 🖻 🎅 Hr. 1	Mike Jackman 🔍
			Click on Next Tab to Proceed with Your Research Form Home / Research Study Pr	oposals / Summary
•	Test Doc Project	rch Application 👗 Other Enginee	ring & Technology 📙 Medical Research Center - HMC S Harvard School of Public Health 🗎 09/02/2017 13:11 0	r. Mike Jackman
	Summary	Study Description	A Sites Delegation D Funding Documentation	
	Study Information	Study Information		0
	\$ Funding	Title of the Project	Test Doc Project Personality Characterer 228	
	71%	Keywords	Bacteria, Chlorobi, Firmicutes, Veillonellaceae, Moorella	Q +
	ANext	Research Category	Legineering & Technology	
	St Eut	Research Type	A Other Engineering & Technology	
	B Save	Research Sub-Type	▲ Please Select ▼	
	Save	Research Area	🛆 Immunology	
		Research Specialty		

c) To view the Study Information, click the **Study Information** tab on left side.



Figure 238: Engineering Technology -Study Information Tab

■ Date: 09/02/2017 13:11:13		Research summary details added Successfully, Kindly Click on Next Tab to Proceed with Your Research Form
Test Doc Project	esearch Application 🛓 Other Engine	eering & Technology 📙 Medical Research Center - HMC Ş Harvard School of Public Health 🖄 09/02/2017 13:11 0.
Summary	Study Description	4 Sites 2 Delegation 1 Funding 2 Documentation
Study Information	Study Information	
\$ Funding	Title of the Project	Test Doc Project
71%	Keywords	Remaining Characters: 238 Bacteria, Chlorobi, Firmicutes, Veillonellaceae, Moorella C
+ Next	Research Category	▲ Engineering & Technology
l⊕ Exit	Research Type	Other Engineering & Technology
B Save	Research Sub-Type	A Please Select
Save	Research Area	⊥ Immunology •
	Research Specialty	

d) To view the Funding, click the **Funding** tab on left side.

Figure 239: Research Summary - Funding Tab

Lon Hamad	=	Date: 09/02/2017 13:11:13		Research summary details added Successfully Kindly	Mike Jackman 🛛 🛛 😋
		Test Doc Project I: Yet To Be Generated Kew Resea Pending	rch Application 👗 Other Engineer	Home / Research Study Pro ng & Technology 📙 Medical Research Center - HMC \$ Harvard School of Public Health 🗂 09/02/2017 13:11 📀	r. Mike Jackman
Ť		Summary	Study Description	Leigation CO Funding CO Documentation	
		Study Information	Study Information		0
		\$ Funding	Title of the Project	Test Doc Project Remaining Characters: 238	
	1	71%	Keywords	Bacteria, Chiorobi, Firmicutes, Veillonellaceae, Moorella	Q *
		→ Next	Research Category	Engineering & Technology	
		G● Exit	Research Type	A Other Engineering & Technology	
		E Save	Research Sub-Type	A Please Select	
		Save	Research Area	👗 immunology	
			Research Specialty		

e) The user can save the summary details by clicking on Save button

OR

On clicking the **Next** button, the summary details will be saved and the system redirects you into next tab.

OR

On clicking on the **Previous** button, the Summary details will be saved and system directs the user into previous tab.



Figure 240: Summary Page-Save or Next Button

Summary	Study Description	Delegation Fi	Inding Documentation	
Study Information SFunding T199 Hext Sait Sait Sait	Submitting To Submitting To Planned Start Date Planned End Date Is there any prospective Exponential of Human Subject Has there shudy gone through any Scientific Review priv Abstract Aim	enter - HMC C SI enter - HMC C SI ts ? SI or to the Submission? SI n	In clicking Save buttor Jummary details will be save In clicking the Next butto Jummary details will be save ystem redirects the use ext tab	n, the ed on, the ed and r into
	vdhb			

3. To exit from the window, click the **Exit** button.

Figure 241: Study Description-Previous Button

Test Doc Project 15. Yet To Be Generated E New Ro	esearch Application 🛦 Basic Sciences 🛃 Medical Research Center - HMC \$Abnob	oa GmbH 🏥 09/02/2017 17:49 🔗:Pending	Mr. Mike Jackma Previe
Summary	Study Description 👍 Sites	Delegation 🛛 🗿 Fundir	ng Documentation
Study Description	Study Description		
→ Next	1.Planned Enrollment Number :	123	
+ Previous	2. For how long will the enrolled participant remain in the study:	122	
E Save	3.Does the study involve any of the below listed vulnerable population :	New Born/Infants	Pregnant Women/Fetuses
Save		Childern	Prisoners
		Disabled	 HMC Employees Economically Disadvantaged
	4. How are particpants screened before enrolling?		

7.2 Study Description

In Summary page, based on the selection of 'Research Category' and 'Research Type' dropdown values and based on the selected option for 'is there any prospective Enrollment of Human Subjects?' question, the Study Description tab will be displayed/hidden under New Research Submission section.

In the **Study Description** section, a list of questionnaire will be displayed. The questionnaire will be changed, based on the **Research Category'** and **'Research Type'** drop-down values, and



based on the selected option for **'is there any prospective Enrollment of Human Subjects?'** question.

<u>Note:</u>

The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.

The sample questionnaire list will be given below:

1. Click the **Study Description** tab.

Summary	Study Description	Sites Delegation	Funding	Documentation
	-	Harvaro School of Public Health		
Study Information	Submitting To	🔺 Medical Research Center - HMC 🔹		
Funding	Planned Start Date	20/02/2017		
71%	Planned End Date	20/02/2018		
	Is there any prospective	Enrollment of Human Subjects ?	Yes O No	
> Next	Has this study gone throu Abstract	ugh any Scientific Review prior to the Submission?	• Yes O No	
a Save	Aim			
	vdhb			
	Demololing Charactery 40			

Figure 242: Study Description Tab

- Study Description page opens.
- 2. Answer the questions, and then click the **Save** button (OR) click on the **Next** button (OR) click on the **Previous** button.



Figure 243: Save Questionnaire Section

Summary	Study Description Sites	Delegation 🛛 😨 Fun	ding Documentation
scription	Study Description		
	1.Planned Enrollment Number :	123	
	2.For how long will the enrolled participant remain in the study:	122	
	3.Does the study involve any of the below listed vulnerable population :	New Born/Infants	Pregnant Women/Fetuses
		Childern	Prisoners
		Cognitively Impaired	HMC Employees
		Disabled	Economically Disadvantaged
	4. How are particpants screened before enrolling?	<u>12</u>	
	Inclusion Criteria		
	Exclusion Criteria		

- The study description details have been saved successfully.
- If the user clicked on the NEXT button, then the study description details will be saved and system directs the user into next tab.
- If the user clicked on the **Previous** button, then the study description details will be saved and system directs the user into previous tab

Figure 244	: Saved S	Study	Descript	ion Details

Solution of the second	=	Date: 09/02/2017 16:42:14		Successfully Study Descrip	plion Details Updated	×	4	0	Ŕ	B	Rr. Mike Jackman	¢\$
•	Fill/	Complete New Research Applicat Test Doc Project 1, Yet To Be Generated New Research	arch Application 👗 Basic Sciences 🖡	. Medical Research Center - HMC \$:Abno	ba GmbH 🏥 09/02/2017 17:49 <table-cell> .</table-cell>	Pending					Mr. Mike Jackman <hr/> Preview	
		Summary	Study Description	🦲 Sites 🦉	Delegation (8)	Funding	-		Docu	mentati	on	Ē.
		 → Next ← Previous G+ Exit 	1.Planned Enrollment Numb	ver : lled participant remain in the study:	123							
		的 Save [Save]	3.Does the study involve a population :	any of the below listed vulnerable	New Born/Infants Childern Cognitively Impaired Disabled		Preg Pris HM	gnant W oners C Emplo nomical	/omen/ oyees ly Disa	Fetuses dvantage	ed	
			4.How are particpants screen	ned before enrolling?								

4. To exit from the window, click the **Exit** button.



Figure 245: Study Description-Previous Button

Summary	Study Description 👍 Sites	Delegation 3 Fund	ding
Study Description	Study Description		
→ Next	1.Planned Enrollment Number :	123	
Previous Fxit	2.For how long will the enrolled participant remain in the study:	122	
2) Save	3.Does the study involve any of the below listed vulnerable population :	New Born/Infants	Pregnant Women/Fetuses
Save		Childern	Prisoners
		Cognitively Impaired	HMC Employees
		Disabled	Economically Disadvantaged

7.3 Sites

The sites may be defined as a place e.g. hospital, clinic, laboratory, research institute and the like, in which the research or research related activities are going to be conducted.

<u>Note:</u>

- The user is not able to proceed to the next screen without filling out the relevant information in <u>Summary</u> screen.
- 1. Click the Sites tab.

	Figure 246: Si	ites Tab		
Test Doc Project	search Application 🚣:Basic Sciences 👼 Medical Research Center - HMC \$Abno	oa GmbH 🛗 09/02/2017 17:49 🔗 Pending		Mr. Mike Jackman
Summary	Study Description	Delegation I Fundin	g Documentation	
Study Description	Study Description			B
→ Next	1.Planned Enrollment Number :	123		
← Previous	2.For how long will the enrolled participant remain in the study:	[122		
B Save	3.Does the study involve any of the below listed vulnerable population :	New Born/Infants	Pregnant Women/Fetuses	
		Childern	Prisoners	
		Cognitively Impaired	HMC Employees	
		Disabled	🛃 Economically Disadvantaged	

Sites page will be opens.

In **Sites**, the work flow will be changed based on the selection of **Multicenter** and **Collaborative** sections.



Figure 247: Multicenter Section and Collaborative Section

Summary	Study Description	Sites	Delegation I Fund	ing Documentati	on
A Research Sites	Multicenter Is Multicenter Study ?	O Yes 💿 No		Collaborative Is Collaborative Study ?	O Yes 💿 No
0%	Research Sites				
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Site Category	Please Select	Institution/Sector	↓ Please Select	•
→ Next ← Previous	Site Type	Please Select	Procedure/Activity	Procedure/Activity	
G Exit	Enrollment Start Date	dd/mm/yy	Enrollment End Date	dd/mm/yy	
B Save	No of Enrollments	l ¹ / ₉ No of Enrollments	Enrollment Remarks	Brief Summary upto 254 Characters	

7.3.1 Multicenter

- 1. Select 'Yes' or 'No' from "Is Multicenter Study?" option.
 - If selected options is 'Yes', another question with Yes and No parameter will be displayed, and a new sub tab Multicenter Sites will be displayed.
 - If selected option is **'No'**, the default flow will be continued.

Figure 248: Multicenter-Yes

Summary	Study Description	👍 Sites 🦉	Delegation 🛛 Funding 🤌	Documentation
🛽 Research Sites 🛛 🔇	Multicenter		Collaborati	ve
A Multicenter Sites	Is Multicenter Study ?	Yes O No Is Submitting this Multi Certain	Institution managing O Yes O No Is Collabora	tive Study ? O Yes 💿 No
0%	Research Sites			
	Site Category	A Please Select	Institution/Sector	•
→ Next	Site Type	Please Select	Procedure/Activity Procedure/Activity	
← Previous	Enrollment Start	dd/mm/yy	If multicenter is Yes , new	sub tab
🕞 Exit		<u></u>	"Multicenter Sites" and a	new question will

- 2. Select **'Yes'** or **'No'** from **"Is Submitting Institution managing this Multi Centre Study?"** option.
- 3. Select Research Sites or Multicenter Sites sub tab.



The workflow under Research Sites and Multicenter Sites will be changed based on the selection of "Is Submitting Institution managing this Multi Centre Study?" option.

Summary	Study Description	Sites	Delegation	Eund	ing Document	tation
Research Sites	Multicenter				Collaborative	_
Multicenter Sites	Is Multicenter Study ?	Yes O No Is S this	ubmitting Institution mar Multi Centre Study?	aging 🔿 Yes 💿	No Is Collaborative Study ?	O Yes 💿 No
0%	Research Sites					
	Site Category	A Please Select	, Ir	stitution/Sector	1 ¹ 9	•
→ Next	Site Type	Please Select	P	rocedure/Activity	Procedure/Activity	
Previous Exit	Enrollment Start Date	dd/mm/yy	E	nrollment End ate	dd/mm/yy	
D Cause	No of Enrollments	11	E	nrollment Remarks	Brief Summary unto 254 Charact	tere.

Figure 249: Research Sites and Multicenter Sites

Research Sites

- if selected option is 'Yes' or 'No' for "Is Submitting Institution managing this Multi Centre Study?" question, the same workflow will be continued under Research Sites.
- 2. Select category of sites from Site Category drop-down.

The Site Category drop-down includes two parameters Medical and Non Medial. If Site Category is Medical, all registered institutions will be displayed under Institution/Sector dropdown and all facilities of selected institution will be displayed under Facility drop-down. If Site Category is Non-Medical, all registered sectors will be displayed under Institution/Sector dropdown and the user can enter facilities name into Facility box.



Figure 250: Sites Category-Medical and Non-Medical

Summary	Study Description	sites	Delegation (0) Fund	ing Documentati	ion
Research Sites	Multicenter			Collaborative	_
Multicenter Sites	Is Multicenter Study ?	Yes O No Is Submitti this Multi C	ing Institution managing	No Is Collaborative Study ?	O Yes 💿 No
a to the second	Research Sites				
0%					
0%	Site Category	A Medical	Institution/Sector	49 Hamad Medical Corporation (HMC)	•
0% → Next	Site Category Facility	Medical Please Select Medical Modical	Institution/Sector	1 Hamad Medical Corporation (HMC)	•

- 3. Select institution or sector from Institution/Sector drop-down.
- 4. If **Site Category** is **Medical**, select facility from **Facility** drop-down **(OR)** If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
- 5. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.

<u>Note:</u>

- Based on the selection of '<u>Site Type</u>', the fields such as <u>Department</u>, <u>Section</u> and <u>Study</u> <u>Area</u> will be enabled or disabled.
- 6. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

<u>Note:</u>

- The 'Enrollment Start Date' and 'Enrollment End Date' should be in between 'Planned Start Date' and 'Planned End Date'.
- 7. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

<u>Notes:</u>

- If <u>Site Type</u> is <u>'Performance Site'</u>, the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be enabled.
- If <u>Site Type</u> is <u>'Service Provider'</u>, the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be disabled.



8. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.

Figure 251: Research Sites

9. Click the Add button.

3 Summary	Study Description	👍 Sites 🛛 🛃 D	elegation 🛛 💿 Fund	ing Documentation	\supset
Possarch Sites	Research Sites				
Multicontor Sitor	Site Category	👗 Medical	Institution/Sector	49 Hamad Medical Corporation (HMC)	
multicenter sites	Facility	Al Khor Hospital	•		
0%	Site Type	Performance Site	Procedure/Activity	😻 Procedure	
• Next	Enrollment Start Date	18/02/2017	Enrollment End Date	18/02/2018	
Previous	No of Enrollments	\$10 Z	Enrollment Remarks	Enrollment Remarks	
ave		Car a a		1	d
	Department	Endocrinology	•		
	Section	CU (Surgery)	•		
	Study Area	Nursing Administration	•		

The research sites details have been saved and displayed in a table format in same page.

Figure 252: Saved Research Sites

Summary	Study Description	Sites	Delegation	Funding	Documentation
and the state of t	Date		Date		
V Research Sites	No of Enrollments	↓ ¹ 12	Enrollment Rem	arks Enrollment Rema	rks
D%	Department	Please Select	•		AM15
Mout	Section	Please Select	•		
Previous	Study Area	Please Select	•	+ Ad	Clear
Exit	Action	Study Area	Departm	ent	Section
Save	C 🛱 Radiolo	gv	General Medicine	N	IRI Unit

- a. To edit details of research sites, click the G icon.
- b. To delete the research details record, click the 100 icon.



Figure 253: Edit and Delete Icons-Research Sites Details

Summary	Study Description	Sites	Delegation	Fund	ing C	Documentation	$\mathbf{)}$
& Boroarch Sitor	Date		J	Date	um 20,02,2020		
A M Research Sites	No of Enrollments	■ 12		Enrollment Remarks	Enrollment Rer	narks	
0%	Department	Please Select	•				
→ Next	Section	Please Select	•]				
← Previous	Study Area	Please Select	•]		-+/	dd Clear	
Re Exit	Action	Study Area		Department		Section	
R.H SHARK	C T Radiolo	ogy	General Media	ine		MRI Unit	

- 10. Click the **Save** button.
 - The research sites details have been saved successfully.

Figure 254: Research Site added successfully

complete New Research Application	on				
Test Document Project Do not delete Vet To Be Generated New Resear Pending	ch Application 🚢 Material Develop	ment 📕 Medical Research Center - HMC \$ Ham	ad Medical Corporation (HMC) IRGC- 03 🏥	10/02/2017 13:09 🥹	Mr. Mike
Summary	Study Description	🛓 Sites 🖉 Deleg	ation I Funding	Documentation	>
A Research Sites	Multicenter Is Multicenter Study ?	Yes O No Is Submitting Inst this Multi Centre S	tution managing 🔿 Yes 🎯 No tudy?	Collaborative Is Collaborative Study?	Yes 🔘
0%	Multicentre Study				
	Institution/Sector	↓ Please Select	•		
→ Next	Country	Please Select	▼ State	Please Select	
← Previous	No of Enrollments	11 No of Encollments	Enrollment Remarks	Brief Summary upto 254 Characters	s

The summary and details of added record will be displayed in same page.

Figure 255: Multicenter-Summary-Research Sites

45 Medical Al Khor Hospit	al			
말 HOD 말 SAL	O			
Site Category	Please Select	Institution/Sector	↓9 Please Select	



11. On clicking Details, the details of added record will be displayed.

lesearch S				r			
Action	Site Category	Institution/Sector	Facility	Site Type	Procedure	Enrollment Start Date	Enrollment End Date
C	Medical	Hamad Medical Corporation (HMC)	Al Khor Hospital	Performance Site	dvbvdb	20/02/2017	20/02/2018
	Resea	ach Study Area			Deptartm	ent	Section
Pharmac	у			Genetics		MR	1 Unit
	y			ochelica			

Figure 256: Multicenter-Details-Research Site

- a. To edit details of research sites, click the G icon.
- b. To delete the research details record, click the 🛄 icon.

```
Figure 257: Edit and Delete Icons-Research Sites
```

esearch S	Site						
Action	Site Category	Institution/Sector	Facility	Site Type	Procedure	Enrollment Start Date	Enrollment End Date
cî	Medical	Hamad Medical Corporation (HMC)	Al Khor Hospital	Performance Site	dvbvdb	20/02/2017	20/02/2018
	Resea	ach Study Area			Deptartm	ent	Section
Pharmacy	У			Genetics		МБ	रा Unit

Multicenter Sites

<u>Notes:</u>

If selected option is <u>'Yes'</u> for <u>"Is Multicenter Study?"</u> question, than a new sub tab Multicenter Sites will be displayed under Sites tab.



- Based on the selection of 'Yes' or 'No' for "Is Submitting Institution managing this Multi Centre Study" question, the workflow under multicenter sites will be changed.
- A. If selected option is **'Yes'** for **"Is Submitting Institution managing this Multi Centre Study?"** question, the workflow will be like this:
 - 1. Select Multicenter Sites sub tab.

Summary	Study Description	Sites	Delegation	D Funding	Documentation	
Research Sites	Multicenter				Collaborative	
Multicenter Sites	Is Multicenter Study ?	Yes O No Is Submitting this Multi Cen	Institution managing (itre Study?	Yes O No	Is Collaborative Study ?	O Yes 🖲 No
	Multicentre Study					
0%	Site Category	Please Select	Instit	ution/Sector	Please Select	•
♦ Next	Facility	Please Select	Site 1	iype	Please Select	
+ Previous	Procedure/Activity	Procedure/Activity				
Could be a second be second be second be a second be a second be a second be a						

 Select 'Yes' for "Is Submitting Institution managing this Multi Centre Study?" question.

Figure 259: Multicenter Sites Sub Tab-Multicenter Study Center Question

Summary	Study Description	🛓 Sites 🦉	Delegation	Documentation)
Research Sites	Multicenter Is Multicenter Study ?	Yes O No Is Submittin this Multi C	ng Institution managing Yes O No entre Study?	Collaborative Is Collaborative Study ? O Ye	es 💿 N
00	Multicentre Study				
0 %	Site Category	Please Select	Institution/Sector	↓ Please Select	
→ Next	Facility	Please Select	Site Type	Please Select	
← Previous	Procedure/Activity	Procedure/Activity			
Exit	Enrollment Start Date	dd/mm/yy	Enrollment End Date	dd/mm/yy	
E Save	No of Enrollments	13 No of Enrollments	Enrollment Remarks	Brief Summary upto 254 Characters	

3. Select category of sites from Site Category drop-down.



The Site Category drop-down includes two parameters Medical and Non Medial. If Site Category is Medical, all registered institutions will be displayed under Institution/Sector dropdown and all facilities of selected institution will be displayed under Facility drop-down. If Site Category is Non-Medical, all registered sectors will be displayed under Institution/Sector dropdown and the user can enter facilities name into Facility box.

Figure 260: Sites Category-Medical and Non-Medical

Summary	Study Description	Sites Delegati	ion 🕑 Funding	Documentatio	n
Research Sites	Multicenter			Collaborative	
Multicenter Sites	Is Multicenter Study ?	Yes O No Is Submitting Institution this Multi Centre Study	on managing 💿 Yes 🔘 No y?	Is Collaborative Study ?	O Yes 💿 No
0%	Multicentre Study				
	Site Category	A Medical	Institution/Sector	↓9 Abu Dhabi Health Services	•
→ Next	Facility	Please Select Medical Non-Medical	Site Type	Please Select	•

- 4. Select institution or sector from Institution/Sector drop-down.
- 5. If **Site Category** is **Medical**, select facility from **Facility** drop-down **(OR)** If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
- 6. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.
- 7. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

<u>Note:</u>

- The '<u>Enrollment Start Date</u>' and 'Enrollment End Date' should be in between '<u>Planned</u> <u>Start Date</u>' and '<u>Planned End Date</u>'.
- 8. Enter the number of enrollments into **No. of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.
- Select the department name from Department drop-down, select the section from Section drop-down, and then select the area of study from Study Area drop-down.
- 10. Click the Add button.



			Tunung	Documentation
Research Sites	ulticentre Study			
Multicenter Sites	Site Category	👗 Medical	Institution/Sector	↓9 Abu Dhabi Health Services
	Facility	Sheikh Khalifa Medical City	Site Type	Service Provider
0%	Procedure/Activity	Procedure		
Next	Enrollment Start Date	20/02/2017	Enrollment End Date	20/02/2018
Previous	No of Enrollments	↓ ¹ ₉ 12	Enrollment Remarks	Brief Summary of Enrollment Remarks
Exit				
a save	Department	Genetics	<u> </u>	

The research sites details have been saved and displayed in a table format in same page.

Figure 262: Saved Research Sites

Summary	Study Description	Sites	Delegation	Fund	ling 🛛 🕘 Docur	mentation
Dessenth Sites	Date			Date	L	
M Research Sites	No of Enrollments	↓1 ₉ 12		Enrollment Remarks	Enrollment Remarks	
0%	Department	Please Select	•		<u>.</u>	0
A Nort	Section	Please Select	•			
Previous	Study Area	Please Select	•		+ Add C	Clear
De Exit	Action	Study Area		Department		Section

- A. To edit details of research sites, click the \Box icon.
- B. To delete the research details record, click the $\frac{1}{100}$ icon.

Figure 261: Multicenter Study Details



Figure 263: Edit and Delete Icons-Research Sites Details

Summary	Study Description	Sites	Delegation	Eundin	g) 🥥	Documentation	
L Decembric Char	Date		J	Date			_
A Research Sites	No of Enrollments	1 ¹ / ₀ 12		Enrollment Remarks	Enrollment Rema	erks	
0%	Department	Please Select	÷)			
ab Nevt	Section	Please Select	•]			
+ Previous	Study Area	Please Select	•	1	+ Ad	d C Clear	
li≢ Exit	Action	Study Area		Department		Section	
E Save		Study Arca		beparentent		CALCULUT .	

The multicenter study details have been added and displayed in table format in a same page.

Figure 264: Saved Multicenter Study Details

Summary	Study Description	Sites Delegati	ion 🔽 Funding	Documentation
Research Sites	Procedure/Activity	Procedure		
Multicenter Sites	Enrollment Start Date	20/02/2017	Enrollment End Date	20/02/2018
0%	No of Enrollments	45 12	Enrollment Remarks	Brief Summary of Enrollment Remarks
→ Next	Department	Please Select	•	
+ Previous	Section	C Please Select	•	
G+ Exit	Study Area	Please Select	•	+ Add C Clear
H 2046	Action	Study Area	Department	Section

- A. To edit details of research sites, click the \Box icon.
- B. To delete the research details record, click the $\frac{1}{100}$ icon.



Figure 265: Edit and Delete Icons-Saved Multicenter Study Details

Summary	Study Description	Sites	Delegation 🛛 💿 Funding	Documentation
A Research Sites	FIDCEDUIE/ACTIVICY	Procedure		
A Multicenter Sites	Enrollment Start Date	20/02/2017	Enrollment End Date	20/02/2018
0%)	No of Enrollments	4 ¹ / ₉ 12	Enrollment Remarks	Brief Summary of Enrollment Remarks
A Navt	Department	Please Select	•	
+ Previous	Section	Please Select	•	
G# Exit	Study Area	Please Select	•	+ Add Clear
B Save	Anting	Studie Irea	Department	Castion .

- B. If selected option is 'No' for "Is Submitting Institution managing this Multi Centre Study?" question, the workflow will be like this:
 - 1. Select Multicenter Sites sub tab.
 - 2. Select 'No' for "Is Submitting Institution managing this Multi Centre Study?" question.

Figure 266: Multicenter Sites Sub Tab-Multicenter Study Center Question-No

Summary	Study Description	🛓 Sites 🛛 🔮	Delegation Funding	Documentation	
Research Sites	Multicenter			Collaborative	_
A Multicenter Sites	Is Multicenter Study ?	Yes O No Is Submitt this Multi	ing Institution managing 🛛 Yes 🔘 No Centre Study?	Is Collaborative Study ?	🔾 Yes 🔘 No
0%	Multicentre Study]	
a constraint a state of the second state of th	Institution/Sector	↓ Please Select	•		
a longer and a longer	Country		State	Diagra Salart	•
→ Next	country	V Please Select		I Fieldse Select	· .

- 3. Select name of institution from Institution/Sector drop-down.
 - Based on the selection of institution, **Country** and **State** will be auto populated.
- 4. Enter the number of enrollments into **No. of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.
- 5. Click the Save button.





Summary	Study Description	Sites	Delegation	Funding	Documentation	n
Research Sites	Multicenter Is Multicenter Study ?	• Yes O No	Is Submitting Institution mana this Multi Centre Study?	ging 🔿 Yes 💿 No	Collaborative Is Collaborative Study ?	🔿 Yes 🔘 No
0%	Multicentre Study					
· · · · · · · · ·	Institution/Sector	↓ Al-Ahli Hospita	il, Qatar			
→ Next	Country	Qatar	×	State	📍 Ar Rayyan	•
← Previous	No of Enrollments	↓ ¹ ₉ 12		Enrollment Remarks	Summary	
A Save					(1)

- The multicenter details are saved successfully.
- **Summary** and **Details** of saved data will be displayed in same page.

Figure 268: Summary and Details-Multicenter Study-No

Summary	Study Description Sites Delegation Eunding Documentation
A Research Sites	Multicenter Collaborative Is Multicenter Study ? Yes No Is Submitting Institution managing Yes No Is Collaborative Study ? Yes No
0%	Multicentre Study
→ Next	Summary Detail 277 Al-Ahli Hospital, Qatar Qatar Image: Constraint of the second seco
➡ Exit ■ Save	Institution/Sector
	Country Country State Place Select

6. On clicking the **Details**, the details of added record will be displayed.



Figure 269: Details-Multicenter Study Details

A Research Sites Multicenter A Multicenter Sites Is Multicenter Study? O% Yes Multicentre Study Yes Multicentre Study Multicentre Study? O% Summary Detail	Summary	Study Description	on 📥 Sites	Del	egation	Funding	Documentation	
Is Multicenter Study? Yes Yes	🕹 Research Sites 🛛 🗖	Multicenter		_			Collaborative	
0% Multicentre Study Summary Detail → Next MultiStudy	Multicenter Sites	Is Multicenter Stu	dy? 🔘 Yes 🔘 No	Is Submitting Ins this Multi Centre	titution managing Study?	O Yes O No	s Collaborative Study ?	s 🔘 No
Summary Detail	0%	Multicentre Study						
→ Next MultiStudy	Sec. 2	Summary De	etail					
	→ Next	MultiStudy						
Previous Action Institution/Sector Country State No of Enrollment Enrollment Remarks	← Previous	Action	Institution/Sector	Country	State	No of Enrollment	Enrollment Remarks	

- A. To edit details of research sites, click the \Box icon.
- B. To delete the research details record, click the icon.

Summary	Study Description	on 📥 Sites	Dele	egation	Funding	Documentation	\supset
Research Sites	Multicenter			_		Collaborative	_
Multicenter Sites	Is Multicenter Stud	dy? 🔘 Yes 🔘 No	Is Submitting Inst this Multi Centre	itution managing Study?	C Yes O No	Collaborative Study ?	Yes 🔘 No
0%	Multicentre Study						
· · · · · · · · · · · · · · · · · · ·	Summary De	tail					
	MultiStudy						
→ Next				1			
 → Next ← Previous 	Action	Institution/Sector	Country	State	No of Enrollment	Enrollment Rema	irks

Figure 270: Edit and Delete Icons-Details-Multicenter Study Details

7.3.2 Collaborative

- 1. Select 'Yes' or 'No' from "Is Collaborative Study?" option.
 - Based on the selection of 'Yes' or 'No' for "Is Collaborative Study?" question, the workflow under Collaborative will be changed.
- A. If selected option is 'Yes' for "Is Collaborative Study?" question, the workflow will be like this:



- 2. Select 'Yes' or 'No' from "Is it a Collaborative Site" option.
- 3. Select category of sites from Site Category drop-down.

The Site Category drop-down includes two parameters Medical and Non Medial. If Site Category is Medical, all registered institutions will be displayed under Institution/Sector dropdown and all facilities of selected institution will be displayed under Facility drop-down. If Site Category is Non-Medical, all registered sectors will be displayed under Institution/Sector dropdown and the user can enter facilities name into Facility box.



Summary	Study Description	Sites	Delegation (3) Fun	ding 🖉 Document	ation
Research Sites	Multicenter			Collaborative	
0%	Research Sites	O fes O No		is conaborative study !	e les O lui
→ Next	Is it a Collaborative S Site Category	Site O Yes O No	Institution/Sector	I_9^1 Please Select	,
← Previous	Facility	Please Select Medical		L	
🗭 Exit	Site Type	Please Select	Procedure/Activity	Procedure/Activity	
🖹 Save	PI Name		Contact Details	6 0	

- 4. Select institution or sector from Institution/Sector drop-down.
- 5. If **Site Category** is **Medical**, select facility from **Facility** drop-down **(OR)** If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
- Select type of site from Site Type drop-down, and then enter procedure or activity into Procedure/Activity box.

 <u>Note:</u>

- Based on the selection of '<u>Site Type</u>', the fields such as <u>Department</u>, <u>Section</u> and <u>Study</u> <u>Area</u> will be enabled or disabled.
- 12. Enter the name of PI into **PI Name** box, and then enter the contact details into **Contact Details** box.
- 13. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

 <u>Note:</u>

> The '<u>Enrollment Start Date</u>' and 'Enrollment End Date' should be in between '<u>Planned</u> <u>Start Date</u>' and '<u>Planned End Date</u>'.



14. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

<u>Note:</u>

- If <u>Site Type</u> is <u>'Performance Site'</u>, the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be enabled.
- If <u>Site Type</u> is <u>'Service Provider'</u>, the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be disabled.
- 15. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.
- 16. Click the **Add** button.

Summary	Study Description	Sites	Delegation Delegation	ling Documentation
Research Sites	Site Category	A Medical	Institution/Sector	49 Hamad Medical Corporation (HMC)
and a second	Facility	Al Wakra Hospital	•	
0%	Site Type	Performance Site	Procedure/Activity	V Procedure
→ Next	PI Name	State ABC	Contact Details	😻 Gdhdfh
Previous	Enrollment Start Date	20/02/2017	Enrollment End Date	20/02/2018
B Save	No of Enrollments	ل ا پ ا	Enrollment Remarks	Summary
	Department	Dermatology	-	19
	2.12			

Figure 272: Save-Collaborative Sites-Yes

The collaborative details will be added and displayed in same page.


Figure 273: Saved Details-Collaborative Sites-Yes

Summary	Study Description	Sites	Delegation Delegation	g Documentation
A Research Sites	No of Enrollment	s [] 12	Enrollment Remarks	Summary
0%)	Department	Please Select		
→ Next	Section	Please Select	•	
← Previous	Study Area	Please Select	•	+ Add Clear
Exit	Action	Study Area	Department	Section
	C 🛱 Ra	diology	General Medicine	MRI Unit
	C D Ph	vsician Office	Dermatology	Neurosurgery

- 7. To edit details of research sites, click the \square icon.
- 8. To delete the research details record, click the $\frac{1}{100}$ icon.

Figure 274: Edit and Delete Icons-Saved Details-Collaborative Sites-Yes

E Summary	Study Description	Sites	Delegation	Funding	Documentation	\supset
A Research Sites	No of Enrollments	4 ¹ / ₉ 12	Enroll	iment Remarks	ummary	
0%	Department	Please Select	•			
→ Next	Section	Please Select	*			
← Previous	Study Area	Please Select	×		+ Add C Clear	
C Exit	Action	Study Area	C	Department	Section	
	C 💼 Radiolo	gy	General Medicine		MRI Unit	
	C m Physicia	an Office	Dermatology		Neurosurgery	

9. Click the **Save** button.



Figure 275: Save Button -Collaborative Sites-Yes

Summary	Study Description	Sites	Delegation	Funding	Documentation	
Research Sites	No of Enrollments	↓ ¹ / ₉ 12	Enroll	ment Remarks	mary	
0%	Department	Please Select	×	~		
→ Next	Section	Please Select	*			
+ Previous	Study Area	Please Select	•		+ Add C Clear	
Exit	Action	Study Area	D	epartment	Section	
	C 🛱 Radio	ology	General Medicine		MRI Unit	
	C D Physi	cian Office	Dermatology		Neurosurgery	

- The details have been added successfully.
- **Summary** and **Details** of added record will be displayed in same page.
- A new sub tab **IRB** will be displayed under collaborative.

Figure 276: Collaborative Details-Summary and Details-IRB Sub Tab

Summary	Study Description Sites Delegation Delegation	Documentation
Research Sites	Multicenter Is Multicenter Study? O Yes O No	Ilaborative
	Research Sites	
0% → Next ← Previous	Summary Detail Medical Al Wakra Hospital © Thop Stat	

10. On clicking the **Details**, the details of added collaborative record will be displayed.



Figure 277: Summary and Details-Collaborative Sites

Summary	Study Des	cription	Sites		elegation	F	unding	Docum	nentation
Research Sites	Summary	Detail							
IRB	Research S	iite							
0%	Action	Site Category	Institution/Sector	Facility	Site Type	PI Name	Contact Details	5 Procedure	Enrollment Start
Sec. A	C D	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	ABC	Gdhdfh	Procedure	20/02/2017
→ Next	4.		1		- k	1		- M	•
← Previous		Reseach	Study Area		Deptartment			Section	
🕞 Exit	Physician	Office			Dermatology			Neurosurgery	
B Save	Radiolog	1			General Medicine			MRI Unit	

- 11. To edit details of research sites, click the 🧉 icon.
- 12. To delete the research details record, click the 📠 icon.

Figure 278: Edit and Delete Icons-Summary and Details-Collaborative Sites

Summary	Study Des	cription	Sites		elegation	<u> </u>	unding	Docum	nentation
Research Sites	Summary	Detail							
IRB	Research S	iite							
0%	Action	Site Category	Institution/Sector	Facility	Site Type	PI Name	Contact Details	Procedure	Enrollment Start
Sugar de	6 đ	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	ABC	Gdhdfh	Procedure	20/02/2017
→ Next	4								•
← Previous		Reseach	Study Area		D	eptartment		Se	ction
🖙 Exit	Physician	Office			Dermatology		N	Neurosurgery	
🖹 Save	Radiology	1			General Medicine		M	IRI Unit	

<u>IRB</u>

13. Click the IRB sub tab.



Figure 279: IRB Sub Tab

Summary	Study Description 🔓 Sites 🖉 Delegation 🔯 Funding 🖉 Documentation
Research Sites	3 Multicenter Collaborative
IRB	is Multicenter study ? O res O No
	Research Sites
0%	Summary Detail
→ Next	37 Medical Al Wakra Hospital
+ Previous	
	SHOD SAL

- IRB section will be opened.
- 14. Select 'Yes' or 'No' from "Is IRB Required?" Option.
 - If selected option is 'Yes' for "Is IRB Required?" question, continue the below work flow.
- 15. Select the organization name from **IRB organization** drop-down, select the country name from **Country** drop-down, and then select the state from **State** drop-down.
- 16. Select the name of institution from **Research Institution** drop-down.
- 17. Select the start date of validity from **Validity Start Date** calendar, enter the duration into **Duration (Months)** box, and then select the expiry date of validity from **Validity Expiry** calendar.
- 18. Enter the value into Frequency of Progress Reporting box.
- 19. To upload the document, click the Upload button, and then select the document.
- 20. Click the **Save** button.



Figure 280: Save IRB Details

Summary	Study Description	on 6 Sites		legation	Fund	ing	Documentation	n
Research Sites	Multicenter						Collaborative	
IRB	Is Multicenter Stu	dy? 🔘 Yes 🔘 No					Is Collaborative Study ?	Yes O No
, and the second	IRB							
0%	Is IRB Required?		Yes	O No				
and a start	IRB Organization	University of Melbourne		•	Country	10	Qatar	
→ Next	State	🐚 Al Jumaliyah		•	Research Institution	10	Hamad Medical Corporation (HMC)	
🕞 Exit	Validity Start Date	20/02/2017			Duration (Months)	10	12	
🖺 Save	Validity Expiry	20/02/2018			Frequency of Progress	60	3	
		Cardo Contractorio de care			Reporting		went	

The IRB details have been saved successfully.

Figure 281: Successfully Saved IRB Details

Log Hamad	=	Date	13/02/2017 14:23:44	IRB saved successfully 📥 🐽 🗘 🖈 🖻 🖳 Mr. Mike	Jackman 🕫
2	Fill/	Complet Test Docu II: Yet To Pending	e New Research Applica ment Project Do not delete Be Generated 🎽 New Res	tion Mr. Mi arch Application 🗸 Material Development 👼 Medical Research Center - HMC \$ Hamad Medical Corporation (HMC) IRGC- 02 🏥 10/02/2017 13:09 👀	ke Jackman • Preview
~			Summary	Study Description A Sites Delegation CO Funding Documentation	
		E F	esearch Sites	Multicenter Collaborative Is Multicenter Study ? Ores No Is Collaborative Study ? Ores	2 No
		*	Next Previous	IRB Summary Detail Qatar Qatar	0
			Exit	Is IRB Required? Ves. O No IRB Organization Ng Please Select Output Please Select Please Select Please Select Please Select Please Select Please Select Please Select Please Select Please Select Please Select Please Select Please Select Pl	

Summary and **Details** of Added IRB details will be displayed in same page.



Figure 282: Summary and Details of IRB

Summary	Study Description Sites Delega	gation 📴 Funding Documentation
Research Sites	Multicenter	Collaborative
	Is Multicenter Study ? O Yes 🔘 No	Is Collaborative Study ? O Yes O No
e dite.	IRB	
0%	Summary Detail	
a second	University of Melbourne	
→ Next	Quai O	
+ Previous		

21. On clicking the Details, the details of IRB saved record will be displayed.

Figure 283: Details of IRB Saved Record

Summary	Study	Description	Sites		Delegation	Funding	Docu	imentation	
Research Sites	Multicenter Is Mult	icenter Study ?) Yes 🔘 N	o			Collaborative	udy? 🔘 Yes	O No
0%	IRB	/ Detail							
→ Next							Search		2.
← Previous	Action	IRB Organization	Country	State	Research Institution	Validity Start Date	Duration (Months)	Validity Expiry	Freq
🕩 Exit	¢/≘	University of	Qatar	Al	Hamad Medical	20/02/2017	12	20/02/2018	3

- B. If selected option is 'No' for "Is Collaborative Study?" question, the workflow will be like this:
 - 1. Select category of sites from **Site Category** drop-down.

The **Site Category** drop-down includes two parameters **Medical** and **Non Medial**. If **Site Category** is **Medical**, all registered institutions will be displayed under **Institution/Sector** dropdown and all facilities of selected institution will be displayed under **Facility** drop-down. If **Site**



Category is **Non-Medical**, all registered sectors will be displayed under **Institution/Sector** dropdown and the user can enter facilities name into **Facility** box.

Summary	Study Description	sites	Delegation 🗿 Fund	ding Documentation
Research Sites	Multicenter	0		Collaborative
	Is Multicenter Study ?	V Yes VNo		Is Collaborative Study ? Ves Vo
	Research Sites	r		
0%	Site Category	A Please Select	 Institution/Sector 	↓ Hamad Medical Corporation (HMC)
→ Next	Facility	Please Select Medical Non-Medical		
← Previous	Site Type	Please Select	Procedure/Activity	😻 Procedure/Activity
Exit	Enrollment Start	dd/mm/ss	Enrollment End	dd imm luu

Figure 284: Collaborative Sites -No

- 2. Select institution or sector from Institution/Sector drop-down.
- 3. If **Site Category** is **Medical**, select facility from **Facility** drop-down **(OR)** If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
- Select type of site from Site Type drop-down, and then enter procedure or activity into Procedure/Activity box.

<u>Note:</u>

- Based on the selection of '<u>Site Type</u>', the fields such as <u>Department</u>, <u>Section</u> and <u>Study</u> <u>Area</u> will be enabled or disabled.
- 17. Enter the name of PI into **PI Name** box, and then enter the contact details into **Contact Details** box.
- 18. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

<u>Note:</u>

- The '<u>Enrollment Start Date</u>' and 'Enrollment End Date' should be in between '<u>Planned</u> <u>Start Date</u>' and '<u>Planned End Date</u>'.
- 19. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

<u>Note:</u>

t[™] If <u>Site Type</u> is '<u>Performance Site</u>', the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be enabled.



If <u>Site Type</u> is '<u>Service Provider</u>', the <u>Department</u>, <u>Section</u> and <u>Study Area</u> will be disabled.

20. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.

Figure 285: Save-Collaborative Sites-No

21. Click the **Add** button.

Mr. Mike Jackman ↓ → Yet To Be Generated | → New Res Pending nt 📕 Medical Research Center - HMC | S Hamad Medical Corporation (HMC) | IRGC- 03 | 📅 10/02/2017 13:09 | 🚱 🕑 Pr ation | A Material D I Funding Summary Study Description Sites Delegation Documentation Research Sites A Research Sites -Institution/Sector Site Category -A Medical 19 Hamad Medical Corporation (HMC) 0% Facility , Al Wakra Hospital Procedure/Activity Site Type Performance Site V Procedure Enrollment Start Enrollment End + Previe 20/02/2017 20/02/2018 Date Date No of Enrollments Summary Enrollment Remarks 1¹/₉ 12 Department ENT ۲ Section Microbiology Lab • Study Area Outpatient Clinic •

The collaborative details will be added and displayed in same page.

Figure 286: Saved Details-Collaborative Sites-No

Summary	Study Description	Sites	Delegation	Fund	ding 🔰 🕘	Documentation	
Research Sites	Date			Date			
0%	No of Enrollments	4 ¹ / ₉ 12		Enrollment Remarks	Summary	1)	
and a second	Department	Please Select	•				
+ Previous	Section	Please Select	•				
(+ Exit	Study Area	Please Select	•		+ Ad	d C Clear	
🖺 Save	Action	Study Area		Department		Section	
	🖸 🗂 Outpati	ent Clinic	ENT		Microbiology L	ab	

5. To edit details of research sites, click the \Box icon.



6. To delete the research details record, click the im icon.

Figure 287: Edit and Delete Icons-Saved Details-Collaborative Sites-Yes

Summary	Study Description	ites	Delegation I Funding	g 🖉 Documentat	ion
Research Sites	Date		Date		
0%	No of Enrollments	1 ¹ / ₉ 12	Enrollment Remarks	Summary	
A Next	Department	Please Select	•		
+ Previous	Section	Please Select	•		
🕞 Exit	Study Area	Please Select	*	+ Add C Clear	
🖺 Save	Action	Study Area	Department	Section	

7. Click the Save button.

Figure 288: Save Button -Collaborative Sites-Yes

Summary	Study Description	Sites	Delegation	Funding	Documentation
Research Sites	No of Enrollments	l ¹ / ₉ 12	Enrollr	ment Remarks	ary
0%	Department	Please Select	×		
→ Next	Section	Please Select	•		
← Previous	Study Area	Please Select	•		+ Add Clear
🕒 Exit	Action	Study Area	D	epartment	Section
	C 🛱 Radio	blogy	General Medicine		MRI Unit
	C D Physi	cian Office	Dermatology		Neurosurgery

- The details have been added successfully.
- **Summary** and **Details** of added record will be displayed in same page.



Figure 289: Save Details-Collaborative Study-No

Summary	Study Description	Sites	Delegation	Eun	ding 🖉 Docume	ntation
Research Sites	Multicenter Is Multicenter Study ?	O Yes O No			Collaborative Is Collaborative Study	? O Yes O No
 → Next ← Previous ← Est ₱ Save 	Kesearch Sites Summary Detail 339 Medical Al Wakra 67 Hoto @ SAL	Hospital				
	Site Category	Please Select	•	Institution/Sector	↓ Please Select	•

8. On clicking the **Details**, the details of added collaborative record will be displayed in same page.

Figure 290: Details of Collaborative Sites	Figure	290:	Details	of C	ollabor	ative	Sites
--	--------	------	---------	------	---------	-------	-------

Summary	Study Des	scription	Sites	De	legation	Fun	ding	Documentation
Research Sites	Summary	Detail						
0%	Research	Site						
and the second	Action	Site Category	Institution/Sector	Facility	Site Type	Procedure	Enrollment Start Date	Enrollment End Date
→ Next	Câ	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	Procedure	20/02/2017	20/02/2018
€ Previous	4					1		+
🕞 Exit		Reseach	Study Area		Depta	artment		Section
🖹 Save	Outpatie	nt Clinic		EN	т		Microbiology Lab	

7.4 Delegation

If research requires a team, information of the required team will be entered into the delegation list, prospective team members chosen from a list of existing users with skill sets, team members receive notification via Email/SMS for acknowledgement of participation. If team member required doesn't exist in the system, team members need to create the profile accordingly, Email notification is sent out the prospective team member for acknowledgement of participation.

Delegated Users – Applies to principal investigator



<u>Note</u>

- The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.
- 1. Click the **Delegation** tab.
 - A message box will be displayed "Are you sure to continue".
- 2. Click the YES button.

			Home / Research Study Proposals / S
-			
Summary	Sites	Delegation Documentation	
-			
tudu Information	Study Information		
	Title of the Project	R	•
unding		Rem Warning	
200	Keywords	Arousu suro to continuo?	2
2%			47
Save	Research Category	YES NO	
Pefresh	Research Type		
Exit	Research Sub-Type		
	nescaren obb Type	A Please Select	
	Research Area	A Please Select	
	Research Specialty	A Please Select	
	Statement of purpose		
		Remaining Characters: 254	

The delegation page opens.

In delegation page, two sub tabs "Investigators Team" and "Researchers Team" are displayed.

Investigators Team

In **Investigators Team** page, summary of *lead Principal Investigator* (Application owner) will be displayed.



Figure 292: Summary of Lead Principal Investigator

ect 1 Yet To Be Generated 🎥 New R	esearch Application 👗 Clinical Re	search 📕 : Medical Research Center -	HMC <mark>\$</mark> :Anti Doping Laborator	y, Qatar 🎬 12/01/2017 11	1:02 🚱 Pending	Mr. Mike Jackma
Summary	Study Descriptio	n 📥 Sites	Delegation	Funding	Documentation)
	Investigators Team					
Investigators Team	Summary Detail					
0 %		rincipal investigator				
C Refresh	User	🙆 User Name	Q	Corp No	Corp no	
- LAL	Is this member having	assigned facility? C	Yes No			
	Start Date	13/01/2017]	End Date	19/01/2018	
	Effort (in hours)	C2 Effort	1	Day Type	Please Select	,
		2001				

3. To display the details of Lead Principal Investigation Summary, click the Details.

Figure 293: Details-Lead Principal Investigator

ett I Re Consented New Deci	auch Application Acclinical Dec	aarch III Medical Becaarch Co	enter - UMC C Anti Doning I abo	ratory Ostar == 12/01/2017 1	1:02 O Panding	Mr. Mike Jackma
Summary	Study Description	Sites	Delegation	Eunding	Documentation	
	Investigators Team					_
nvestigators Team	Summary Detail	1				
Researchers Team	and a settle	-				
1.1.1. 	Lead Pri	incipal investigator				
0%		0				
Save	Classif Colored Color					
Save				Corn No		
Refresh	User	User Name	٩	Corp No	Corp no	
) Save Refresh	User Is this member having as	User Name	Q O Yes IIII	Corp No No	Corp no	
) Save Prefresh Exit	User Is this member having as Start Date	User Name	Q O Yes I	Corp No No	Corpino	
i Save Refresh Exit	User Is this member having as Start Date	User Name ssigned facility?	Q O Yes 💿	Corp No No End Date	Corp no	
2 Save Profession • East	User Is this member having as Start Date Effort (in hours)	User Name ssigned facility? 13/01/2017 Effort	Q O Yes IIII	Corp No No End Date Day Type	Corp no 19/01/2018 Please Select	

The details of summary details will be displayed.



Figure 294: Details of Lead Principal Investigator

Yet To Be Generated New R	esearch Application 🚢 Clinical Research 📳 Medical	Research Center - HMC \$ Anti Doping Laboratory, Qatar 🖆	12/01/2017 11:02 • Pending	_
Summary	Study Description	s Delegation	2 Funding Documentation	
🛎 Investigators Team	Investigators Team			
📽 Researchers Team	Summary Detail			
0%			Search	a 2 .
P) Save	Action	Согр №	Name	
C Refresh		50023	Mike Jackman	
€ Exit	Showing 1 to 1 of 1 rows 10 + records	per page	~ <	1 > >>

- 4. Click the 🔍 icon to search users.
 - User Search window opens.

Figure	295:	User	Search	Window
-				

	Corporation	Number	Dep	artment			Section	n	0.45
C Name	Con	poration Number	¢	1		•	6		Ť
Research Institution		Organization				Research Are	a		
2	•	2			•	2			•
Speciality		Role				Task			
42	-	名			•	20			÷
i i								Search	
Profile/JP Action Corporation	No Title	Display Name	Primary Email	Org Name	Depa	rtments	Section	Search Research Area	a Speciality
Profile/JP Action Corporation	No Title	Display Name	Primary Email	Org Name	Depa	rtments	Section	Search Research Area	a Speciality

5. Click the **Search** button.

<u>Note</u>

The search result can be filtered by entering Name, Corporation Number, Department, Section, Research Institution, Organization, Research Area, Specialty, Role and Task



Figure 296: Search Button-User Search Window

Name	Corporation 1	Number	Department		Section	
🕰 Name	Corp	poration Number	l Cen		•	•
Research Institution		Organization		Researc	h Area	
2	•	2		• 🕲		•
Speciality		Role		Task		
2	-	62		• 🕲		-

After licking the **Search** button, the users list will be displayed.

er Sea	arch										
									Sean	ch 📃 🔳	<u>a</u> .
Р	Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specia
	48	~	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
	10	~	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
	40	~	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
	10	4	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

Figure 297: Users List-User Search Window

6. To select the user, click the 🗹 icon.



Figure 298: Select User from Users List-User Search Window

User	Search											*
									Searc	:h	<u>a</u> .	•
	Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specia	
	40	~	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami					
	40	~	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)					
	40	~	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular		
	48	1	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)					•

After clicking the Action icon, a message box will be displayed "Do you want to select this user".

7. Click the **YES** button.

Figure 299:	Confirmatio	on Message	e-Users L	ist-User	Search	Window

User	Search										*
	48	*	50029	Mr.	Philips John	Philips@hmc.org	Hamad Medical Corporation (HMC)				*
	4.0	~	50030	Mr.	Sundar Kumar Rao	Sundar@hmc.org	Hamad Medical Corporation				
						Are you sure	? –				
	4 0	~	50031	Mr.	Willie K John	Do you want to select th	is user?				
	40	~	50032	Mr.	Ramankrishna Wadiyar	Ramankrishna@hmc.org	Medical Corporation (HMC)				
	4	r								×	
	Showing 1 to 1	0 of 58 row	s 10 records pe	er page				<< < 1	2 3 4 5 >	>>	

Based on the selection of the user, the corporate number, start date and end date will be auto populated.



et To Be Generated 🖺 New Re	search Application 🛓 Basic Scie	nces 📕. Medical Research Center - HMC \$.Abnoba	GmbH 🛗 12/01/2017 15:28 😡 Pending		(
Summary	Study Descriptio	on 👍 Sites 🖉 🛛	elegation I Funding	Documentation	
	Summary Detail				
nvestigators Team	Mr. Mi	ke Jackman Principal Investigator			
Researchers Team					
0%	🛔 PRO 😿 HOD 🗯	COI 🖉 🔊			
a second					_
Save	User	Ramankrishna Wadiyar	Q Corp No	4 50032	
Refresh	Is this member having	assigned facility? O Yes	No No		
Exit	Start Date		End Date	4	1
		13/01/2017		19/01/2018	
		CP Effort	Day Type	1 Please Select	•
	Effort (in hours)				

A. From User Search page, to view the User Profile, click the 🚔 icon.

Figure 301: User Profile Icon- User Search Window

r Search									
	Ĩ	T		,				Q Search Search	× Cancel + Add
Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research A
	1	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative,			
						Univ of Miami	То	view User	
4	1		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum	Pro	ofile, click	here
48	1	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
4.0	-	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation			

User Profile Lookup page opens.

Figure 300: Auto-Populating Details-After Selection of User



Figure 302: User Profile Lookup Page

	Personal Info		
Personal Info	Prefix	First Name	Middle Name
nstitutional Information	E. Dr.	L Watch	⊥ w
reas of Interest	Last Name	Preferred Name	Corporation No
Certifications	Me	A+ Watch W Me	Corporation No
Publications	Highest Degree	Country	State
	🔁 Highest Degree	Country of Residence	📍 State
	City	Postal Code	Primary Contact No
	Q City	Postal Code	Primary Contact No
	Secondary Contact No	Fax	Primary Email ID
	Secondary Contact No	Fax	watch@sark.com
	Secondary Email ID	Bleep No	
	Secondary Email ID	Bleep No	

B. From **User Search** page, to view the **Job Planner**, click the = icon.

Figure 303: Job Planner Icon- User Search Window

Search									
Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Are
4 2	*	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami			
4	~		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum			
4	-	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
40	1	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)			
		50022	Mr	Miko Jackman	Mike@hmc.org	Hamad Medical	Accident and Emergency,Accident and	Cytogenetic Lab,Cytogenetic	Anesthesia, Perioper and Pain,Cardiology/Vascular

Job Planner page opens.



Figure 304: Job Planner Page- User Search Window

o planter								Search		2.
Member Type	Participation Start Date	Participation End Date	Project Title	Protocol ID	Research Site	Site Type	Role	Study Owner	Tasks	Day Typ
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-weel
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-weel

- 8. Select 'YES' or 'NO' from "is this member having assigned facility?" Option.
- 9. If **'YES'**, then select the name of site from **Assigned Site** drop-down and continue following instructions. If **'NO'**, then continue the following instructions.
- 10. Enter hours needed into **Effort (in hours)** box, select the type of effort from **Day Type** drop-down.
- 11. Select the roles from **Roles** drop-down, and then select the tasks from **Tasks Performed** drop-down.
- 12. Click the Add button.

Figure 305: Adding User-User Search Window

Summary	Study Description	Sites	Delegation	Funding Docum	entation
nvestigators Team	User	🙆 Ramankrishna Wadiyar	Q Corp No	LA 50032	
Researchers Team	Is this member having ass	signed facility? O Yes	O No		1993
0%	Assigned Site	🖉 - Al Wakra Hospital	•		
Save	Start Date	13/01/2017	End Date	19/01/2018	
Refresh	Effort (in hours)	2 150	Day Type	De per month	•
	Roles	Research Associate	Tasks perfor	Follow up Visit	
	L			+ Add	X Reset

The new user has been added successfully and the details will be displayed in tabular columns in same page.



Summary	Study Description	Sites	Delega	tion	Fundir	ng 🖉 🖉	ocumentation
nvestigators Team	Assigned Site	Please Select		•			
Researchers Team	Start Date	13/01/2017		End	d Date	19/01/2018	•
0%	Effort (in hours)	Effort		Day	/ Туре	Dease Select	•
Save	Roles	Select roles		Tas	ks performed	Select tasks	`
Refresh						+ A	dd 🗶 Reset
	Action Ass	igned site Start date	End date	Effort	Day type	Roles	Tasks performed
	び前 Al Wake	Hospital 13/01/2017	19/01/2018	150	ner-month	Research Associate	Follow up Visit

13. Click the Save button.

Figure 307: Save Button-Investigators Team

				Home / Res	earch Study Proposal
Project1					Mr. Mike
15. Yet To Be Generated E New Re	isearch Application A. Basic Scie	nces . Medical Research Center - HMC 5.Ab	noba GmbH 🛄 12/01/2017 15:28 😡 Pend	ing	
Summary	Sites	Delegation O	Funding Do	cumentation	
-					
🛔 Investigators Team	Investigators Team				
Researchers Team	Summary Detail				
	Mr. Mi	ike Jackman			
0%	Lead P	Principal Investigator			
" the second of	A PRO				
B Save					
C Refresh					
© Refresh ⊕ Exit	User	街 Sundar Kumar Rao	Q Corp No	50030	
C Refresh	User Is this member having	Sundar Kumar Rao assigned facility? O Yes	Q Corp No No	4 50030	
C Refresh	User Is this member having Start Date	Sundar Kumar Rao	Q Corp No No End Date	2 50030	

• A message box will be displayed **"Do you want to continue"**. 14. Click the **YES** button.

Figure 306: Added User List-User Search Window





					w
				Home / Rese	arch Study Proposals /
Project1	esearch Application 🚢 Basic Scie	ences 📕 Medical Research Center - HMC \$ Abn	oba GmbH 🎬 12/01/2017 15:28 🚱 Pendin	e e e e e e e e e e e e e e e e e e e	Mr. Mike Jac
Summary	La Sites	Delegation 🔯	Funding Docu	mentation	
A Investigators Team	Investigators Team			_	
 Researchers Team 	Summary Detail	Warni	ισ		
(and the second	Mr. M	ike Jackman	'5		
0%	Lead	Principal Inve Do you want to	continue		
Constant of Constant	A PRO CHOD	ON ER YES	NO		
🖺 Save					
2 Refresh					
🕞 Exit	User	🙆 Sundar Kumar Rao	Q Corp No	4 50030	
	Is this member having	assigned facility? O Yes	No No		
	Start Date	13/01/2017	End Date	19/01/2018	
	Effort (in hours)	C Effort	Day Type	Please Select	

The investigators team details have saved successfully.

Figure 309: Successful Message-Save Button-Investigators Team

👫 Yet To Be Generated 📙 New Re	esearch Application 📥 Basic Sci	ences 📕 Medical Research Center - HMC \$,	Abnoba GmbH 🚞 12/01/2017 15:28 😯 Per	ding	Mr. Mike J
Summary	Sites	Delegation	5 Funding	ocumentation	
Investigators Team	Investigators Team				
* Researchers Team	Summary Detail	like Jackman	Mr. Sundar Kumar Rao		
0%	Lead	Principal Investigator	Research Associate		
a server a	A PHD S HOD R	COL 🗾 🗘 🖉 🖉 🖉 🖓	o (#col) (##) 📀		
🖹 Save					
C Refresh	liear		Corp No		

The summary of added user will be displayed in same page.



Figure 310: Newly Added User-Investigators Team

Date: 13/01/2017 1	2:28:16			± a () t E	🕈 🚯 Mr. Mike Jackman 🕫
8				Home / Resear	ch Study Proposals / Delegation
Project1	New Research Application 🛓 Basic Scie	nces 🛃 Medical Research Center - HMC	\$ Abnoba GmbH 🛗 12/01/2017 15:28 🔗 Pe	nding	Mr. Mike Jackman
Summary	Sites	Delegation	💿 Funding	Documentation	
a Investigators Team	Investigators Team	_		_	0
Wesearchers Team	Summary Detail				
0%	Mr. Mil Lead P	te Jackman rincipal Investigator	Mr. Sundar Kumar Rao Research Associate		
E Save	▲ 190 100 100 100 100 100 100 100 100 100 1		HOO 🖅 COI 🗾 🔊		
C Refresh	Uter		Care No.	(
E eit	User	4 User Name	Q	Corp no	
	Is this member having.	assigned facility?	ies 🔘 No		
	Start Date	13/01/2017	End Date	19/01/2018	
	Effort (in hours)	Effort	Day Type	Please Select	•
	Roles	(Tasks perform	ed Cur	

Notes:

- If researcher requires the same person for other time duration, enter the details and click on the Add button.
- If researcher requires other person, select the user from list and following the same steps to add user.
- After adding the user, an email notification is triggered to the respective person for acknowledgement of participation. The notification will be displayed under **My Tasks** list in Dashboard of respective person.
 - A. To edit the details of added user, click the \Box icon.
 - B. To delete the user, click the iii icon.



Figure 311: Edit and Delete Icons in User List-User Search Window

Summary	Study Description	n 👍 Sites	Delegatio	on 🗿 Fund	ing D	ocumentation
Investigators Team	User	🙆 Philips John	(Q Corp No	(2) 50029	
Researchers Team	Is this member having a	assigned facility?	O Yes	No No		
	edit, click he	13/01/2017	Т	o delete, c	ick here	
0% To Save Referation	edit, click he	13/01/2017	T	o delete, c	ick here	
0% To Save Save Exit	edit, click he Effort (in hours) Roles	27C 13/01/2017	T	O delete, C	ick here Please Select Select tasks	,
0% 3 Save 2 Refressh + Eat	Edit, click he Effort (In hours) Roles Action Act	213/01/2017 2 Effort 3 Select roles signed site Sta	rt date End date	O delete, C Day type Tasks performed	ick here	Tasks performed
0% 3 Save 7 Refresh ♦ Ext:	edit, click he Effort (in hours) Roles	2 Effort 3/01/2017 Effort Select roles. ra Hospital 13/01/	rt date End date 2017 19/01/2018	O delete, c Day type Tasks performed Effort Day type 150 per-month	ick here Please Select Select taska Roles Research Associate	Tasks performed Follow up Visit

Researchers Team

15. Select **Researchers Team** sub tab under **Delegation** tab.

							Hom	e / Research Study Proposals /
o Be Generated 📑 New Re	esearch Application 🚢 I	Basic Sciences 📕. Me	dical Research Center - HM	IC <mark>\$</mark> :Abnoba GmbH	12/01/2017	15:28 10 Pending		Mr. Mike Jao
Summary	Study De	escription	Sites	Delega	tion	Fundir	ng 🔎 🛙	Documentation
estigators Team	Is this membe	having assigned fa	cility? O) Yes	No No		۲ <u>ـــــ</u>	
searchers Team	Start Date	m	13/01/2017		Enc	d Date	19/01/2018	
10	Effort (in ho	urs)	Effort		Day	/ Туре	Please Select	
we	Roles		Select roles		Tas	ks performed	Select tasks	
fresh	Action	Assigned sit	e Start date	End date	Effort	Day type	Roles	Tasks performed
	Cİ	Al Wakra Hospita	13/01/2017	19/01/2018	150	per-month	Research Associate	Follow up Visit
	Gi	Al Wakra Hospita	13/01/2017	19/01/2018	120	per-month	Research Assistant	Follow up Visit

- Researchers Team page opens.
- 16. Enter the user name into **User** box, enter the corporation into **Corp No.** box.

OR

- 17. Click the \bigcirc icon to search users.
 - User Search window opens.



Figure 313: Researchers Team - User Search Window

	Corporation	Number	Depi	artment			Section	
CA Name	Col	poration Number]		•	Ģ	•
Research Institution		Organization			Re	search Area		
2	•	42			•	ත		•
Speciality		Role			Та	sk		
2	•	名			•	ත		•
n n			ĵ.	Î	Te		Search	. 2-
Profile/JP Action Corporati	on No 🛛 Title	Display Name	Primary Email	Org Name	Departm	ents Sec	tion Research Area	Speciality
			No Record availa	ble				

18. Click the Search button.

<u>Note</u>

The search result can be filtered by entering Name, Corporation Number, Department, Section, Research Institution, Organization, Research Area, Specialty, Role and Task

				_		
Figure 314	Researc	hers Tear	m-Search	Button.	-l Iser Sea	rch Window
inguic STA.	nescure	incro reur	ii Scureii	Dutton	0301 304	

lame	Corporation 1	Number	Department		Section	
🙆 Name	Corr	poration Number	4	•	•	•
Research Institution		Organization		Research Area		
2	•]	42		2		•
Speciality		Role		Task		
2	•]	2	•	2		•

After licking the **Search** button, the users list will be displayed.



Figure 315: Researchers Team - Users List-User Search Window

r Search										
								Sear	:h	₫ -
Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specia
10	*	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
10	-	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
10	~	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
40		50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

19. To select the user, click the 💉 icon.

Figure 316: Researchers Team - Select User from Users List-User Search Window User Search <u>a</u> ... Search Title Profile/JP Action Corporation No Display Name Primary Email Org Name Departments Section Research Area Specia Collaborative Institutional Training 72591023 1 Dr. superadmin@hmc.org 4 2 Super Admin Initiative. Univ of Miami Hamad Medical 1 50021 4 2 Mr. Rathore Gupta Rathore@hmc.org Corporation (HMC) Hamad Medical Accident and Cytogenetic Lab ~ 4 8 50023 Mr. Mike Jackman Mike@hmc.org Cardiology/Vascular Corporation Emergency (HMC) Hamad Andrew Medical 4 8 50024 Mr. Andrew@hmc.org ~ Johnson Corporation (HMC)

- After clicking the Action icon, a message box will be displayed "Do you want to select this user".
- 20. Click the **YES** button.





Figure 317: Researchers Team - Confirmation Message-Users List-User Search Window

Based on the selection of the user, the corporate number, start date and end date will be auto populated.

Figure 318: Researchers Team - Auto-Populating Details-After Selection of User

Summary	Study Descriptio	n 👍 Sites 🔮 Deleg	gation I Funding	Documentation	
Investigators Team	Researchers Team				
Researchers Team	User	Philips John	Q Corp No	C 50029	
0%	Is this member having a Start Date	ssigned facility? O Yes	No End Date	19/01/2018	
3 Save	Effort (in hours)	C Effort	Day Type	D Please Select	•
Exit	Roles	Select	Tasks Performed	C Select activities	
				+ Add 🗶 Reset	

A. From User Search page, to view the User Profile, click the ^a icon.



Figure 319: User Profile Icon- User Search Window

User	Search										
									Q Search	Cancel +Add	*
									Search	■ ▲-	
	Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Are	
		J	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami	Το ν	iew Use	r	
	4	-		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum	Prof	ile, click	here	
	4	~	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)				
	4 8	-	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation				•

User Profile Lookup page opens.

Figure 320: User Profile Lookup Page

	Personal Info		
Personal Info	Prefix	First Name	Middle Name
Institutional Information	Dr.	L Watch	👤 w
Areas of Interest	Last Name	Preferred Name	Corporation No
Certifications	L Me	🛃 Watch W Me	Corporation No
Publications	Highest Degree	Country	State
	Highest Degree	Country of Residence	9 State
	City	Postal Code	Primary Contact No
	Q City	Postal Code	Primary Contact No
	Secondary Contact No	Fax	Primary Email ID
	Secondary Contact No	Fax	watch@sark.com
	Secondary Email ID	Bleep No	
	Secondary Email ID	S Bleep No	

B. From User Search page, to view the Job Planner, click the = icon.



User	Search										×
	Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Are	^
	4	~	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				1
	4	~		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum				
	4	*	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)				
	40	1	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
			50022	Mr	Mike Jackman	Miko@hmc.org	Hamad Medical	Accident and Emergency,Accident and	Cytogenetic Lab,Cytogenetic	Anesthesia, Perioper and Pain,Cardiology/Vascular	

Job Planner page opens.

Figure 322: Job Planner Page- User Search Window

								Search		≛ -
Member Type	Participation Start Date	Participation End Date	Project Title	Protocol ID	Research Site	Site Type	Role	Study Owner	Tasks	Day Ty
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-wee
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-wee
4							intestigator		j.	

- 21. Select 'YES' or 'NO' from "is this member having assigned facility?" Option.
- 22. If **'YES'**, then select the name of site from **Assigned Site** drop-down and continue following instructions. If **'NO'**, then continue the following instructions.
- 23. Enter hours needed into **Effort (in hours)** box, select the type of effort from **Day Type** drop-down.
- 24. Select the roles from **Roles** drop-down, and then select the tasks from **Tasks Performed** drop-down.
- 25. Click the **Add** button.





Investigators Team	User	Ramankrishna Wadiyar	Q Corp No	£ 50032	
Researchers Team	Is this member having assi	gned facility? 🔘 Yes	O No		12.40
0%	Assigned Site	🖆 🛛 Al Wakra Hospital	•		
a Save	Start Date	13/01/2017	End Date	19/01/2018	
Crefresh	Effort (in hours)	L 150	Day Type	Der month	•
	Roles	Research Associate	Tasks performed	Follow up Visit	

The new user has been added successfully and the details will be displayed in tabular columns in same page.

Figure 324: Researchers Team - Added User List-User Search Window

Summary	Study Description	Site	s	Delegat	ion	Fundin	g D D	ocumentation	
🛓 Investigators Team 🛛 🔇	Assigned Site	CA Pleas	e Select		•				
📽 Researchers Team	Start Date	12/01/	2017		End	Date	10/01/2019		-
0%	Effort (in hours)	C Effort	2017		Day	Туре	Please Select		,
B Save	Roles	Select	roles		Tas	ks performed	Select tasks		
C Refresh							+ A	dd 🕅 🕷 Reset	
	Action Ass	igned site	Start date	End date	Effort	Day type	Roles	Tasks performed	1
	C 🛱 Al Wakra	a Hospital	13/01/2017	19/01/2018	150	per-month	Research Associate	Follow up Visit	

26. Click the Save button.



Figure 325: Save Button-Researchers Team

Project1	Research Application 👗 Basic Scier	nces 📕 Medical Res	earch Center - HMC	: <mark>\$ Abnoba GmbH </mark> 🛗	12/01/2017 1	5:28 😧 Pending		Mr. Mike Jac
Summary	Sites	Dele	gation	Funding		Docume	ntation	
Linvestigators Team	Researchers Team			-			_	
Wesearchers Team	User	Philips .	lohn	Q	Co	rp No	C 50029	
0%	Is this member having a	ssigned facility?	0	Yes	No			
and the second of the second o	Start Date	13/01/2	017		End	Date	19/01/2018	
C Refresh	Effort (in hours)	130			Day 1	Гуре	Please Select	
🕞 Exit	Roles	Select			Tasks	s Performed	Select activiti	ēš
	Action Ass	igned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	(2)音		2/01/2017	10/01/2010	120	per month	Lab Technician	Follow up Visit

• A confirmation message will be displayed **"Do you want to continue".**

27. Click the YES button.

Figure 326: Confirmation Message-Save Button-Researchers Team

Project1	Research Application A Basic Scie	nces 📕 Medical Rese	earch Center - HMC IS	Abnoba GmbH (1991)	/01/2017 15:2	8 Pending		Mr. M
Summary	Sites	Deleg	ration	3 Funding		Document	tation	
Investigators Team	« Researchers Team							
📽 Researchers Team	User	2	War	ning	Corp	No	2 50029	
1000	Is this member having a	ssigned fa	Wai	шь				
0%	Start Date		Do you wan	to continue	at	e	19/01/201	8
Save	Effort (in hours)	2 130		_	DayTyp	e	Please Se	lect
€ Eat	Roles	Select			Tasks P	erformed	Select act	ivities
	Action Ass	igned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	C/ 8		01/2017	101/0010		oor month	Lab Technician	Follow up Minit

The Researchers Team details have been added successfully.



Figure 327: Saved Details-Researchers Team

	Date: 13/01/2017 12:07:20			Added Succe	essfully		4	43	۰	*	Mr. Mike Ja	ickman 😋
<u>م</u>	Project1	ch Application 🛓 Basic Scier	nces 📑 Medical Research (Center - HMC \$Abnol	ba GmbH 🗂 12/01	/2017 15:28 📀	Pending	an a	Home	e / Research	Study Proposals Mr. Mike J	/ Delegation
	Investigators Team	Researchers Team Summary Detail										0
	0%	Avec as da	Villam Roar arch Associate									
	G Refresh	User Is this member having a	User Name	O Yes	Q () No	Corp No	[6 2 Co	orp no			

Summary and Details of added user is displayed in same page.

Figure 328: Summary Details-Researchers Team

Summary	Sites	Delegation	Funding	Docui	mentation	
Investigators Team	Researchers Team				_	
Researchers Team	Summary Deta	al.				
0%	↓ TRO Ø Ø Ø	Willam Roar earch Associate				
C Refresh	User	User Name	Q	Corp No	Corp no	1
		<u></u>				
🕈 Exit	This is mandatory Is this member having a	assigned facility?	O Yes 💿 No			

Notes:

- If researcher requires the same person for other time duration, enter the details and click on the **Add** button.
- If researcher requires other person, select the user from list and following the same steps to add user.
- After adding the user, an email notification is triggered to the respective person for acknowledgement of participation. The notification will be displayed under My Tasks list in Dashboard of respective person.



- A. To edit the details of added user, click the \Box icon.
- B. To delete the user, click the 🛄 icon.

							nu	nie / Research Stud	y Proposats /
Be Generated 🏪 New Res	earch Application 🔔 Basic Science	es 📕 Medical Res	earch Center - HMC	<mark>\$</mark> Abnoba GmbH	<u>(12/01/2017</u>)	15:28 🕖 Pending			Mr. Mike Ja
Summary	Study Description	Sites	,	Delegat	ion	Fundin	g P	Documentation	\supset
estigators Team	User	Philips	John		Q C	orp No	C2 50029		
searchers Team	Is this member having ass	signed facility?	0	Yes	No				
			-	100	- 110				
	In all all have					200			
	dit, click here	2 13/01/2	2017			ete cl	ick here		
To ec	dit, click here	2 13/01/2	2017		co del	ete, cl	ick here		
real To ea	dit, click here Effort (In hours) Roles	E 13/01/2	2017 roles		To del	ete, cl	ick here		
To ec	dit, click here Effort (In hours) Roles Action Asse	e 13/01/2 @ Effort @ Selectr ;ried site	2017 roles Start date	End date	Task	ete, cl is performed Day type	ick here	Tasks per	formed
To ec	dit, click here Effort (in hours) Roles	2 13/01/2 Effort Selectr ,red site Hospital	2017 roles Start date 13/01/2017	End date 19/01/2018	To del Task	ete, cl is performed Day type per-month	CR Select tasks. Roles Research Associate	Tasks per Follow up Visi	formed

7.5 Documentation

The **Documentation** section is designed and developed to upload the documents for the research. These documents would be **Research Related Documents**, **Funding Related Documents** and/or **Legal Related Documents**.

The **Research Related** is the default sub-tab under documentation category.

<u>Note</u>

- The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.
- 28. Click the **Documentation** tab.
- A message box will be displayed "Are you sure to continue".29. Click the YES button.



Figure 330: Confirmation Message for Documentation Page

			Home / Research Study Proposals / Summar
Project1	search Application 🐣:Basic Sciences	Redical Research Center - HMC \$Abnoba GmbH 🗂 12/01/2017 15:	28 O Pending
Summary	Study Description	Sites Belegation	Funding Documentation
🖹 Study Information 🛛 🔞	Study Information		Ø
\$ Funding	Title of the Project	e Rem Warning	
12%	Keywords	Are you sure to continue?	٩,*
B Save	Research Category	YES NO	
2 Refresh	Research Type	A Basic Sciences	
🕞 Exit	Research Sub-Type	👗 Developmental Biology 🔻	
	Research Area	📕 Hepatology 🔻	
	Research Specialty	📥 Neuropathology 🔹	
	Submitting Institution	A Bahrain Defence Force Royal Medical Servic	
	Submitting To	A Medical Research Center - HMC	

The documentation page opens.

In documentation page, three sub tabs "Research Related", "Funding Related" and "Legal Related" are displayed.

Research Related

By default, the **"Research Related"** sub tab will be opened. In this page, summary of research related uploaded documents will be displayed. On click the **'Detail'**, the details of research related uploaded documents will be displayed in a table.

30. Summary of research related uploaded documents are displayed in **'Research Related'** page.



Figure 331: Research Related-Summary

Junnary	Study Description	Sites 🔮	Delegation	5 Funding	Documentation
Research Related 🛛 🔇	Research Related				
Funding Related	Summary Detail				_
D%	1 Upload	Document O	load Document O	3 English	o
re re ^{de}	Document Type	Please Select	•		
Save	Document Type Language	Please Select	•		
Save Refresh Exit	Document Type Language No of Pages	Please Select Please Select Carter No Enter No	•		

31. To view the details of uploaded documents, click the Details.

The details of each uploaded files will be displayed.

Figure 332: Details of Uploaded Documents

et To Be Generated New Res	earch Application	Basic Sciences . Medical Rese	earch Center - HMC \$ Abhoba GmbH	17/01/2017 12:01	Pending		
Summary	Study	Description Sites	Delegati	on O	Funding	Documentatio	on
Descent Delated	Research Relat	ted			_		-
Research Related	Summary	Detail					
Difference Funding Related	Junnary	octun					
Legal Related						Search	2.
Legal Related	Action	Document Type	Document Description	Language	No of Pages	Search Date Time	FileName
Legal Related	Action	Document Type Research Protocol	Document Description	Language	No of Pages	Search Date Time	FileName
Legal Related	Action C m C m	Document Type Research Protocol Product Brochure	Document Description	Language	No of Pages 0	Search Date Time	FileName No file No file

- A. To edit the details, click the 🖾 icon.
- B. To delete the details, click the $\overline{10}$ icon.





Summary	Study	Description 6 Sites	5 Delegati	on 🖸	Funding	Documentatio	m
🕹 Research Related 🛛 🔇	Research Relat	ed					
Funding Related	Summary	Detail					
Legal Related						Search	E Z-
0%	Action	Document Type	Document Description	Language	No of Pages	Date Time	FileName
Sec. St.	Cò	Research Protocol			0		No file
🖹 Save	cò	Product Brochure			0		No file
C Refresh			1.07	-		10/01/001710.00.45	

To upload documents, follow the below instructions:

- 32. Select type of document from **Document Type** drop-down, select language from **Language** drop-down, and then enter the total number of pages into **No. of Pages** box.
- 33. Enter the description of document into **Document Description** box.
- 34. Click the **Upload** button, and the select the documents to be uploaded, and then click the **Save** button.



Figure 334: Upload Research Documents

- A message box will be displayed "Are you sure to continue".
- 35. Click the YES button.





Summary	Study Description	es 🖪 Medical Research Center - HMC ŞAb	Delegation	Documentati	ion
Research Related	Research Related				6
D Funding Related	Summary Detail	Warn	ing		
Legal Related	Resear	rch Protoc I Documer Are you sure to	o continue?	Investigator's Brochure	
0%		YES	NO		
and the second	Document Type	Product Brochura			
🖺 Save					
3 Refresh	Language	English English	•]		
G Exit	No of Pages	200			
	Document	Product Brochur		Upload	
	Description				1997 B

The document has been uploaded successfully.

	Figure	336:	Documen	t U	ploaded	Successfully
--	--------	------	---------	-----	---------	--------------

JOJ Hamad				Docume				6	٠			Mr. Nike M Jackman	o;
				-		_			Home	Resea	rch Study	y Proposals / Document	tation
	Pro 11	ject1 Yet To Be Generated <mark> </mark> :New Rese	arch Application 🚢 Basic Sciences	Medical Research Center - I	HMC <mark>\$</mark> Abnoba GmbH 🛗 17/01	/2017 12:01 <mark>@</mark> .Pen	ding					Mr. Mike M Jackman	
		Summary	Study Description	🦲 Sites	Delegation	F u	nding	_		Docun	nentatio	n	
	_		Research Related									6	9
		Research Related	Summary Detail	rotocol ument	2 Investigator's Brochur English	re O							
			Document Type	Please Select	•								
		E Save	Language	D Please Select	•								
	I	🕞 Exit	No of Pages	🙆 Enter No									
			Document	Brief Summary upto 25	54 Characters			Upload	ł				

The summary of uploaded documents will be displayed in same page. [on clicking **Detail**, the details of uploaded document will be displayed.]



Figure 337: Summary of Uploaded Documents

summary	Study Description	Sites	Delegation	Funding	Documentation	
Research Related	Research Related					
D Funding Related	Summary Detail					
0%	Document Type	Please Select				
C Refresh	Language	Please Select	•			
	No of Pages	Enter No				
	Document Description	Brief Summary upto	254 Characters	Upl	oad 🚯 Upload	
	Document Description Remaining Characters: 254	Brief Summary upto:	254 Characters	Upl	0	ad Contract of Con

Funding Related

36. Click on Funding Related sub tab.

Figure 3	38: Fundin	g Related	Sub Tab
		0	

Summary	Study Description	Sites Delegation	7 Funding Documentation
Research Related	Research Related		
Funding Related	Summary Detail		
Legal Related	1 Upload	Document O)
	Document Type	D Blosse Select	
3 Save C Refresh	Document Type Language	Please Select	
B Save C Refresh	Document Type Language No of Pages	Please Select Please Select Carlot Enter No	

'Funding Related' page opens.

In **Funding Related** page, the summary of uploaded documents will be displayed.

• On clicking the **Detail**, the details of uploaded documents will be displayed.


Figure 339: Summary and Detail-Funding Related Documents

Summary	Study Description	Sites	Delegation	Funding		Documentation	
Research Related	Funding Related				_	_	
D Funding Related	Summary Detail						
0%	Document Type	Please Select	•				
O Refresh	Language	Please Select	•				
🗘 Exit	No of Pages	🔁 Enter No					
	Document Description	Brief Summary upto 254 Chai	acters		Upload	🚯 Upload	
	Remaining Characters: 254		10		Sup	oported Formats: doc,	docx. C Clear

37. To upload funding related documents, click here "To upload documents, Click Here:"

Legal Related

38. Click on Legal Related sub tab.

Figure 340: Legal Related Sub Tab

Summary	Study Description	L Sites	Delegation	• Funding	Documentation	
	Funding Related					
Funding Related	Summary Detail					
egal Related	Other F Docume	unding related				
0%	English	~				
Save	Document Type	Please Select	•			
Refresh	Language	Dease Select	•			
Exit	No of Pages	C Enter No				

- 'Legal Related' page opens.
- In **Legal Related** page, the summary of uploaded documents will be displayed.



On clicking the **Detail**, the details of uploaded documents will be displayed.

Figure 341: Summary and Detail-Funding Related Documents

roject1 ; Yet To Be Generated 🏙 New Res	earch Application 📇 Basic Sciences	📕 Medical Research Center - HMC <mark>\$</mark> Abnoba G	imbH 🏥 17/01/2017 12:01 (Pending	Mr. Mike M Jackma
Summary	Study Description	📥 Sites 🖉 De	elegation	Funding	Documentation
🛓 Research Related 🛛 🔇	Legal Related				1
Funding Related	Summary Detail				
0%	Document Type	Please Select	•	Biglish	Q
27 Refresh	Language	Please Select	•		
🕞 Exit	No of Pages	C Enter No			
	Document Description	Brief Summary upto 254 Characters		Upload	🚯 Upload
	Remaining Characters: 254			Symantec EnSy Traffic has been blo	upported Formats: doc, dock. ocked from this applica <mark>nce Clear</mark>

39. To upload Legal related documents, click here "<u>To upload documents, follow the</u> <u>below instructions:</u>"

7.6 Funding

MRC supports researchers for the presentation and publication of their research conducted in Hamad Medical Corporation (HMC) through the research budget allocated from the organization and through external funds.

The Abhath application is designed to manage the various types of costs of research to ensure that the appropriate funding arrangements are put in place. ABHATH is designed in such a way that the budget can be easily prepared and tracked by the researchers regardless of the source of funding.

In Abhath application, a module "Funding" is designed with three sub sections "Funding", "Budget Sheet" and "Budget Sheet Summary" to manage the appropriate funding process.

The instructions for processing each sub tab are given below:

1. Click the **Funding** tab.



The funding organization page displays.

Figure 342:	Funding	Tab
-------------	---------	-----

					ocumentation	
Funding	Funding Organization					
Dudaut Chart	Funding Organization	🔺 Qatar National Research Fund (QNRF) 🔹				🛅 De
Budget Sneet	Funding Route	A Please Select	Budget Sheet Info			
Budget Sheet Summary	Funding Route Category	A Please Select	Amount in : QAR / QAR - Qa Budget Sheet Type	atari Riyal O Resource	Activity	i.
0%	Cost Sharing Rule		Number of Subjects	1	0	
▶ Next	Is Cost Sharing ? Cost Share Organizatio	Yes No Hamad Medical Corporation (HMC)	Budget Sheet Entry Mode	Manual Cre	ation O	File Upload
+ Previous	Sharing Mode	Percentage O Amount	- Applicable Budget Ca	tegory		
Exit	– Applicable Bud	get Category	Budget Category	Applicable R	Resource Level	Activity Lev
3 Save	Hospital Fees	Mannower / Personnel	Hospital Fees		No	Yes
	Thospital Tees 0		Mannower / Personnel		No	Ves

There are three sub sub tabs are provided with Funding Tab.

- o Funding
- o Budget Sheet
- o Budget Sheet Summary

The below section explains about the work flow of each sub tabs in details.

I. <u>Funding</u>

2. Select organization name from **Funding Organization** drop-down.

Note:

The value of Funding Organization drop-down will be displayed based on the value for the 'Is your Study already Funded' option under the 'Summary' tab of the New Research Submission module. If there are two funding organizations selected under Funded By drop-down, those two values will be displayed under Funding Organization drop-down in 'Funding' tab.



Figure 343: Funding Organization drop-down

rraining Manual Test Project-Do Not D	kelete Rearch Application 🚣 Registry 📙 Medical Research Center - HMC 💲 Qatar National Research Fun	nd (QNRF) 15/02/2017 13:01 O Pending
Summary	Study Description Sites Delegation	Funding Documentation
E Funding	Funding Organization	
Budget Sheet	Funding Organization	🛱 Delete Al
	Funding Route A Please Select Qatar National Research Fund (QNRF)	Budget Sheet Info
Budget Sheet Summary	Funding Route Abnoba GmbH	Amount in : / Budget Sheet Type Resource Activity
0%	Cost Sharing Rule	Budget Sheet Entry Mode 💿 Manual Creation 🛛 File Upload
→ Next	Is Cost Sharing ? O Yes No Cost Share Organization	Applicable Budget Category
E+ Exit	Sharing Mode Percentage O Amount Applicable Budget Category	Budget Category Applicable Resource Level

- 3. Select value from **Funding Route** drop-down, and then select the value from **Funding Route Category** drop-down.
- 4. Select the value from Prime Awardee drop-down.

Note:

The **Prime Awardee** field is displayed only if "**Is Collaborative Study?**" is marked as **Yes** under **Sites** tab. The dropdown values are listed based on the Research Institutions that are participating in the Collaboration Study.

Funding Funding Organization Budget Sheet Funding Organization	
Funding Organization A Qatar National Research Fund (QNRF) Funding Route A Please Select Funding Route A Please Select Funding Route A Please Select Prime Awardee A Please Select Prime Awardee Please Select Debac fails One Resent Budget Sheet Info Amount in : QAR / QAR - Qatari Riyz Budget Sheet Type O Resent Number of Subjects Budget Sheet Entry Budget Sheet Entry Mode	
udget Sheet Summary Funding Route Image: Please Select <	🗰 Delete
Piese Select Amount in : QAR / QAR - Qatari Riy; Budget Sheet Type Amount in : QAR / QAR - Qatari Riy; Budget Sheet Type Prime Awardee Piese Select Mount in : QAR / QAR - Qatari Riy; Budget Sheet Type Cost Sharing Rule Please Select Mode Cost Sharing Rule Please Select Budget Sheet Type Vert Cost Sharing Rule Please Select Vert Cost Sharing Rule Please Select	
% Prime Awardee Please Select Number of Subjects Cost Sharing Rule Please Select Budget Sheet Entry Wext Cost Sharing Rule Doha Clinic Hospital, Qatar Hamad Medical Corporation (HMC) Budget Sheet Entry	irco Activity
Please Select Budget Sheet Entry Image: Market Entry text Doha Clinic Hospital, Qatar Mode	
	al Creation O File Upload
revious Cost Share Organization Cost Share Organization Amand Medical Corporation (HMC) Applicable Budget Category	
Sharing Mode Percentage Amount Budget Category Applica	e Resource Level Activity Level
Applicable Budget Category Manpower / Personnel	

- 5. Select Yes or No from "Is Cost Sharing?" option under Cost Sharing Rule section.
 - If selected option is 'Yes', select the organization from Cost Share Organization drop-down.

Figure 344: Prime Awardee



- 6. Select **'Percentage'** or **'Amount'** from **Sharing Mode** option under **Cost Sharing Rule** section.
- 7. Enter field wise **Percentage** or **Amount** into corresponding boxes under **Applicable Budget Category**.

Summary	Study Description	5ites Delegation	Funding		Documentation	
	Funding Organization				_	
anding	Funding Organization	A Qatar National Research Fund (QNRF)				🗓 Dele
udget Sheet	Funding Route	A Please Select	Budget Sheet Info			
Punding Route Category Pan Budget Sheet Summary Pan Brime Awardon	Funding Route Category	A Please Select	Amount in : QAR / QAR - Q Budget Sheet Type	atari Riyal O Resource	Activit	x
Cost Sharing R		Please Select	Number of Subjects Budget Sheet Entry Mode	Manual Cr	o reation O	File Upload
revious	Is Cost Sharing ? O Yes O No Cost Share Organization Additional Corporation (HMC)		Applicable Budget Ca	ategory		
xit	Sharing Mode	Percentage O Amount	Budget Category	Applicable	Resource Level	Activity Leve
				1 (11)	105.03	000 million 100

Figure 345: Cost Sharing Rule

- 8. Select **'Resource'** or **'Activity'** from **Budget Sheet Type** option under **Budget Sheet Info** section
- 9. If selected option is 'Activity', then enter the value into Number of Subjects box.
- 10. Select 'Manual Creation' or 'File Upload' from Budget Sheet Entry Mode option under Budget Sheet Info section.

	Study Description	Sites Delegation	Funding	Docume	entation
Funding	Funding Organization				_
Budget Sheet	Funding Organization	🚨 Qatar National Research Fund (QNRF) 🔹			📋 Delete Al
Dudent Shart Summary	Funding Route	A Please Select	Budget Sheet Info		
0% Funding R Category Prime Aw.	Funding Route Category Prime Awardee	A Please Select	Amount in : QAR / QAR - Q Budget Sheet Type Number of Subjects	Qatari Riyal	Activity
→ Next Cost Sharing Ru			Budget Sheet Entry Mode	Manual Creation	O File Upload
Previous	Is Cost Sharing ? Cost Share Organizatio	Yes No Hamad Medical Corporation (HMC)	– Applicable Budget C	ategory	
	Sharing Mode	Percentage Amount	Budget Category	Applicable Resourc	ce Level Activity Level
Save	- Applicable Buc	get Category	Manpower / Personnel	N	o Yes

Figure 346: Budget Sheet Info



11. Select the **Budget Categories** under **Applicable Budget Category** section.

Summary	Study Description	4 Sites Delegation	Funding B Documentation
inding 🔇	Funding Organization		
udget Sheet	Funding Organization	A Qatar National Research Fund (QNRF)	
ident Chart Summani	Funding Route	A Please Select	Budget Sheet Info
Funding Route Category	A Please Select	Amount in : QAR / QAR - Qatari Riyal Budget Sheet Type O Resource O Activity	
10	Prime Awardee	A Please Select	Number of Subjects
ext	Cost Sharing Rule		Budget Sheet Entry Manual Creation O File Uploa
	Is Cost Sharing ?	Yes O No	
evious	Cost Share Organizatio	M 🛛 🗛 Hamad Medical Corporation (HMC) 🔻	Applicable Budget Category
			Name and Address of the Address of t
t	Sharing Mode	Percentage O Amount	Budget Category Applicable Resource Level Activity

Figure 347: Applicable Budget Category

12. Click the Save or Next button.

Figure 348: Funding-Save or Next Button

Summary	Study Description	🚣 Sites 🛛 🔮 Del	egation	Funding		ocumentatior	
Funding	Funding Organization		_			_	_
Budget Sheet	Funding Organization	Qatar National Research Fund (QNRF)	-				🗊 Delete /
Dudget Sheet Summary	Funding Route	A Please Select	•	Budget Sheet Info			
sudget sneet summary	Funding Route Category	A Please Select	•	Amount in : QAR / QAR - Qa Budget Sheet Type	atari Riyal O Resource	Activit	N
0%	Prime Awardee	Please Select	¥	Number of Subjects	1	10	•
Next	Cost Sharing Rule			Budget Sheet Entry Mode	Manual Cre	ation O	File Upload
Devices	Is Cost Sharing ? O Yes O No						
Previous	Cost Share Organizatio	Hamad Medical Corporation (HMC)	•	– Applicable Budget Ca	itegory		
Exit	Sharing Mode	Percentage O Amount	_	Budget Category	Applicable R	esource Level	Activity Level
Save	- Applicable Bud	lget Category		Manpower / Personnel		No	Yes
				Equipment		No	Yes
	Manpower / Perso	onnel 0 Equipment 0		Travel		No	Yes

The funding organization details have been saved successfully.



Figure 349: Successfully Saved Funding Organization Details

Date: 15/02/2017 17:28:08		Funding Organization added successful	ally 📥 🚓 🟦 🖈 💾 🎮 Mr. Mike Jackman
ll/ Complete New Research Applicat	on		
Training Manual Test Project-Do Not Del	rte rch Application 🚣 Registry 📕: Mee	lical Research Center - HMC <mark>\$</mark> Qatar National Research Fund ((QNRF) 15/02/2017 13:24 OPending Oriented Statement (QNRF)
Summary	Study Description	👍 Sites 🛛 🙋 Delegation	Funding Documentation
	Funding organization	Qatar National Research Fund (QNRF)	💼 Delete All
Funding	Funding Route	A Please Select	Budget Sheet Info
Budget Sheet	Funding Route	A Please Select	Amount in : QAR / QAR - Qatari Riyal
Budget Sheet Summary	Category		Budget Sheet Type O Resource O Activity
and the second s	Prime Awardee	A Hamad Medical Corporation (HMC)	Number of Subjects 15
0%	Cost Sharing Rule		Budget Sheet Entry Manual Creation File Upload Mode
and the second sec	Is Cost Sharing ?	Yes O No	
→ Next	Cost Share Organization	A Hamad Medical Corporation (HMC)	Applicable Budget Category

II. Budget Sheet

The workflow under budget sheet sub tab will be changed based on the selection of **Budget Sheet Type** (i.e. **Resource Type** or **Activity Type**) under **Funding** sub tab.

Case A: If selected '<u>Budget Sheet Type</u>' is '<u>Activity</u>', then the workflow under Budget Sheet will be like this:

- 13. Click the **Budget Sheet** sub tab.
 - Budget Sheet page opens.
- 14. Select the institution name from **Research Institution** drop-down.

Notes:

- Research Institution defines its own Budget Sheet.
- Register Values of **Research Institution** drop-down are listed based on the participating institutions for the Research Study.
- 15. Select the year from **Year** calendar, and then select the value from **Budget Value** dropdown.
- 16. Select the interval from **Budget Interval** drop-down.

Notes:

- The '<u>Budget Value'</u> drop-down includes below values:
 - o Yearly
 - o Half Yearly



- o Quarterly
- o Monthly
- o Weekly
- Based on the selection of '<u>Budget Value</u>', the values under '<u>Budget Interval</u>' dropdown will be changed.



unding Budget Sheet udget Sheet udget Sheet Vear Please Select Budget Value A Haff Yearly	•
dget Sheet dget Sheet Summary Vear Budget Value A Half Yearly	•
dget Sheet Summary Vear Please Select Budget Value A Haif Yeary	v
Vear elesse Select Budget Value A Half Yearly	
Budget Value A Half Yearly	
Budget Interval Please Select	
HalfYearly	
Honthy	

17. Select the category from **Budget Category** drop-down, and then select the type from **Budget Type** drop-down.

Notes:

- The '<u>Budget Category</u>' drop-down lists the applicable budget categories, which are defined in '<u>Applicable Budget Category</u>' under '<u>Funding</u>' sub tab.
- The values of '<u>Budget Type</u>' drop-down are listed based on the selection of '<u>Budget</u> <u>Category</u>' drop-down.
- 18. Select the type of activity from **Activity Type** drop-down, and then select the activity from **Activity** drop-down.

<u>Notes:</u>

- If selected '<u>Budget Sheet Type'</u> is '<u>Activity</u>', the '<u>Activity Type</u>' and '<u>Activity</u>' will be displayed in Budget Sheet.
- The values of '<u>Activity</u>' drop-down are listed based on the selection of '<u>Activity Type</u>' drop-down
- 19. Select/enter the description into **Description** box.



Note:

- The Type of '<u>Description</u>' field will be changed based on the selection of '<u>Budget</u> <u>Category</u>', which will decide the type of this field, i.e., either to be populated or to be as a free text field.
- 20. Enter the values into Unit Cost, Quantity and Number of Subjects boxes.
- 21. Based on the values under **Unit Cost**, **Quantity** and **Number of Subjects**, the total cost will be displayed under **Total Cost** box
- 22. Enter the remarks/comments into Justification box.
- 23. Click the **Add** button.

Funding	Budget Category	📥 Hospital Fees	
Dudent Chart	Budget Type	<u>н</u>	
Budget sheet	Activity Type	Complex Procedure	•
Budget Sheet Summary	Activity	🛓 Data Analysis	Ĩ.
0%	Description	∆ dfg	
	Unit Cost	10	
Next	Quantity	5 0 T	
Durations	Number of Subjects	15	
Frevious	Total Cost	QAR QAR	~
Exit	Justification	🗎 Remarks	

Figure 351: Budget Category

Require Cost Sharing check box will be displayed. By defaulted, the check box will be selected.

A conformation message will be displayed "Are you sure to continue?".

24. Click the **YES** button.



Figure 352: Confirmation Message for Saving Budget Sheet

Summary	Sites	Delega	ition I Funding	Documentat	ion	
unding 🔇	Budget Type					
udget Sheet	Activity Type	ti co				
udget Sheet Summary	Activity	👗 Da	Ale you sule:			
1	Description	👗 dfg	Are you sure to continue?			
%	Unit Cost	10	YES NO			
	Quantity	50		_		
lext	Number of Subjects	15				
Previous	Total Cost	7500	QAR			
xit	Justification	Remarks				

The details will be added and displayed in same page.

'ear	Budget Category	Budget Type	Description	Activity Type	Activity	Total Cost	Unit Cost	Quantity
)17	Equipment	Dental Equipment	ABC	Device Implant	Complex Procedure	500	10	5
	ear 17	ear Category	ear Category Type Dudget Dudget 17 Equipment Equipment Equipment	ear Category Type Description Category Dental Equipment Dental Equipment ABC	ear Category Type Description Type 17 Equipment Dental Equipment ABC Device Implant 17 Equipment Dental Equipment Company 500	ear Category Type Description Type Activity 17 Equipment Dental Equipment ABC Device Complex 17 Equipment Dental Equipment Compare 500	ear Category Type Description Type Activity Cost 17 Equipment Dental Equipment ABC Device Complex Procedure 500	ear Category Type Description Activity Type Activity Cost Cost Cost Cost Cost Cost Cost Cost

The workflow under budget sheet sub tab will be changed based on the selection of **Budget Sheet Type** (i.e. **Resource Type** or **Activity Type**) under **Funding** sub tab.

Case B: If selected '<u>Budget Sheet Type</u>' is '<u>Resource</u>', then the workflow under Budget Sheet will be like this:

- 25. Click the **Budget Sheet** sub tab.
 - Budget Sheet page opens.
- 26. Select the institution name from **Research Institution** drop-down.



Notes:

- Regearch Institution defines its own **Budget Sheet**.
- Provide a second - 27. Select the year from **Year** calendar, and then select the value from **Budget Value** dropdown.
- 28. Select the interval from **Budget Interval** drop-down.

Notes:

- The '<u>Budget Value'</u> drop-down includes below values:
 - o Yearly
 - o Half Yearly
 - o Quarterly
 - o Monthly
 - o Weekly
- Based on the selection of '<u>Budget Value</u>', the values under '<u>Budget Interval</u>' dropdown will be changed.

Figure 354: Resource Type-Budget Sheet-Budget Value and Budget Interval

Training Manual Test Project-Do Not De	lete arch Application 🕹 Clinica	Research 📕 Medical Research Center - HMC \$ Qatar National Research Fund (QNRF) NPRP - 2015 🚞 16/02/20	Mr. Mike Jackman 17 18:55 💿 Preview
Summary	Sites	Delegation Tunding Documentation	
 Funding Budget Sheet Budget Sheet Summary 	Budget Sheet	Research Institution	e Contraction of the second se
0%	Year Budget Value Budget Interval	2017 A Yearly	
Previous Exit Save	Budget Category Budget Type Description	Please Select Please Select	

29. Select the category from **Budget Category** drop-down, and then select the type from **Budget Type** drop-down.

Notes:

The '<u>Budget Category</u>' drop-down lists the applicable budget categories, which are defined in '<u>Applicable Budget Category</u>' under '<u>Funding</u>' sub tab.



- The values of '<u>Budget Type</u>' drop-down are listed based on the selection of '<u>Budget</u> <u>Category</u>' drop-down.
- 30. Select/enter the description into **Description** box.

Note:

- The Type of '<u>Description</u>' field will be changed based on the selection of '<u>Budget</u> <u>Category</u>', which will decide the type of this field, i.e., either to be populated or to be as a free text field.
- 31. Enter the values into **Unit Cost** and **Quantity** boxes.
- 32. Based on the values under **Unit Cost** and **Quantity**, the total cost will be displayed under **Total Cost** box
- 33. Enter the remarks/comments into Justification box.
- 34. Click the **Add** button.

Summary	Sites		C Del	legation		Funding	Docu	umentation	
Funding	Budget Interval	10	Y ×						
Budget Sheet									
Budget Sheet Summary	Budget Category	*	Travel			•			
	Budget Type	4	Travel Allo	wances		•			
0%	Description	A	Qatar			•			
e e e state	Unit Cost		10			_			
Next	Quantity	E	5	Days	•				
Previous	Total Cost	Ľ	50		QAR				
Exit	Justification		1						
	Require Cost Sharing					_			

Figure 355: Resource Type-Budget Category

Require Cost Sharing check box will be displayed. By defaulted, the check box will be selected.

A conformation message will be displayed "Are you sure to continue?".
35. Click the YES button.



Figure 356: Confirmation Message for Saving Budget Sheet



- The details will be added and displayed in same page.
- The total project cost will be added and displayed.

	Research Institution 🛛 🖉 Guy's and	d St Thomas NHS Foundation Trust
/ear	Please Select	Research Institution : Guy's and St Thomas NHS Foundation Trust
Budget Value	▲ Please Select ▼	Year Budget Budget Description Total Unit Quantity Measure Freque
Budget Category	Please Select	Category Type Cost Cost 2017 Travel Travel Qatar 50 10 5 Days Yr
Budget Type	Please Select	Total For Guy's and St Thomas NHS Foundation Trust: 50
Description	☐ Please Select ▼	Project Total Cost : 2,050
Jnit Cost	0	4
Quantity	Please Select ▼	
Total Cost	QAR QAR	

36. h



Budget Sheet Summary.

37. Click the **Budget Sheet Summary** sub tab.

The summary details page opens.

Figure 358: Budget Sheet Summary

et Summary						Study Tot
Funding Organizatio	n Qat	tar National Rese	<i>C</i>	I	Hamad Medical Corp	oration (HMC)
Budget Category	2017	Total Cost	Budget Category	2017	Total Cost	
Travel	20	20	Travel	30	30	
Equipment	1,500	1,500	Equipment	500	500	
Total Cost	1,520	1,520	Total Cost	530	530	
on Wise Data	Guy's and	d St Thomas NHS			Heidelberg Univer	sity, Germany
Budget Category	2017	Total Cost	Budget Category	2017	Total Cost	
Travel	50	50	Equipment	2,000	2,000	